
State of Iowa Juvenile Court Services



April 22, 2024

Responses to Questions received regarding Functional Family Therapy, RFP JUV-25-FF-02-001

1. FFT LLC does not require a specific level of education or experience for staff to provide FFT, or to be trained as supervisors for FFT. FFT LLC establishes FFT practice adherence and competency standards in order for staff and programs to be certified. Will staff who are approved, trained, and supervised in programs certified by FFT LLC be deemed to be appropriate for this project?

Answer 1: JCS will consider certified FFT LLC staff. However, JCS will award more points for having master's level therapists for the FFT program.
2. RFP reads: "The Contractor shall initial proof of background checks prior to start of contract and conduct annual for all staff working with clients." Regarding "shall initial proof," is there a missing word or is IJB asking that Contractors sign their initials on proof of background checks? Regarding "conduct annual for all staff working with clients," is this stating that *background checks* are to be conducted annually for all staff working with clients?

Answer 2: The RFP has been amended to reflect: The Contractor shall provide initial proof of background checks prior to start of contract and be conducted annually for all staff working with clients.
3. RFP reads: "The Contractor will deliver FFT services wherever it is most convenient for the family, whether it is at their home or office." In special circumstances, we have been able to deliver services via Zoom when in-person meetings are not practicable (inclement weather, client is ill, etc.). Will that Zoom option continue to be available to ensure clients do not miss their sessions?

Answer 3: The RFP has been amended to reflect: Virtual sessions may be approved on a case-by-case basis with approval by the referring JCO.
4. RFP reads: "All equipment repairs must be made within 72 hours." Given continued supply chain issues with technology devices and components, will JCS approve a timeline extension for outlier situations beyond a contractor's control?

Answer 4: The RFP has been amended to reflect the addition of: Repairs beyond 72 hours, JCO must be notified.
5. RFP reads: "Contractor will ensure that each JCO will receive a treatment plan, monthly progress reports and discharge summaries on referred clients. Historically, FFT contractors have provided Phase Move Reports on referred clients; do "monthly progress reports" replacing the Phase Move Reports?"

Answer 5: Monthly progress reports are not replacing Phase Move Reports. JCS is requesting monthly updates in addition to the other reporting methods.
6. RFP reads: The Contractor shall certify, on a monthly basis, whether they have met the model developer requirements for FFT." Currently, FFT contractors are providing updates on FFT certification status in quarterly progress reports. Will maintaining that practice be acceptable?

Answer 6: Yes, the RFP has been amended to replace the monthly certification requirement with a quarterly certification requirement.

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7. RFP reads: "The goal is for 80% of clients to achieve a reduction in at least two (2) or more criminogenic risk factors by the conclusion of the treatment program. As outlined within the treatment plan." Juvenile Court Officers administer Iowa Delinquency Assessments (IDAs) and have those results. Contractors do not have the ability to report on IDA risk factor reduction in the manner stated in this specification. Additionally, this metric does not align with FFT LLC performance measures.

Answer 7: The RFP has been amended; this item has been removed.

8. RFP reads: "The goal is for 80% of clients to successfully complete the full treatment programs as indicated in the referral.
programs as indicated in the referral." This specification appears to be missing text.

Answer 8: The RFP has been amended; this item has been removed.

9. RFP reads: "The goal is for 80% of clients to successfully complete the full treatment programs as indicated in the referral." Similar to the question about 4.3.O, this metric does not align with completion metrics required by FFT LLC. Additionally, "the full treatment" is not defined.

Answer 9: The RFP has been amended; this item has been removed.

10. What is the total expected contract value?

Answer 10: 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. D2 is looking to award up to 3 FFT contracts.

11. In the event of staff turnover during the contract term, replacement staff must be trained. How should respondents allocate the training costs for an employee who is new to the FFT contract? Should respondents use estimates to build that cost into the cost proposal/monthly rate, or will replacement training actual cost be invoiced separately only as needed?

Answer 11: As stated on page 41, 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 need to train new staff should be considered in calculating the separate monthly unit rate for training costs.

12. Pg 8, Section 1.4 of the RFP States "FFT is an evidence-based practice and replication of FFT require a high level of fidelity to the FFT Model. For the last five years, Boystown Has utilized its evidence-based model of IHFS (Ecological Model) for this same population in these counties: Bonne, Carroll, Calhoun, Greene, Marshall, Pocahontas, Sac, and Story. Would Boystown be expected to change its services from using its evidence-based practice of IHFS to that of FFT? If Boystown isn't Expected to change its current evidence-based model to serve this population in the above listed counties, would there be a rotation of referrals for all the providers in this area?

Answer 12: This RFP is for FFT – Functional Family Therapy. Boystown currently provides IHFS (Ecological Model) Comprehensive Family Therapy, which is a different service. Juvenile Court Services within District 2 has issued a separate RFP for Comprehensive Family Therapy services.