
State of Iowa Juvenile Court Services



March 25, 2024

Responses to Questions received regarding Functional Family Therapy RFP JUV-25-FF-03-002:

1. Question 1: What is the anticipated contract price range or ceiling?
Answer 1: The contract value will be negotiated by the Iowa Judicial Branch and the winning bidder and will be based on the cost proposal of the winning bidder.
2. Question 2: What was the contract amount from 7/1/23 through 6/30/24?
Answer 2: The contract amount for 07/01/2023 – 06/30/2024 is \$202,109.
3. Question 3: Are Flex funds for client expenses allowable?
Answer 3: We do not understand this question, please provide clarification or a definition of flex funds.
4. Question 4: Do you anticipate awarding one contract or multiple contracts for these services?
Answer 4: We are anticipating awarding one contract.
5. Question 5: Who is the incumbent FFT service provider?
Answer: The current provider is Siouxland Human Investment Partnership (SHIP.)
6. Question 6: Are startup funds an allowable expense? For example, the cost of training the initial staff team to use the FFT evidence-based practice model.
Answer: Please see Attachment 4: Cost Proposal Form – Training costs must be billed separately for FFT. A separate monthly unit rate must be provided for training costs. The cost of training the initial staff team should be calculated into the monthly training cost.
7. Question 7: The contract start date is listed as 7/1/24. If we are awarded and must hire and train a new FFT team, what is the date we will be required to start taking referrals?
Answer: The winning bidder will be required to start taking referrals 07/01/2024.
8. Question 8: Are hotel expenses for traveling therapists allowed?
Answer: Please see Attachment 4: Cost Proposal Form – All costs except training must be built into the monthly unit rate. A detailed breakdown of the itemized costs used to calculate your Monthly Unit Rate of billable time should include all costs except training.
9. Question 9: How many FFT teams are currently deployed to cover the Third District's 16 counties? How many more are expected with the increase to 25 counties?
Answer: Currently, services are provided by 1 supervisor and 3 therapists servicing the Third Judicial District. It is anticipated that 1 additional therapist will be needed to service the Fourth Judicial District.

State of Iowa Juvenile Court Services



10. Question 10: What is the current staffing level in the 3rd district of supervisors and therapists? Are current FFT teams comprised of a Supervisor and 3 therapists OR a Supervisor and 4 Therapists? Is a team model featuring a Supervisor and 4 Therapists allowable?

Answer: There is currently 1 supervisor and 3 therapists. Yes, a team of 4 therapists and 1 supervisor is allowable.

11. Question 11: How many families are referred and served for services each year across the Third District's 16 counties? Can you give a breakout by county? How many additional families are expected to be referred and served with the increase to 25 counties?

Answer: Approximately 70 clients are referred to the FFT program yearly. A breakdown by county is not readily available. With the expansion to D4, an additional 3-8 clients will be added. Please reference 4.3.L for expected numbers with both districts.

12. Question 12: What is the average case load size?

Answer: The current average case load size is about 7 clients per month per therapist.

13. Question 13: Does training cost include all training or only the training associated with the FFT costs?

Answer: Training cost includes all training required to meet FFT certification and contractual requirements.

14. Question 14: Under the monthly unit rate, we include all of our costs and divide by the direct care time serving clients. Does travel to the clients count as direct care time or only the time spent with the clients?

Answer: Please see Attachment 4: Cost Proposal Form for unit rate billable time definition.

15. Question 15: Did you receive our letter of intent submitted on 3/11/2024?

Answer: Yes, the letter of intent was received.