FREQUENTLY ASKED QUESTIONS
CENTRAL REGION – CHILD PROTECTIVE INVESTIGATIONS TRAINING PROGRAM
ITN #: CRCPI-2013-ITN-1

In anticipation of initial questions that prospective vendors may have, the following questions and answers are provided to help vendors better understand the solicitation requirements so that they may better formulate their response. All official vendor inquiries and official Department responses to inquiries will be posted on the DMS Vendor Bid System Electronic Posting site in accordance with Section 2.5, Schedule of Events and Deadlines, and Section 2.8 of the ITN.

1. Who are the current vendors/providers who are providing CPI training now, and approximately how many CPI trainees did they train over the past 12 months (July 2011-July 2012)?
   Answer:
   Circuit 5: The University of South Florida  48
   Circuit 9: The University of Central Florida  77
   Circuit 10: Heartland for Children, Inc  30
   Circuit 18 (Brevard only): University of Central Florida  32
   Circuit 19: United For Families, Inc.  9

2. Circuit 18 is comprised of Brevard and Seminole county, does the ITN require CPI training to occur for Seminole county?
   Answer: No. The Seminole County Sheriff’s Office (SCSO) conducts its own CPI training program and provides CPI coverage for all of Seminole County under a separate contract with the Department. The successful vendor under this solicitation will not be required to conduct CPI training in Seminole county.

3. What cities are the Circuit administrative headquarters located?
   Answer: Circuit 5: Wildwood
            Circuit 9: Orlando
            Circuit 10: Bartow
            Circuit 18: Rockledge
            Circuit 19: Ft. Pierce

4. What is the annual budget allocated for this project?
   Answer: The annual budget is $734,088.00, subject to the availability of funds.

5. Is there funding for start up costs/expenses?
   Answer: No. Funding is allocated on a fiscal year annual basis; sorry there are no funds available to fund start-up costs.
6. Realizing that the first year of a new contract may require additional effort and funds for the initial course development and setup, would it be acceptable to put more money in the first 6 months (FY 2012-2013, Year 1) and reduce the subsequent three years (Year 2, 3 and 4) accordingly so that the overall total would not exceed the overall total of $2,569,308.00?

Answer: No. Unfortunately the money is allocated by the legislature on an annual fiscal year basis.

7. Can the costs for background screenings for Provider employees be included in the budget?

Answer: Yes, those costs are allowable costs.

8. The ITN (page 25, Section 3.26.3.4) states that “Administrative costs, including any indirect costs that are administrative in nature shall not exceed 10% of the total operating costs of the proposed budget”. What are examples of “administrative costs” and what is the reason for this limitation?

Answer: Examples of “administrative costs” are those costs that are not directly attributable to the service delivery but are costs which to support the program. Because of the diverse characteristics and accounting practices of organizations, it is not possible to specify the types of costs which may be classified as indirect or admin costs in all situations. However, typical examples of administrative costs for many organizations may include, depreciation or use allowances on buildings and equipment, and general administration and general expenses such as the salaries and expenses of executive officers, HR administration, and accounting staff that help prepare the monthly invoice. The intent of this 10% ceiling is to ensure that the majority of the contract funds will go directly toward providing CPI training services.

9. Do the Circuits have dedicated classrooms or facilities (for approximately 15 trainees per class) that may be used for CPI training classes by the successful vendor?

Answer: For planning purposes, only the Circuit 5 headquarters located in Wildwood has a training room which would be available for CPI Training classes (at no cost to the successful vendor) and the reservation and use of this room can be further discussed during negotiations. No other Circuit has sufficient classrooms available that can be permanently dedicated for use by the successful vendor.

10. Do the Circuits have sufficient space to house trainers so they can be co-located with the CPI’s? If so, will DCF charge a rental fee for offices/cubicles?

Answer: Trainers can be co-located with Circuit CPI’s where space is available, but availability varies from Circuit to Circuit. In the past, our rental fees were extremely low for similar programs (i.e. $1 per year per office). This can be discussed during negotiation.
11. The successful vendor is required to deliver FSFN training to CPI trainees, would the successful vendor be required to purchase enough laptops to cover multiple classes occurring or possibly overlapping throughout the region or will trainees come to each scheduled CPI class with their own laptop computer issued by the Department?
   **Answer:** It is envisioned that each CPI trainee would come to their Pre-Service class with his/her own laptop that has been pre-programmed with FSFN “sandbox training” material, access and security protocols which has been coordinated in advance with the successful vendor. This subject can be further discussed during the solicitation conference call and during negotiations as needed.

12. The ITN and the “Draft Attachment I” refers to Exhibit A, Florida CPI Core Competencies, but the Department in coordination with the Florida Certification Board is currently revising these Core Competencies, what will happen when the Department/FCB publishes new Core Competencies?
   **Answer:** Until new CPI Core Competencies are developed and approved by the Department, we will continue utilizing the current competencies that are currently in effect found on the Centers website
   (http://centerforchildwelfare.fmhi.usf.edu/kb/trainerscorner/FICW_CoreCompetencies_060407.pdf)
   If new CPI Core Competencies are accepted by the Department during the ITN process or before the contract is executed, we will publish these new competencies and advise all parties as soon as possible.

13. The “Draft Attachment I” (p 19) states the minimum class size shall be “no less than 3 students” per class. If a Circuit has only 1 or 2 trainees to train, can they go to the nearest Circuit to attend that next class?
   **Answer:** Yes. The Department recognizes that sending Provider staff to a Circuit to train 1 or 2 students may not be cost effective but we will make every effort to work with the successful vendor to ensure that class sizes will meet the minimum requirements. Phase II (field training) would be difficult to accomplish if (for example) Circuit 10 trainees are attending training in Circuit 9. We would like to work with the successful vendor regarding these exceptions on a case-by-case basis after contract execution.

14. Page 17, Section 3.4 of the ITN, discusses “FSFN familiarization training”, please define that term.
   **Answer:** This means that the successful vendor will provide the CPI trainees with an overview the FSFN system and provide them with the information and knowledge of the FSFN system so they will have the skills to navigating the system and be familiar with its capabilities.

15. The ITN (p 19, Section 3.12) requires the successful vendor obtain prior approval from the Department before entering into subcontracts. Does this mean everything that applies to CPI training (i.e. hiring an In-Service guest speaker)?
   **Answer:** Maybe. It is expected that the successful vendor would occasionally hire a guest speaker/subject matter expert, (using a purchase order/purchase card) to deliver special
training or group discussions on important child welfare topics, but if, for example, the successful vendor enters into a contract to hire a consultant to develop course(s), or special survey tools then the successful vendor should get prior department approval.

16. The Attachment I (p 19) states that Pre-Service training will be conducted a minimum of 4 times per year per Circuit. Is the intent to have one class per quarter per Circuit?  
   **Answer:** Yes. More if demand, funding and resources allow.

17. Do any of the funding sources include federal funds? If so, please provide the CFDA number(s).  
   **Answer:** Yes. CFDA 93.558 and 93.667.

18. What are the funding sources for this project?  
   **Answer:** Budget Entity: 60910310, Family Safety & Preservations Services  
   Category: 103034, and 100777, OCA: BAT00

19. The ITN on Page 18, Professional Qualifications, Section 3.10.3 indicates that trainers shall comply with certification requirements of the FCB. What certification standards should be used if FCB does not develop those requirements?  
   **Answer:** Trainer certification is an eventual goal of the Department. Until the Department develops trainer certification requirements we would expect the successful vendor to work towards developing their own trainer certification program using nationally recognized standards for similar training programs that would meet or exceed any future certification program that the Department might produce. We will be flexible with this requirement and can discuss in further detail during negotiations.

20. The Attachment I (p 15, Section B.1.a.(1) requires Project Advisory Committee (PAC) meetings to be held periodically thought out the life of the contract, where will these meetings be held?  
   **Answer:** Initially, it is envisioned that PAC meetings would be held in Orlando, but subsequent meetings could be held at any Circuit location (either in person, VTC or conference call) at the election of the PAC members. The Department would entertain any suggestions on this topic during negotiations.

21. Is the Florida Certification Board (FCB) the only Child Welfare credentialing agency authorized by the Department?  
   **Answer:** Yes, but House Bill 279 passed during the 2011 legislative session also allows the Department to approve more than one credentialing entity. FCB is the current department approved credentialing agency.