

**INDEPENDENT LIVING SERVICES  
REQUEST FOR PROPOSAL - QUESTION & RESPONSES  
CHILD WELFARE**

Is this for the one provider or multiple providers? **Delaware County will accept and consider all submitted proposal.**

Is there a budget cap for the RFP? **Interested providers should submit a budget for consideration that supports their proposal.**

The RFP references Attachment A. Will Attachment A be provided as an additional attachment to the available documents? **Be more specific on where reference to Attachment A is please (i.e. page number).**

Is this a new service that will be provided in Delaware County? **No** If not, who currently provides this service? **Valley Youth House.**

I need details about the number of providers and how to upload a document. **We are unsure of your question regarding 'number of providers'. Should you require assistance with the PennBid system, reach out to their support team.**

How many youth are in Aftercare? **40**

What insight can you provide regarding Delaware County's cultural/linguistic/religious needs; areas of the county that there is more of a concentration of the need? **Interested vendors are encouraged to research Delaware County for such inside. Service would be countywide.**

What is the County's oversight of the provider? **Oversight will be provided by an Independent Living Services Coordinator.**

What is entailed in the transition plan for a 14 year old? **Transition plans would vary from child to child.**

How many IL visits per month are required? **The expectation is Bi-weekly.** Is it broken out by age? **No**

If awarded, when is the new service scheduled to launch? What is the transition period before the program begins? **07/01/2026**

On page 3 of the RFP, it states "Collaborate with the County to ensure that each youth is referred for a Youth Transition Conference at age fourteen and age sixteen".

-Who is responsible for the Youth Transition Conferences? **The agency is responsible for Youth Transition Conferences.**

-Is the Provider only being asked to ensure that a youth registers and attends the conference at the appropriate age? **Both the County and the provider are responsible to ensure the youth registers and attends the Youth Transition Conference.**

In case of all funded County shelter slots being filled, would the Delco funds paying for motel/hotel be in addition to the budgeted expenses, or should those expected costs be included in the budget? If they are to be included in the budget, how many nights should the provider expect based on historical data to place participants in provider funded hotel? **The County would be responsible to pay for hotel/motel fees.**

What is the reimbursement model for this program? Is it program funded? **As referenced in the RFP, successful applicants must comply with department standard appendices which includes Appendix AA – Invoice Submission Requirements. Checks are disbursed bi-weekly on Fridays, per the department's Accounts Payable schedule which is provided to all vendors.**

**The services will be program funded in fiscal year 26/27.**

What is the total number of youth expected to be served? **The number expected would be between 130-150 annually.**

Are providers expected to serve a total of 128 youth, including the 40 aftercare youth? **See above. This would include the aftercare youth.**

Will providers be expected to serve all youth at contract start date (7/1) or will there be a period of ramping up service delivery to the anticipated total number of youth to be served? **The goal will be for the chosen provider to be up and running and serving youth ASAP.**

Is the Youth Transition Conference referenced at ages 14 and 16 referring to the meetings led by the youth to plan their goals or is it referencing an actual conference the youth will travel to participate in? **The Youth Transition Conference is the a planning meeting with the youth, provider and others that we would look for the provider to participate in and bring the youth to. It is to create the youth's transition plan. RTQ currently facilitates the meeting.**

Is this a one year contract or a 3 year contract? **The Department of Human Services typically contracts for a one year each fiscal year with options to renew each fiscal contracting year pending the availability of State and Federal funding.**

What is the average amount of youth served for IL services per year?

- a. What was the volume in FY24/25? What was the volume in FY24/25 per month? **Historical data will be shared with the awarded provider**
- b. The RFP states Delaware County served approximately 128 youth in the Independent Living Program in FY23/24. Will the successful applicant provide independent living services to all youth in Delaware County or just a portion of them? **ALL**
- c. If just a portion, how many youths will the provider serve? **N/A**
- d. Is there a limit to administrative or indirect costs that applicants can request through this RFP? **Yes**
- e. What is the average length that a youth is in the program? **Please research Independent Living Programs**
- f. The RFP mentions earned stipends, ancillary funds, and room and board funds. Could you elaborate on each fund type and expectations of the provider? **Please research Independent Living Programs**
- g. Is the provider expected to manage each fund type? **No**
- h. Could you please elaborate on the supportive case management of the youth while in the hotel/shelter program. On page 4 in the "Group Facilitation" section, the RFP states that "The provider would coordinate and provide supervision for youth to attend retreats and camps at a minimum of once a year." Could you please elaborate on the coordination and supervision during this time? **Transportation**
- i. Would the provider staff need to attend the retreats or camps alongside the youths?
- j. Is the provider expected to coordinate and host a camp and retreat for the youths? If so, how long is the camp and retreat and is the expectation that it be overnight? Is a minimum of once a year for each, so one retreat and one camp for each youth? **Provider will not need to create or organize a camp/retreat curriculum, they will just need to participate and accompany youth participants. Some are overnight and some are not.**
- k. For the weekly life skills classes, is there a maximum number of youths per class? Is there an expectation on the number of group sessions held per week? **There is no maximum number of youth per class. There has not been a need to put limit on class size. 1 class per week during a cohort.**
- l. What is the maximum amount to be provided to youth for "attendance stipends?" Is this a daily, or after the completion of the 10-12 week session? **Currently the class participation stipend is \$20.00 per class & a \$25 meal credit provided each class for full participation. If classes were in person, the meal would be a group meal provided by the provider during the meeting time. Youth get a \$100 graduation payment for completing 80% of each 10-12 week session.**
- m. What are the hours of operations for these sessions? **Currently they are Wednesdays 4:30-6:00 ish virtually. We are open to changing days and times.**
- n. Could you elaborate on the DCYAB expectations? **Please research Independent Living Programs**
- o. Is the expectation to coordinate transportation, provide food, and attendance stipends for youths that participate? Does the provider coordinate transportation, food, and supervision of the youth for the leadership events at Regional and State meetings? **Yes**
- p. What is the unit measure for Appendix AA FFS Cover Sheet? Do NYTD responsibilities entail being responsible for the served population and surveyed youth at 17,19 and 21? **Yes**

- q. Will CYS be relinquishing all case management or still maintain a caseload? **Relinquishing all case management.** Will virtual participation in workshops and services be an option for youth beyond a certain distance? **Yes**
- r. The RFP states that the provider would manage the room and board funds with pre-approval of the Delaware County Children and Youth Services IL Coordinator.
- s. How many youth receive room and board assistance? What is the length of room and board assistance? **Historical data, which will be shared with awardee.** Should applicants include room and board costs in their cost proposal? **Interested applicants should submit a budget to support their proposal.**
- t. If yes, which tab(s) and line item(s) of the cost report spreadsheet should applicants use for room and board-related costs? Can you confirm that the IL services under this RFP are different than Supervised Independent Living (SIL) services? **Yes**