



## **REQUEST FOR PROPOSALS (RFP): *Care Coordination Organizations for Children & Adolescents***

Pre-Proposal Conference Held: November 16, 2023 | 10 a.m.

### **BHSB Facilitators:**

Kelsi Loos, Procurement Lead  
Noelle Nicharot, Project Lead

## **QUESTIONS AND ANSWERS**

Posted: November 27, 2023

**When is the start of the contract? On Page 25, it indicates July 1, 2025. The front of the RFP indicates April 1, 2024.**

The contract process will begin April 1, 2024, and services are expected to start on July 1, 2024. **The reference to July 1, 2025 on page 24 under question 7 is an error.** This has been corrected in the Apply application form.

**The appendices require proof of Certificates confirming Care Coordination Training and proof of enrollment of being a TCM provider. Could you please clarify what needs to be submitted as an attachment in these areas?**

These documents should include training completed for youth care coordination and wraparound training as well as Child and Adolescent Needs and Strengths (CANS) training for care coordinators and supervisors. New providers should submit a word document acknowledging commitment to complete upon award. Existing providers can include in their proposal submission.

The documentation required for enrollment as TCM. There is a link in the RFP to the UMD Youth Care Coordination trainings site. Staff need to complete YCC and CANS training within two weeks of hire. Upon completion of trainings certificates are provided as proof of completion for the majority of trainings. For those that do not supervisors should document the training and date of completion for auditing purposes.

**Do all identified staff need to complete this training before applying for the RFP?**

No. Training would occur post-award and must be completed two weeks before services begin. The applicant should submit a word document acknowledging commitment to complete upon award on how they will ensure that the training will be completed in that timeframe. Existing providers can include in their proposal submission.

**If training is not complete yet, what documents should the applicant upload into Survey Monkey?**

Please refer to the answers above.

If staff have not completed training, please upload a document on your organization's letterhead that attests to the plan to complete these trainings. If your organization has completed the required trainings before, your statement can explain that.

**Does the applicant's organization need to have three years of experience working with children and families to be eligible or is it sufficient if the team involved in the program have the required experience?**

The organization itself needs to have three years of experience providing case management to children and families with intensive mental health needs.

**End of Questions and Answers**