



Notice to:	All proposers
From:	Monica G. Santos, Contract Specialist
RFP:	#202603 Supervised Visitation
Addendum Issued:	June 18, 2026
RFP Response Due Date:	June 30, 2026

ADDENDUM #1

The purpose of this Addendum is to clarify questions received from Proposers. All requirements of the proposal documents remain unchanged except as cited herein. Information contained in this Addendum will be included in any subsequent contractual agreement.

Question 1:

What is the total budget / anticipated award range for this RFP?

Answer:

Contract for 2026 was for \$385,574

Please keep in mind that 20 points for scoring is Budget Approach and Cost Effectiveness.

Question 2:

Is there a not-to-exceed contract amount?

Answer:

Yes

Question 3:

Are no-shows billable?

Answer:

No.

Only documentation of the no-show is billable.

Question 4:

Are transportation costs included in the hourly rate?

Answer:

Yes

Question 5:

What is the expected average of hours per client? Answer: Each referral varies in the number of visits required per week. The average hours per scheduled visit is approximately 2.25 hours.
Question 6: What are the required staff-to-client ratios? Answer: At a minimum a 1 staff to 1 client/family per visit.
Question 7: Can you please provide clarification on the virtual visitation reimbursement? Answer: Referrals requiring virtual visitation are billed for the actual time spent supervising the virtual visitation.
Question 8: Is Kenosha County seeking to award this contract to a single provider or multiple providers? Answer: Single
Question 9: Will providers without prior supervised visitation contracts be considered if they have experience in human services, family support, transportation, case coordination, and working with children and families? Answer: Yes
Question 10: Is a dedicated visitation center required at the time of proposal submission, or may a provider secure and finalize facility space during the implementation period? Answer: A visitation center would need to be secured as of January 1st of the contract year.
Question 11: What is the estimated annual contract value and anticipated number of referrals? Answer: The Contract for 2026 was for \$385,574 Please keep in mind that 20 points for scoring is Budget Approach and Cost Effectiveness. The anticipated number of referrals is approximately 170-175 annually.
Question 12: Approximately how many visitation hours are provided each month? Answer: 600 hours
Question 13: What percentage of referrals typically require transportation services? Answer:

While this can vary, it is approximately 5% of the total open cases at any given time.

Question 14:

Is there a minimum staffing requirement or minimum number of visitation supervisors expected at contract start?

Answer:

At contract start, the number of visitation supervisors would need to be able to accommodate the current number of open cases.

Question 15:

Are providers permitted to utilize subcontractors or independent contractors to assist with service delivery?

Answer:

Provider agrees that Purchaser (Kenosha County) must approve any subcontract of the services to be provided herein. If Provider obtains services for any part of the Contract from another vendor, Provider is responsible for the subcontractor's fulfillment of the terms of the Contract. Provider shall give prior written notification of such for approval.

Question 16:

Is there a preferred format or template for visitation reports and documentation?

Answer:

Yes

Question 17:

Are there opportunities for provider orientation or training regarding County documentation standards and expectations?

Answer:

Yes

Question 18:

Children's is currently approved for a 20% indirect cost rate for the Kenosha County contracts based on our federally approved indirect cost rate (NICRA). However, the RFP #202603 for Supervised Visitation services states that "KCDHS allows for a maximum of 15% administrative cost." Could you please clarify if the indirect rate will be capped at 15% for this contract beginning in 2027?

Answer:

The maximum allowable de minimis indirect rate is 15%. If an agency has a current approved federally negotiated indirect cost rate that would be accepted. Documentation of this approved NICRA would need to be submitted annually.

Question 19:

Our organization currently holds the Supervised Visitation contract with an established, qualified workforce under existing staffing requirements that does not require a bachelor degree for visitation staff. Four of our seven existing visitation staff hold Associate Degrees, representing a collective 21 years of experience in supervised visitation service delivery. If Children's Wisconsin was selected for the 2027 contract award, would Kenosha County DHS consider allowing current staff who do not meet the 2027 revised degree requirements to be grandfathered into the new contract in recognition of continuity of care, workforce stability, and proven performance? Or, would there be consideration to revising the staffing requirements to be a bachelor degree preferred or an associate degree with XX years of relevant experience?

Answer: The bachelor's degree is preferred. An associate's degree in a related field with a minimum of 1-2 years' experience would be acceptable.
Question 20: What is the current staffing pattern? Answer: 4-5 FTE
Question 21: Are foster parents the primary source of transporting children to and from supervised visitations? Answer: Yes
Question 22: Funding information: To assist with proposal development and budget preparation, can Kenosha County provide the anticipated annual funding allocation, budgeted amount, or estimated contract value for this program? Answer: Contract for 2026 was for \$385,574 Please keep in mind that 20 points for scoring is Budget Approach and Cost Effectiveness.
Question 23: Facility Requirements: Our primary office is located in Milwaukee, Wisconsin, where we currently hold contracts with 'Agency A' and 'Agency B' for supervised visitation services. We have identified a suitable facility in Kenosha County and would secure and establish the location upon contract award. Would this approach be acceptable, or does the County require proposers to already have an established physical location within Kenosha County at the time of proposal submission? Answer: Securing location upon contract award is acceptable.

Acknowledgment of Addendum
(To be returned with your response)

I _____, as an authorized representative of

_____ have received this Addendum, I fully understand and will comply with all the information contained within this Notice.

Signed: _____ Date: _____