



FREQUENTLY ASKED QUESTIONS
CHILD PROTECTIVE INVESTIGATIONS TRAINING PROGRAM
ITN# 20181801CPINER

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 2.7 of the ITN.

DEPARTMENT/REGION:

Question 1: The Northeast Region is comprised of 4 Circuits, but the ITN lists Circuits 3 & 8 together is the expectation that these will be combined for service provision?

Answer 1: Yes, Circuit 3 and Circuit 8 may be combined for service delivery.

Question 2. What cities are the Circuit administrative headquarters located?

Answer 2: Circuits 3&8: Gainesville; Circuit 7: Daytona Beach; Circuit 4: Jacksonville

CURRENT CONTRACT:

Question 3. Who are the current vendors/providers that are providing CPI training now, and approximately how many CPI trainees did they train over the past 12 months (July 2016 – June 2016)?

Answer 3: The University of South Florida is the current provider for all 4 Circuits in the Northeast Region. From July 2016 through June 2017, there were 98 CPI trainees who participated in a Pre-Service Training cycle. Also please note Section 3.3.1 of the ITN that one of the major program goals listed is, “Be responsive to the NER’s hiring and training needs...”

Question 4: How many training cycles were conducted in each circuit for trainees during the past fiscal year, and what was the number of participants per cycle for each Circuit?

Answer 4: During FY 2016/2017, from July 2016 through June 2017, there were 10 cycles occurring as follows:

Circuits 3 & 8 had 3 cycles: 10 participants, 13 participants, 6 participants.

Circuit 4 had 4 cycles: 12 participants, 13 participants, 9 participants, 13 participants.

Circuit 7 had 3 cycles: 10 participants, 5 participants, 7 participants.

Also please note Section 3.3.1 of the ITN that one of the major program goals is, “Be responsive to the NER’s hiring and training needs...” And please note Section 3.4.2.1 of the ITN, ‘Optimal delivery is Pre-Service classes available to occur every month in needed NER location(s).’

BUDGET/FUNDING:

Question 5. What is the annual budget allocated for this project?

Answer 5: The annual budget will be negotiated with the selected vendor in conjunction with their proposed budget, and subject to the availability of funds.

Question 6: Do any of the funding sources include federal funds? If so, please provide the CFDA number(s).

Answer 6: Yes. CFDA: 93.558; 93.66; 93.658

Question 7: What are the funding sources for this project?

**Answer 7: Budget Entity: 60910310, Family Safety & Preservations Services
OCA: BAT00 (CW Protect. Investigation Training), and BATR1 (DCF CPI IV-E Training)
Category: 103034, and 100777**

Question 8: Is there funding for start-up costs/expenses?

Answer 8: No. Funding will be allocated on a fiscal year annual basis; sorry there are no funds available to fund start-up costs.

Question 9: 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 year budget and reduce the subsequent years budgets accordingly?

Answer 9: No. Unfortunately, the money is allocated by the legislature on an annual fiscal year basis.

Question 10: Can the costs for background screenings for Provider employees be included in the budget?

Answer 10: Yes, those costs are allowable costs.

Question 11: The ITN (page 20, Section 3.10.2.3) 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 11: 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.

EQUIPMENT/RESOURCES/SPACE:

Question 12: Does the Department have dedicated classrooms or facilities that may be used for CPI training classes by the successful vendor?

Answer 12: The Department's Northeast Region has some limited space available for trainings which may be used by the successful vendor. However, it is preferred that the successful

vendor be prepared to locate and obtain training facilities in locations reflective of the location where the majority of the trainees/participants are located within the region. Please note that rent/training room cost expenses may be charged to Title IV-E, if the topics being trained are listed on the Title IV-E Eligibility Table, please see ITN Section 3.10.2.9.

Question 13: 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 13: 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.

Question 14: 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 14: It is envisioned that each CPI trainee would come to 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.

SERVICE PROVISION DELIVERY:

Question 15: Might some courses be taught via live instruction but off-site using electronic technology, allowing 2 or more Circuits to be trained at the same time?

Answer 15: The Department is willing to allow the use of electronic technology for live instruction off-site for non-core courses to facilitate and enhance learning.

Question 16. Section 4.2.5.2 of the ITN lists "FSFN familiarization training", please define that term.

Answer 16: This means that the successful vendor will provide trainees with an overview of the FSFN system. FSFN stands for Florida Safe Families Network, this is the Department 's statewide automated system containing all reports, investigations, special conditions referrals, child-on-child sexual abuse reports and related child safety assessments and safety actions or plans and cases regarding child abuse, neglect or abandonment and pertinent information regarding all activities involved in investigative and some case management functions, including the Child 's Resource Record. FSFN is the state 's primary record for each investigation and case and all documentation requirements of the system shall be met. The successful vendor would need to provide trainees with the information and knowledge of the FSFN system, so that trainees have the skills to navigating the system and be familiar with its capabilities.

Question 17: Section 4.2.5.1 of the ITN discusses collaborating with the Department and obtaining the Department's input, is it anticipated that this would occur during face to face meetings? If yes, how often? And, is there a designated location?

Answer 17: The Department does not have a specific preference on how often, a location, or the format utilized to perform these activities: face to face, conference call, email, VTC (video teleconferencing), Skype, etc. Please also refer to Task Item under Section 3.4.1 of the ITN: "A

communication and collaboration meeting/conference/committee – the vendor shall develop the format and coordinate the delivery of this task item.” Therefore, vendors should present their ideas on how often, and the format to be used which would best accomplish these activities, and support a training program.

Question 18: The ITN does not state a minimum number of trainees per class size. If a Circuit has only 1 or 2 trainees to train, can they go to the nearest Circuit to attend that next class?

Answer 18: The Department recognizes that trainings need to be interactive, as this is the best means of teaching adults. To have only one, or even a few trainees will not support interaction. However, it is also the Department’s intention to have a training program throughout the Northeast Region delivered in locations reflective of the location where the majority of the trainees/participants are located. During negotiations the Department would like to work with the successful vendor regarding these anomalies on a case-by-case basis.

Question 19: The ITN does not state a minimum number of Pre-Service trainings? How many Pre-service training cycles are expected to be delivered per year, and per Circuit?

Answer 19: The Department is currently seeking a qualified vendor who shall develop and deliver a training program to meet the specific training needs of the Northeast Region (NER). The most ideal NER training program would be flexible, and would correspond to impromptu training needs. Optimal delivery is Pre-Service classes available to occur every month in needed NER location(s). Also, Optimal delivery will be services available in an “a la carte” manner for the upcoming month, and adjusting other levels of services/deliverables accordingly. Using innovative approaches, trainings would occur in response to hiring, and be able to accommodate a possible increase in the Department’s hiring capacity. Service delivery would occur in various locations throughout the NER where needed, and corresponding to where trainees are located. We would appreciate hearing your thoughts on this subject in both your written response and oral presentation.

Question 20: The ITN does not state a minimum number of In-Service trainings. How many in-service trainings are expected to be delivered per year, and per Circuit?

Answer 20: The Department is currently seeking a qualified vendor who shall develop and deliver a training program to meet the specific training needs of the Northeast Region. The most ideal NER training program would be flexible, and would correspond to impromptu training needs. Optimal delivery will be services available in an “a la carte” manner for the upcoming month, and adjusting other levels of services/deliverables accordingly. Using innovative approaches, trainings would occur in response to hiring, and be able to accommodate a possible increase in the Department’s hiring capacity. Service delivery would occur in various locations throughout the NER where needed, and corresponding to where trainees are located. We would appreciate hearing your thoughts on this subject in both your written response and oral presentation.