* Application process:

1. The applicant pool will remain open for one year. Then it will be posted twice a year for potential applicants.
2. All assessments/evaluations & counseling services under PUP will be required services for any applicant awarded a contract. The only exception will be Psychiatric evaluations that are completed by a MD who specializes in psychiatry. This exception is only being given due to none being completed for FY18.
3. Potential providers who have been awarded a contract for PUP and/or Parent Aide will have to have staff who have the credentials to complete all services listed in the program (exception will be for Psychiatric Evaluations).
4. All staff or subcontractors must be fully approved by the DFCS Contract Administration Unit (DCAU) staff prior to completing any services.
5. Potential providers can submit a memo when they send their org chart & required documents in for a posted application stating the staff, they plan to hire to complete all required services. A review will be completed by DCAU staff 60 days after the contract has been awarded to ensure the contracted provider has the staff or subcontractors to perform all services.
6. All applicants who pass the audits/evaluations/reviews are not guaranteed a contract as contracts will be awarded by regional/county need and an agencies capacity to meet those needs. If not awarded a contract the applicant will remain in the pool for future needs of the agency.
7. PUP & Parent Aide will be separate stand-alone contracts (not combined)
8. Contracts will be awarded for 1 year with the option of 3 more renewals. Renewals will be decided by DFCS based on agency performance for the 1st year.
9. Out of State Licensed staff or subcontractors are ok if DCAU can verify their license type & status when reviewing for approval.
10. When submitting all required documents to the designated email address they must be separate and titled. Make sure all documents are saved in a word document or as a PDF. Do not scan all required documents together in one PDF document as they have to be sent to different departments for audit/review.
11. The listed LMS trainings (listed on the SS Provider Requirement Document) is not required until a contract has been awarded.
12. New providers will not have a vendor ID to secure background clearance letters. If awarded a contract DCAU will send their W-9 and vendor management form to secure the vendor ID for each provider. Contracted providers will need the clearance letters for staff or subcontractor approval prior to any service provision.
13. Once contract is award providers will have to send in all required documents listed on the monthly organizational chart & SS Provider Requirement list.
14. Once a potential provider has submitted the required financial documents and passes the financial audit by the OIG office, they will not have to go through the audit process again when applying for other programs (WRAP/Early Intervention/CCFA/Homestead). However, they will still have to submit the same financial documents for all programs when they apply for the other programs.
15. The same reference letters can be submitted for more than one program if the letters are general in nature and speak to the agency’s quality of service provision. Only DFCS County/Regional/District Directors/SAAG can give reference letters for DFCS. We will allow agencies to submit a referral letter from their former agency.
16. Potential providers will need to ensure they can provide services in all counties selected on the Service Provider Qualification Profile form. They can add additional counties later by requesting it in writing to their assigned DCAU contract administrator.

1. Bonding and Attachment Assessments can only be completed under PUP if a provider is awarded a contract through the application process. An RFP awarded PUP contract did not include Bonding and Attachment assessments.
2. Bonding and Attachment Assessments will be removed from the Homestead program when the application is posted.
3. Once DFCS has all program applications (PUP/PA/WRAP/EI/HS/CCFA) posted, evaluated and contracts awarded all extension letters will be terminated.