**REQUEST FOR PROPOSALS (RFP)**

**STATE OF MARYLAND**

**DEPARTMENT OF HUMAN SERVICES**

**RESIDENTIAL CHILD CARE PROGRAMS**

**SSA/RCC-19-001-S**

**AMENDMENT # 4**

**JANUARY 9, 2020**

Dear Prospective Offerors:

This amendment is being issued to amend certain information in the above-named RFP. All information contained herein is binding on all Offerors who respond to this RFP. Specific parts of the RFP have been amended. The changes are listed below. New language has been double underlined and marked in **bold (i.e. word)**, and language that has been deleted has been marked with a strikethrough (i.e. ~~word~~).

1. **The Department is no longer requiring that two staff persons be present and on duty in facilities as indicated in Section 2.3.2 F.**
2. **Section 2.3.2 F is deleted in its entirety as follows:**
3. ~~Based on the level of care,~~ **~~Ensure~~** ~~ensure that there are at least two staff persons (excluding volunteers and staff not providing direct care and supervision of children) present and on-duty in the facility at all times when a resident is present in the facility.~~

**~~Note:~~** ~~The requirement that at least two staff persons be present and on-duty in the facility at all times applies even if the result of this requirement is that there are more staff present and on-duty at the facility than otherwise required by the minimum resident to staff ratios provided (See RFP Sections 2.3.21 and 2.3.22).~~

1. Responses to questions 8, 9 and 37 are revised to refer to this Amendment 4, as Section 2.3.2 F is deleted.
2. Revise Question 34 as follows:

Question 34: 2.3.2.F   When it says “based on level of care”, who determines this and how is it determined?  In other words if the program determines that we do not need 2 persons on duty in a cottage at all times, based on our determined level of care, does this apply?  Our new ratio is 3 residents to 2 staff in this RFP, which is different from our previous ratio of 3 residents to 1 staff.  If we have 1 resident do we need 2 staff?  What about 2 residents?

1. Also does this apply to overnight awake staff.  2.3.22 states a ratio of  “8:1 during sleeping hours”.  Will we need to provide a minimum of 2 overnight awakes per cottage?
2. Because of the change in staffing patterns I want to make sure that the increases for the required additional staff will be allowed in our budget proposals.

Response: ~~The Department has determined that notwithstanding the minimum ratios of resident to staff for the Program, two staff persons must be on site when a resident is present. This applies to overnight hours as well. For example, if the minimum ratio is 6:1, and there are 4 residents present, there must be 2 staff present. Using the same ratio, if there are 12 residents present, there must be a minimum of 2 staff present. Costs for all staff shall be included in the Offeror’s budget.~~ **Please see Amendment #4. Section 2.3.2.F has been removed, and the ratios for DETP, HIGH and TGH have been revised.**

1. **Revise 2.3.22.2.H (DETP) as follows:**
2. Ensure that DETP programs have a minimum resident to staff ratio (excluding volunteers and staff not providing direct care and supervision of residents) of **4:1** **~~3:1~~** during waking hours and **8:1** during sleeping hours.
3. **Revise 2.3.22.4.G (HIGH) as follows:**

G. Ensure the HIGH has a minimum resident to staff ratio (excluding volunteers and staff not providing direct care and supervision of residents) of **3:1** **~~3:2~~** during waking hours and **8:1** during

sleeping hours.

1. **Revise 2.3.22.5.H (TGH) as follows:**
2. Ensure that TGH have a minimum resident to staff ratio (excluding volunteers and staff not providing direct care and supervision of residents) of **3:1** **~~3:2~~** during waking hours and **8:1** during sleeping hours.
3. **Delete and Replace the chart in Section 2.2.11 as follows:**

**ESTIMATED DEPARTMENT NEEDS FOR RCC SERVICES**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RCC**  **Program** | **Estimated Total Number of Beds Required Statewide** | **Geographical**  **Regions /**  **\*Jurisdictions** |  | **Estimated Number of Beds Needed** | | | | |
| **Per Region/**  **Jurisdictions** | | **Gender** | | | |
| **M/F** | **Male** | | **Female** |
| **DETP** | **~~60~~ 85** | Statewide | **25 (ages 5-11)** | | **14** | | | **11** |
| 60 ~~(ages 12-18 )~~  **(ages 12-20)** | | 30 | | | 30 |
| **GHP** | **155** | Baltimore City | 56 | |  | 29 | | 27 |
| Central | 48 | | 26 | 11 | | 11 |
| DC Metro | 15 | | 15 | 0 | | 0 |
| Southern | 15 | |  | 8 | | 7 |
| Western | 21 | | 12 | 9 | | 0 |
| **HIGH** | **125** | **Baltimore City** | **24** | |  | **12** | | **12** |
| Central | ~~59~~ **35** | | ~~59~~ **35** | 0 | | 0 |
| DC Metro | 30 | |  | 20 | | 10 |
| Western | 20 | |  | 11 | | 9 |
| Eastern | 16 | |  | 16 | | 0 |
| **TGH** | **64** | Baltimore City | 32 | |  | | 16 | 16 |
| Central | 8 | |  | |  | 8 |
| DC Metro | 8 | |  | | 8 |  |
| Western | 16 | |  | | 16 |  |
| **MF** | **47** | Statewide | 47 | | 47 | | | |
| **DD** | **103** | Baltimore City | 10 | | 10 |  | |  |
| Central | 26 | | 26 |  | |  |
| DC Metro | 24 | |  | 16 | | 8 |
| Eastern | 43 | | 43 |  | |  |
| **HIGH- CSE** | **12** | Statewide | 12 | | 12 | | | |
| **HIGH- ECDD** | **35** | Statewide | 35 | | 35 | | | |
| **TOTAL** | **~~601~~ 626** |  | **~~601~~ 626** | |  | | | |

If you require clarification of the information provided in this amendment, please contact me at (410) 767-7404, or via email at [sang.kang@maryland.gov](mailto:sang.kang@maryland.gov).

**Sang Kang, Procurement Officer**

**January 9, 2020**