

Department of Children and Families Request for Proposal
 Train-the-Trainer on Family Finder Model
 Advertisement Number RFP06J19GN
 Department's Responses to Inquiries

Question Number	RFP Section Number	RFP Page Number	Vendor's Question/Comment	Department Response
1	4.2.6.7 Company Qualifications and Experience	RFP, Page 16	The RFP requests for the vendor to provide "a sample of the existing curriculum and demonstrate how the curriculum aligns with the services being requested in this RFP." The description in this section appears to describe samples of developed materials specific to Family Finding curricula, as developed by vendor. Is this referring to an expectation that materials would be developed, prior to contract award or is this referring to other materials that may have been developed by the vendor focused on other topics or content that is unrelated to Family Finding?	This is referring to an expectation that materials would be developed prior to contract award. The curriculum must contain content related to "Family Finding."
2	4.2.6.7 Company Qualifications and Experience	RFP, Page 16	Is it the intent of DCF for the vendor to use existing curricula from the original model of Family Finding to develop the "Train-the-Trainer" (TTT) materials or does the Department envision a re-development of Family Finding materials to meet condensed parameters for both Family Finding content and development of TTT content?	The Vendor can utilize existing curricula from the Family Finding model (if one is already developed) or newly developed material that meet the requirement for content of the Train-the-Trainer materials.
3	CF Standard Contract Header	CF Standard Contract Part 1, Page 1	The CF Standard Contract has the "State Funding" checkbox marked. Will the contract be supported by State funds, Federal funds or a combination of both? If Federal, what is the CFDA number?	This will be supported by state funding only. No federal funds.

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4	CF Standard Contract Header	CF Standard Contract Part 1, Page 1	The CF Standard Contract has the "client services" checkbox marked. Will this agreement serve clients or non-clients (i.e. child welfare professionals from the Department and CBC lead agencies in Florida)? If clients are receiving services, please identify what services will be provided.	See Addendum #1 to RFP#06J19GN.
5	Exhibit B-1 Scope of Service	CF Standard Contract Part 2, Page 19	It is identified that the vendor will deliver a train-the-trainer program for Family Finder for purposes of the CBC staff to train front line staff, supervisors, and managers. Does this also include the development and provision of newly developed Family Finding curricula materials (within the 8-month timeframe of this Contract) as well as development of train-the-trainer materials?	The Vendor can use existing material or newly developed material that meet the need of the program requirements.
6	Exhibit C-1.2.3 Department Responsibilities	CF Standard Contract Part 2, Page 20	How soon in advance does DCF anticipate training site arrangements will be secured for training planning and training preparation purposes?	It is anticipated that location will be identified, at minimum, 30-45 days prior to the training.
7	Exhibit C-1.2.1 Department Responsibilities	CF Standard Contract Part 2, Page 21	How will participants be selected in each agency to attend the TTT classes?	The Department would be responsible for the communication and announcement of the train-the-trainer.
8	Exhibit C-1.2.1 Department Responsibilities	CF Standard Contract Part 2, Page 21	What criteria will be used to identify eligible participants to participate in the TTT program for Family Finding?	The criteria for attendance is a CBC or DCF child welfare professional employee.
9	Exhibit C-1.2.1 Department Responsibilities	CF Standard Contract Part 2, Page 21	Will the participants be required to attend, as mandatory, if identified by either the Department or individual CBC or will	Participation will be mandatory if identified by either the Department or Community Based Care-Lead Agency.

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			participants be selected from a voluntary pool of eligible and available participants within the agencies?	
10	Exhibit C-1.2.1 Department Responsibilities	CF Standard Contract Part 2, Page 21	Will DCF define a criteria for those eligible for participation or will eligibility and selection come directly from the CBC?	DCF will define eligibility criteria for all participants; however, the CBC will make the selection of the individual(s) who will attend.
11	Exhibit C-1.2.3.1 Department Responsibilities	CF Standard Contract Part 2, Page 21	Regarding the number of clients trained each session and for purposes of adequate preparation of materials, will there be a cap on class attendance in each training site? If so, what is the class capacity/limitation? Example: If it is a very large venue, would the expectation be to train more than 20 in a session of Train the Trainer?	Yes, there will be a CAP on class attendance. The Department will want to keep attendance between 20-30 per class, however, larger venues may be subject to exceed 30 attendees, but no more than 40 attendees, per class.
12	Exhibit C-1.2.3.1 Department Responsibilities	CF Standard Contract Part 2, Page 21	What is the anticipated maximum number of employees to attend TTT by June 20, 2020?	It is anticipated that the Vendor will train between 60-90 attendees during the contract year (subject to change).