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**ADDENDUM**

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**RFP-2024-07**  
**SUPERVISED VISITATION AND TRANSPORTATION PROGRAM**

**ADDENDUM #1**

Issued Date: 09/10/2024

The purpose of this addendum is to provide detailed information to all Bidders. This addendum is hereby included in and made part of the Contract Documents, whether or not attached thereto. Receipt of this Addendum must be acknowledged on the bid form.

**CONTENTS/RESPONSE TO QUESTIONS/REFERENCE TO ATTACHMENTS**

**General:**

1. This addendum changes the documents for Bid #RFP-2024-07.
2. Agency RFP Application Program Overview/Program Summary, page 17
  - a. Revised maximum number of words to 1500.
3. Agency RFP Application *Features of an intensive foster care prevention and reunification program* title block, page 17
  - a. Corrected to read *Features of a Supervised Visitation and Transportation Program* in the title block.
4. These changes apply to the corresponding instructions on the Agency-Program Profile Instructions, page 15.

**Attachment**

1. Updated Agency RFP Application Division 0 00 02 02

**Bid Request for Information and Response:**

1. We intend/ need to provide the narrative of our scope of services where we detail the entire program – is that correct? Some of our elements go into multiple places on the form that identifies best practices so it would be clearer to identify them but then describe in a scope narrative.

- a. Response: The narrative for the scope of services should be documented in the *Program Overview Section* of the *Agency RFP Application* in the *Program Summary* block. The minimum word count is amended to a maximum of 1500 words.
  - b. Best practice indications may be reflected in the scope of services/program summary in the Program Summary Block, however, if it is specifically requested in the *Features of a Supervised Visitation and Transportation Program* blocks on the application, then it should be responded to in the features blocks as well. These blocks are designed to highlight compelling best practice elements and allow a space for a more detailed response.
2. What is the amount of funding available?
  - a. Response: Schenectady County does not provide the budget for these services. Please provide your best cost proposal.
3. The RFP Evaluation form (page 14) has a full list of proposal elements for Visitation, but some are NOT in the RFP-things like genogram, assessments, counseling, etc. Are we to include these types of services even though they are not part of the visitation program itself? Or just discuss how program staff participate as appropriate with all aspects of service planning.
  - a. Response: the listed program elements in the RFP Evaluation Tool corresponds with program design and scope of work. For example, Casework Counseling corresponds with parent coaching, scheduling visits and contributing to the Family Assessment and Service Plan review and other planning meetings. Whether your program design includes the completion of a genogram corresponds to intake procedures and processes. Please provide your most comprehensive proposal.
4. What types(s) of assessment are required for visitation? We do not do the CANS. This is noted in the RFP.
  - a. Response: The County would like an evidence based and scientifically validated assessment tool of the bidder's choosing to inform, and guide treatment, discharge planning, and assess outcome achievement. The program design requires parent education, parent coaching and casework counseling. It is up to the bidder to determine curriculums, assessment tools, and modalities to be used in the program design.
5. In the Agency Program Profile Instructions form (pages 15-16) after program summary, you have *Features of an Intensive Foster Care Prevention and Reunification Program*, NOT *Supervised Visitation and Transportation Program*. Is the information detailed in this form appropriate for Visitation? If, not please provide the correct version for RFP 2024-07.
  - a. Response: Please see number's 3 and 4 in the **General** section of this Addendum. The information sought in each block is correct.
6. For the form that we have to complete (Agency RFP Application on page 17), can you provide in Word? And if not, is it ok for us to copy the form content and complete in a Word document?

- a. Response: The Application may be copied into the bidder's own document and submitted.
7. You ask for 5 copies and a USB drive- is that the Original plus 5 copies or a total of 5 copies including the original?
- a. Response: please submit an original and four copies; five in total, and a USB drive.

\_\_\_\_\_  
Company Name of Contract Document Holder

\_\_\_\_\_  
Signature Acknowledgment of Contract Document Holder

\_\_\_\_\_  
Date

**RETURN WITH SIGNATURE ACKNOWLEDGEMENT WITH YOUR PROPOSAL**

**END OF ADDENDUM #1**



**Individual Program Application**  
**Agency-Program Profile Instructions**

**Implementing Agency:** Enter name of incorporated agency responsible for program.

**Program Title:** Enter the title of the program.

**Program Summary** (Maximum 1500 words): Include in your summary; TARGET POPULATION - the characteristics of the families to be served; GEOGRAPHIC AREA – physical boundaries (i.e. town, city, county, etc.) in which the program will operate, anticipated staffing, projected monthly program enrollment, average length of stay, projected numbers of hours of service per month, in kind resources, services to be provided.

**Features of an Supervised Visitation and Transportation Program:**

Please describe in 100 words (maximum) per feature how the program for which you are requesting funding addresses each of the features of a supervised visitation and transportation program.

The features of a supervised visitation and transportation program or “active ingredients” are those that community programs should use in designing programs to facilitate positive and safe family functioning, and to achieve permanency for youth in foster care.

**Client-centered and Family Focused:** Describe how the program will incorporate the hallmarks of client-centered, strength-based service delivery and assessment within the family unit and community in which the family resides.

**Strategies and Practices for Rapid Engagement and Positive Progression:** Describe how the program will initially and continually engage families during program involvement including the definition and evaluation of goal achievement, plan revisions, and successful discharge. Discuss how the program will establish and manage a waitlist.

**Safety, Risk and Permanency:** Address how the program will respond and support safety and risk reduction in families in the context of child welfare. Address how the program will engage in permanency work with families with youth in foster care or another resource with a goal of discharge to parent.

**Cultural Competence:** Describe how the program will operate from a framework of cultural competence. Describe how the services will respect, support and promote socio-cultural identity, and the inclusion of one’s identity and culture in treatment planning.

**Response to the Effects of Poverty:** Demonstrate components of programming that will help families meet their basic needs, and how the program will support families towards mitigating the long-term impact of childhood poverty on family and individual well-being.

**Current Theory and Practice meeting the needs of the Target Population:** Explain what theories will inform the service provision and any specific treatment modality, evidence-based tools and curriculums that will be used.



Schenectady County Request for Proposal  
SUPERVISED VISITATION AND TRANSPORTATION PROGRAM  
RFP-2024-07  
**Agency RFP Application**

### Agency RFP Application

#### Program Overview, projected total program enrollment and description of target population

**Program Summary:** (maximum of 1500 words)

Please describe (in 100 words maximum per feature) how the program for which you are submitting a bid address each of the features of an intensive foster care prevention and reunification program, outlined below.

<b>Features of a Supervised Visitation and Transportation Program</b>	<b>Please describe how the program for which you are requesting funding addresses each of the features below.</b>
<p><b>Client-centered and family focused.</b> Treating the family as partner in assessment and intervention, strength- based, engagement of all tracked family members including fathers, identification, and leverage of natural resources.</p>	