

**ITN-ECA-ILS-FY20  
 Official Response to Written Questions**

These are the official answers to written questions submitted in accordance with the conditions of the ITN	
Questions	Answers
<p><b>1</b> What agencies attended the ITN Bidder’s Conference on April 12, 2017?</p>	<ul style="list-style-type: none"> <li>• Camelot Community Care</li> <li>• Children’s Home Network</li> <li>• Children’s Home Society</li> <li>• Directions for Living</li> <li>• Healing and Educational Alternatives for Deserving Students</li> <li>• Florida United Methodist Children’s Home</li> <li>• Lutheran Services Florida</li> <li>• Safezone</li> <li>• Sequelcare of Florida</li> <li>• Youth and Family Alternatives</li> </ul>
<p><b>2</b> Can ECA please provide a copy of the current TO for the provider agency to see what the current staffing pattern is for this population?</p>	<p>The Lead Agency is not prescribing the # of FTEs or staff structure and is leaving the TO up to the Respondent to determine.</p>
<p><b>3</b> Page 5, Letter N, Inactive status is defined as “unable to participate in program services for a minimum of 30 days.”</p> <p>Does this mean youth who are not receiving PESS or in EFC?</p>	<p>Correct. This would include young adults not receiving EFC, PESS, or RTI Services.</p>
<p><b>4</b> What is the expected level of service for an 18+ youth being provided residential APD services/housing and those who are currently incarcerated?</p>	<p>If a young adult is incarcerated and enrolled in a GED program, they can remain in Extended Foster Care (EFC). Service delivery would include monthly visits, Judicial Review completion, and follow up with progress plan of facility. Service delivery for young adults in APD placements would receive services to include monthly visits, Judicial Review</p>

		completion, court appearances, and progress follow up. OTI requests for monthly visits should be requested for youth out of county and the OCS agreement shall be followed.
5	<p>Page 5 Letter O, Life Skills Services, are defined as “A continuum of services which may include, but are not limited to, independent living skills training, educational support, employment training, and counseling.”</p> <p>a. Are Educational Training Vouchers funds available for use in this program?</p> <p>b. If so, what is the amount?</p>	Education and Training Vouchers remain effective for service dates through December 31, 2018. They are related to the Road to Independence Scholarship Program for eligible 18, 19, 20, 21, and 22 year old young adults formerly in foster care who are attending an institution of higher education on a full-time basis. Youth who were adopted from foster care at ages 16 and 17 are also eligible to receive the Chafee Education and Training Vouchers (ETV). The federal portion of funding received by the young adult during the 12-month period, which follows each state fiscal year, may not exceed the actual cost of attendance for the postsecondary educational institution in which the young adult is enrolled. A cost of attendance assessment is required.
6	<p>Page 5 Letter O, states “The specific services to be provided to a child shall be determined using an independent life skills assessment.”</p> <p>a. What assessment is the current provider agency using?</p> <p>b. Is there a preference as to which ILS assessment is used?</p>	<p>a. The Daniel Memorial Assessment is the current assessment tool being used.</p> <p>b. The Lead Agency is not prescribing the assessment tool to be used and is leaving this up to the Respondent to determine. However, the Lead Agency reserves the right to review and approve the assessment proposed by the Respondent.</p>
7	<p>Page 6 Letter Y, defines Runaway.</p> <p>a. Is there a rule of what to do for 18+ youth residing in EFC that runaway?</p> <p>b. If yes, what is this rule?</p>	Respondent will be required to follow the same policies and procedures in place for missing children in foster care.
8	<p>Page 6 Letter Z, defines a student profile summary.</p> <p>a. Can you please provide a sample of this written summary?</p>	The student profile summary is a document to be developed by the Respondent.
9	<p>Page 14, Critical Overview &amp; Program Objectives talks about required youth participation.</p> <p>a. Does this include Florida Youth Shine?</p> <p>b. If yes, is there a dedicated budget for this expense?</p> <p>i. Florida Youth Shine requires travel, food and hotel rooms 3-4 weekends a year for 6 youth</p>	This does include Florida Youth Shine. There is not a dedicated budget as these expenses are included in the total dollar amount of this subcontract.

	<ul style="list-style-type: none"> <li>ii. 4 days in Tallahassee for Children’s Week</li> <li>iii. Also requires an ILS staff to accompany youth at each meeting.</li> </ul>	
<b>10</b>	<p>Page 15, reads “Further, Provider shall facilitate a minimum of three (3) events for youth aged 13 through 17 in regard to employment and other activities.”</p> <p>Can you please provide specific examples that would qualify as an event?</p>	The Lead Agency is not prescribing the events and is leaving this up to the Respondent to determine. Examples may include workshops, camps, or community events regarding employment, education, and independent living skills.
<b>11</b>	<p>Page 15 mentions housing programs. Can you provide information regarding existing host homes?</p> <ul style="list-style-type: none"> <li>a. Do interested vendors need a different license for host homes?</li> <li>b. Where would funding for any host homes be allocated from?</li> </ul>	<ul style="list-style-type: none"> <li>a. No, EFC placements are “approved living arrangements” and are not required to be licensed placements.</li> <li>b. Payments are made by the Lead Agency for the placement based on the placement verification of eligibility provided by the Independent Living Services Provider.</li> </ul>
<b>12</b>	<p>Page 16, question 2, letter E reads “identify and facilitate opportunities for older children in foster care to interact with mentors.”</p> <ul style="list-style-type: none"> <li>a. Is the expectation to start a formal mentoring program?</li> <li>b. Can we use peer mentors? <ul style="list-style-type: none"> <li>i. If so, can peer mentors be added to the staffing pattern and billed as an FTE?</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>a. Yes, the intent is for the Respondent to incorporate a formal mentoring program into their model. Innovation is left up to the Respondent.</li> <li>b. Yes. However, peer mentors cannot be funded through this subcontract.</li> </ul>
<b>13</b>	<p>Page 16, question 2, letter D reads “Provide a copy of the youth’s credit report to youth ages 14-17 residing in residential group care and provide education in this area as well as information related to Social Security benefits and public assistance.”</p> <ul style="list-style-type: none"> <li>a. Are interested vendors responsible for running a credit report?</li> <li>b. Is there a standard vendor this report must be pulled from?</li> <li>c. Are there any costs associated with pulling this report?</li> </ul>	<ul style="list-style-type: none"> <li>a. Respondents will not be required to obtain credit reports. The Lead Agency obtains all credit reports for children ages 14-17 in Out of Home Care placements and provides the credit reports to the assigned Case Management Organization and Independent Living Services Provider.</li> <li>b. Not applicable based on the answer to letter a.</li> <li>c. Not applicable based on the answer to letter a.</li> <li>d. Credit Report information is required to be uploaded to the FSFN filing cabinet and ASK, the Lead Agency’s electronic filing system, by the ILS Provider for children residing in Residential Group Care.</li> </ul>

	d. Is there a specific location interested vendors are required to store the information?	
14	Page 17 section A question 1, reads “ensure the young adults resides in an approved supervised independent living environment.” a. Is there a home study or guide that is expected to be used to determine what is “approved”? b. If so, what is it?	No. All non-licensed supervised living arrangements, such as a college dormitory, rental home, or apartment must be approved by the Independent Living Services Provider.
15	Page 17, Section A, question 6, reads “young adults living in a semi supervised living arrangement shall be seen face to face weekly within the first 30 days monthly thereafter.”  Can you please define semi-supervised?	A semi-supervised living arrangement is a living arrangement in which there is a level of supervision required in addition to contact by the assigned case manager.
16	Page 18, section B question 2, reads “provide assistance to young adults who request to re-enter extended foster care.”  How many youth were denied in FY 2015 – 2016?	<u>Circuit 6</u> <u>Circuit 13</u> PESS-2                      PESS-1 RTI-1
17	Page 18, section D discusses appeals.  How many youth submitted appeals in FY 2015 - 2016?	<u>Circuit 6</u> <u>Circuit 13</u> PESS-1                      0 Appeals
18	What is the preferred ratio for CM: Young Adult in EFC or non EFC?	Ages 16-17 (ILS Provider is secondary)-1:60 Non EFC (PESS, RTI, Aftercare)-1:30 EFC-1:30
19	Can we have additional information about the teen center? a. Is this building already in operation by the lead agency, or will the provider need to establish this teen center? b. Is the expectation to have a single teen center, one per circuit (2 total), or one per county (3 total)? c. What are the hours of operation for this center? d. Are staff required to house young adults who do	a. The current teen center is under lease with the current Provider. The Respondent will be required to establish the teen center at the current location or an alternate location. b. The Lead Agency requires a minimum of one (1) teen center to serve Circuit 6 and Circuit 13. c. At a minimum, the teen center must be open from 8:00 AM to 5:00 PM. d. No. The teen center(s) cannot house children awaiting placement overnight.

	<p>not have placement in this center overnight?</p> <p>e. For youth returning from runaway status - does this mean any age of any child in C6 and C13 that returns from the run? What does this typically look like as far as supervision to these youth? Is overnight supervision required?</p> <p>f. Is there any intent to provide daycare/nursery services as well?</p>	<p>e. The teen center(s) would be expected to accept children ages 13-17 from Circuits 6 and Circuits 13 and provide supervision of children returning from runaway status during the hours of operations established by the Respondent. The Lead Agency is not prescribing the specific services to be provided during supervision of these children.</p> <p>f. The Lead Agency may refer children ages 13-17 to the teen center who have been suspended from school.</p>
<b>20</b>	Does ECA maintain the paper/electronic records for young adults in EFC/non-EFC, or will the provider be responsible for maintaining the record?	Respondent will be required to utilize FSFN, ASK and MyJumpVault for the maintenance of records.
<b>21</b>	Is there an allotted amount for flex funds that may aid in the stability of placement for these young adults?	Aftercare funds may be utilized for young adults not receiving EFC, PESS, or RTI services for up to 90 days to assist with the stability of young adults not enrolled in services.
<b>22</b>	On page 18 #14 it references requesting funds from ECA. How are these funds requested, via Cobris?	Additional fund requests are submitted to the ECA IL Specialist to be reviewed on an individual basis. These requests are not submitted through Cobris.
<b>23</b>	To clarify, certified staff are needed only for the EFC population, and non-certified staff can work with the Non-EFC young adults?	That is correct.
<b>24</b>	Will the staff be co-located with the current CMO providers at the various locations within C6 and C13?	The selected provider will not be co-located with the Case Management Organizations or the Lead Agency and will require their own office space.
<b>25</b>	Each of the evaluation components, both written and oral, are weighted and assigned a maximum number of points. Proposals will be evaluated in each of the categories and scored by each evaluator independently.  Can you please provide a copy of the blank scoring tools to be used?	A copy of the scoring tools will be uploaded to the Eckerd website no later than May 5, 2017.
<b>26</b>	Up to three respondents will be invited to the oral presentation phase.  Will these three respondents be the top three scoring agencies on the written proposals?	Correct. Up to three Respondents will be invited to the oral presentations based on the scoring of the written proposals.

27	<p>Can you please describe how the 2 hours for the verbal presentation will be allocated?</p> <p>For example, if vendors use PowerPoints or Handouts, will there time allotted for set up, presentations, and questions?</p>	<p>Respondents will have a full two hour time period to present their proposal for services. Oral presentations will be timed to ensure no Respondent exceeds the two hour limit. Respondents will be provided time to set up their presentation, including visual media, distribution of collateral material, etc. The expectation is that presentation setup will be conducted in a brief and organized manner so that oral presentation time is maximized throughout the day. Thus setup time should not exceed 10 minutes.</p>
28	<p>Can providers who are invited to oral presentations bring their own equipment to assist, such as laptops, projectors, thumb drives, PowerPoints, handouts, etc.?</p> <p>If a PowerPoint is used, does the Evaluator/Procurement Manager need to be given a copy?</p>	<p>A projector will be provided for the presentations. The Respondent will be responsible to bring any additional equipment or handouts for the oral presentation. It is strongly suggested, though not required, that presentation materials are provided to the review team in hard copy format for further review and reference following oral presentations.</p>
29	<p>Following the letter of intent period, can a list be published that names all eligible applicants?</p>	<p>The Lead Agency will respond to individual Respondents confirming their pre-qualifications as stated on page 9 of 21 of the ITN. The Lead Agency will not post a list of eligible applicants following the Notice of Intent deadline-this information will remain confidential.</p>