



DEPARTMENT OF HUMAN RESOURCES
Request for Grant Proposals for
RESPITE CARE SERVICES

SSA/RCP/14-00-1-S

QUESTIONS AND RESPONSES #2

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Question 5: In Section 3.4 (B)(2), the RFGP states that any care workers employed by the Grantee shall be (at minimum) Certified Nursing Assistants (CNAs), as required by the Maryland Board of Nursing if they are to perform personal care tasks for clients receiving Level I care. Is this correct?

Response: This correct. Amendment No. 1 (issued May 3, 2013) which revised Section 3.4 (B)(2) has been **withdrawn** via Amendment No. 3. Section 3.4 (B)(2) remains as published in the original posting of the SSA/RCP/14-001-S RFGP and reads:

Provide sufficient qualified staff to deliver respite care services in accordance with COMAR 07.02.18.11 (**Attachment I**). Any care workers employed by the Grantee shall be (at minimum) Certified Nursing Assistants (CNAs), as required by the Maryland Board of Nursing, if they are to perform personal care tasks for clients receiving **Level I care**.

Question 6: Can you describe the Service Plan? What do you mean by that?

Response: As stated in Section 3.4 (B) of the RFGP, Grantees are required to have a Service Plan for each client. The Service Plan is a document that states what services the Grantee is providing to the client. Is the Grantee providing the services to the Client from its agency or do you have someone conducting the respite care? Or do you as an agency provide a stipend? Essentially, when you receive an application from someone who needs respite care, you are going to develop a service plan that says what services you are providing, and what the caregiver and client each need. This way, both DHR and the agency will have an understanding what the ramifications are and what the parameters are for the services being provided. If a caregiver is receiving a subsidy, there may not be as detailed a service plan as if someone was coming to your agency and receiving care.

Question 7: Can the Service Plans change?

Response: Yes- the Service Plans can change. Whenever a situation or circumstance develops that affects the service provided to the client and/or caregiver, the Grantee should revisit, revise and update the Service Plan.



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Question 8: Is there a specific time of year that a Grantee needs to update the Service Plan?

Response: Grantees are required by regulation (See COMAR 07.02.18.08. A (2)) to update the Service Plan for a client, at minimum, every year, unless there is a change. Additionally, the approval letter, which includes documentation of service type, level, amount of services planned, and schedule for service can stand as a service plan.

Question 9: Could you give some examples about the Problem Escalation Procedures?

Response: The Problem Escalation Procedures mentioned in Section 3.6 of the RFGP are a grant monitoring tool for the State Project Manager. The Procedures let the State Project Manager know who the key players in the Grantee's internal chain of command are and how the Grantee will address any issues or problems that may occur in the course of the Grant. Some potential examples of problems for Respite Care services might be if an individual wanted to appeal a decision or if there were extraordinary circumstances that occurred between the Grantee and the caregiver that would require documentation. Essentially, if a solution was needed to resolve an unusual situation, what procedures would the Grantee follow? DHR wants to see that the Grantee has procedures in place to ensure problems will be dealt with in a way that is equitable to both DHR and the caregiver.

Question 10: Can an Applicant submit a Proposal for only one level of care?

Response: An Applicant's Proposal must address and offer Respite Care for both levels of care. Applicants should be prepared and able to provide both levels of care during the life of this Grant.

Question 11: What is meant by "reasonably susceptible for award?"

Response: An Applicant who is determined to be responsible and whose Grant Proposal is responsive would be considered reasonably susceptible for award. An Applicant must meet the minimum requirements and address all aspects of the RFGP outlined in Section 4. The Financial Proposal of any Applicant whose Technical Proposal is found not to be reasonably susceptible for award will be returned to the Applicant unopened. The Procurement Officer makes the determination if an Applicant is reasonably susceptible for award.



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Question 12: What is the minimum experience requirement?

Response: Per Section 3.4 (A): Applicants shall be private, non-profit agencies with at least three (3) years of experience providing respite care services.

Question 13: With regards to the Financial Volume of the Grant Proposal, when preparing the Financial Proposal, should Applicants include both Level I and Level II care in their hourly rates?

Response: Each of the seven (7) pages in **Attachment A** (Pricing Proposal) reflects a separate region and respite care disability type. Applicants shall submit with their Financial Proposal, a cost sheet for each region and disability type for which they are proposing their services. Applicants shall submit their fully-loaded fixed-unit price per Hour of Care inclusive of both Level I and Level II care services for each of the five years of the Grant term.

Question 14: Has DHR developed a new statistic sheet yet?

Response: No. A new statistic sheet is in development, but not finished. Until it is complete, DHR will continue to use the current statistic sheet.

Question 15: In Section 4.2 (A)- Transmittal Letter, there is a reference to the agency's DUNS and CRR numbers. What is a CRR number?

Response: CRR numbers are no longer used. The System for Award Management (SAM) is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. An amendment will be issued to correct this. For more information on your agency's SAM number, please visit <https://www.sam.gov/portal/public/SAM/>

Question 16: Is there a Minority Business Enterprise (MBE) goal for this solicitation?

Response: Per Section 2.25 of the RFGP, no MBE Subcontracting goal has been established for this Grant.