
State of Iowa Juvenile Court Services



April 2, 2024

1. Responses Item E states: Contractor will deliver the FFT services wherever it is most convenient to the family, whether it is at their home, school or office setting." 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 1:

In person FFT sessions is the preferred and best practice. The occasional virtual session is appropriate when weather doesn't allow for the therapist to travel, medical/health concerns or to accommodate the youth and family.

2. Item G states: "FFT Therapists will develop a treatment plan for each case referred by JCS within 30 days of service starting." This is aligned with current FFT processes. Item H states: FFT Treatment Plan developed and submitted to JCS/referral source within 30 days of referral date." Item H is inconsistent with both item G and current practices. Is item H an error?

Answer 2:

Item H should read submitted to JCS/referral source within 30 days of service starting. This has been corrected on the Amended RFP.

3. What is the total expected contract value?

Answer 3:

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. The SFY2024 contracted amount for FFT services in this area is \$210,989.

4. 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 4:

As stated on page 40, 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.