



**ITN-ECA-C6-DIV-FY21
Official Response to Written Questions**

These are the official answers to written questions submitted in accordance with the conditions of the ITN		
Questions		Answers
1	Is there a set # of FTEs or positions for the proposed staffing pattern?	Funding is determined by a methodology that considers multiple cost elements. It is at the Respondent's discretion as to how they staff their program while ensuring contractual requirements are met.
2	Is there a preferred caseload ratio?	It is at the Respondent's discretion as to the caseload ratio while ensuring services are provided in a safe manner and contractual requirements are met.
3	Would the selected provider be housed at Eckerd's offices? If so, should the provider budget for occupancy costs?	Yes. Eckerd Connects is responsible for the lease occupied by the incumbent provider, located at 8550 Ulmerton Rd., Suite 145, Largo, FL 33771. The lease only for this office space is paid for by Eckerd and is not to be included in Respondents' budgets submitted to this ITN.
4	The total \$2,560,896 amount includes funds for the transition - how much is designated for transition/start-up funds?	Any funds designated for transition/start-up funds are at the discretion of the Respondent.
5	Flex Funds-Can you provide detail on what is allowable and what is the timetable for reimbursement?	Flex funds are available for expenditures incurred for emergency assistance to youth and families being served for support and services that may be provided to prevent the removal of children when no other sources of funds or free services are available. Examples of allowable expenditures include, but are not limited to: rental assistance, utility, clothing, hygiene items, car repairs, gas

		<p>cards, food, driver's license fees, cleaning supplies, organizing bins, mattresses, linens, specialized mental health or substance abuse counseling, medical/dental care when no other source is available. Bus passes may be provided to assist with transportation to work, job interviews, one-stop centers, medical, legal, and social service appointments.</p> <p>Flex funds are cost reimbursed by Eckerd Connects on a monthly basis, subject to supporting documentation and determination by Eckerd Connects that the expenditure is allowable, necessary and appropriate.</p>
6	<p>With the current funding available and the caseload sizes outlined in the ITN, a capacity issue could arise in which there are more families in need than the provider's ability to serve under those limits. In that event, how would Eckerd Connects as the Lead Agency expect that situation to be rectified (i.e. would the provider be expected to turn families away, or would more funds be added to the contract to hire more staff)?</p>	<p>The expectation would be for all families that meet criteria outlined in the Scope of Service to be served and no family be denied service or placed on a waitlist. Should a capacity issue arise, a meeting would need to be scheduled to problem solve any potential waitlist issues (the expectation is that there is not a waitlist). The ability to increase funding is currently non-existent, but ECA6 is actively seeking additional funds.</p>
7	<p>Is there an expectation for the provider to bill Medicaid?</p>	<p>Yes. Any services provided under the proposal to this ITN that are billable under Medicaid Guidelines may not be charged to the contract.</p>
8	<p>Will Eckerd pay for the FCB certification for staff?</p>	<p>Expenses for Child Welfare Certification through the Florida Certification Board may be included in the budget and charged to the contract for positions that are contractually required to maintain a Child Welfare Certification.</p>
9	<p>What does start-up or transition funding cover? Is there anything it excludes? For example: salaries for staff before starting date, recruiting costs, etc.</p>	<p>Any cost that is allowable, reasonable and necessary for start-up by the final transition date is acceptable with the understanding that the funding in the ITN is the total annual amount for transition and services.</p>

10	Will equipment (ex: computers, furniture, desks, etc.) be transferred from the current provider or do we need to budget for it in the transition?	Any equipment purchased by the incumbent provider through contract funding is property of the Department of Children and Families and would transfer to the provider selected under this ITN in the case that the incumbent provider was not selected.
11	Do the respondents need to include the original signed letters of support with our application, or will scanned copies suffice?	Copies of the 3 one-page letters of support, identified as Exhibit 5 in the ITN, may be provided. Original letters are not required.
12	If Eckerd is providing space for diversion program staff, should the provider's budget include cleaning costs, repair costs, general maintenance, or utilities?	Eckerd Connects is responsible for the lease which includes general janitorial, electric and normal repairs that are the responsibility of the Landlord. Costs such as carpet cleaning and repairs that are the result of the provider or their clients is the responsibility of the provider. The security fob service is also paid by Eckerd Connects; however, any incremental costs are the responsibility of the provider.
13	If a new provider is selected, should that provider's budget include funding for desks, chairs, copiers/printers, etc. or will Eckerd provide this equipment?	Any furniture purchased with contract dollars by the incumbent provider is DCF property and is to transfer to the selected provider in the case that the incumbent provider is not selected. The copier/printer would be the responsibility of the provider.
14	Is there a standard format/template for the budget (Attachment G)?	Yes. Attachment G Blank Standard Budget is posted on the Eckerd Connects Procurement Page located at https://eckerd.org/contract-procurement/
15	Does Eckerd Connects intend to award a single contract?	The intent is to award a single contract.
16	What is the payment schedule for the contract (fixed monthly? Cost reimbursement?)?	This is a fixed price, fixed payment reimbursement method of payment Subcontract, comprised of Federal sources and state funds, to be paid following the month of services. Reconciliation occurs at the close of the fiscal year.
17	The ITN states that proposals must be received "on or before" the specified date and time. To clarify on the "before", if proposal is turned in early, will there be someone at the identified location (suite 130) to	If a Respondent plans on submitting a written proposal prior to February 14, 2020, please notify Jason Thomas at jthomas@eckerd.org to coordinate the submission. Written proposals may be submitted at anytime prior to 4:00 PM EST on

	formally accept the proposal? How early is too early to turn in?	February 14, 2020.
18	Exactly where and to whom should we turn in final proposals? ITN references "suite 130", but is there a specific person/office? Will applicants be provided a receipt of proposal at drop off?	Written proposals will be received by Jason Thomas, Director of Contract Management for Eckerd Connects. Each Respondent will be provided an email notification of receipt, also indicating qualification or disqualification of the written proposal, upon the written proposal being reviewed in accordance with Section XIX. Mandatory Criteria of the ITN.
19	Once the evaluation team is identified, will that information be published or shared with applicants?	The evaluation team will be comprised of three (3) community members and four (4) Eckerd Connects employees. The members of the team may be disclosed once identified.
20	Will OpX360 be utilized to assess the applicant agency, or Eckerd Connects? If an applicant has already independently completed the OpX360 assessment, will that be sufficient to satisfy this requirement?	OPX360 will be used to assess the Respondent selected through the ITN. An OPX360 Assessment completed within the past twelve (12) months will satisfy this requirement.
21	The ITN references the Family Preservation Plan. Is that a current document in existence now? If so, can applicants be provided a copy? Or is this a new document that would need to be developed as part of the ITN, or one that will be regulated by DCF and coming out in the future for implementation?	The Family Preservation Plan will be updated based on the service array and in collaboration with Eckerd Connects, PCSO CPID, and the selected Provider.
22	For IHNJ services, when does the "clock start" for providing "generally 3 to 6 months" of services with an average duration of 105 days?	The service start date is defined as the date and time the intake is received from the Pinellas County Sheriff's Office Child Protection Investigation Division (PCSO CPID).
23	Per the ITN, "IHNJ Services shall be provided to UNSAFE children who remain in the care of their Parents/Legal Guardian for Intensive in-home intervention services with the following 5 criteria." Is CPID assessing the family and service availability in the diversion contract to make referral? Or does CPID make the assessment on 4 of the 5 criteria and then the provider makes the assessment on service availability?	PCSO CPID completes the FFA-I in order to determine if an UNSAFE child can remain in the care of their Parents/Legal Guardian based on the five safety analysis questions. This information is used by PCSO CPID to determine if the family is eligible for IHNJ services.

24	Do partners/subcontractors need to be identified in the intent to submit a proposal letter?	No. This information should be included in the written proposal.
25	Does the population served include community lock out children?	The current contract does not include services for community lock out children. However, it is at the Respondent's discretion whether to include services related to this population.