



STATE OF FLORIDA  
 DEPARTMENT OF CHILDREN AND FAMILIES  
 SOUTHERN REGION - CIRCUITS 11 & 16

INVITATION TO NEGOTIATE (ITN)

**ITN#: SNR18FS01ITN**

To Become the Lead Agency for Community-Based Care Southern Region - Circuits 11 & 16  
 Miami-Dade and Monroe Counties

**RESPONSE TO WRITTEN INQUIRIES**

Question Number	ITN Section Number	ITN Page Number	Question/Comment
<b>1</b>	1.5	8	<i>Are eligible respondents limited to community-based nonprofit agencies or units of local government? Or are for-profit corporations eligible to respond to the ITN?</i>
			<b>Response</b>
			The definition for Community-Based Care (CBC) will be amended to read "Florida corporation or a governmental entity" pursuant to section 409.987, Florida Statutes.

Question Number	ITN Section Number	ITN Page Number	Question/Comment
<b>2</b>	2.5	12	<i>The schedule of events in the ITN for a Lead Agency lists a location, but there is not any information regarding a conference call line. Do you know if a call-in number is available or if all interested participants will need to travel to the location listed?</i>
			<b>Response</b>
			Participation in the Solicitation Conference is not a pre-requisite for acceptance of replies from prospective vendors. The purpose of the Solicitation Conference is to review the ITN with interested vendors and give a chance for prospective vendors to pose questions. The Solicitation Conference for the ITN will be conducted in person on Wednesday, April 18, 2018 at 1:00 pm in the Visionary Room located on the 10 <sup>th</sup> Floor of the North Tower. The physical address is Room N1011, 401 NW 2 <sup>nd</sup> Avenue, Miami, FL 33128.

Question Number	ITN Section Number	ITN Page Number	Question/Comment
3	5.9	87	<i>In reviewing section 409.987 of the Florida Statutes, I wanted to confirm that the following language regarding residency requirements for the board of directors also applies to the Lead Agency solicited in SNR18FS01ITN.</i>
			<i>“(4) In order to serve as a lead agency, an entity must: (a) Be organized as a Florida corporation or a governmental entity. (b) Be governed by a board of directors or a board committee composed of board members. The membership of the board of directors or board committee must be described in the bylaws or articles of incorporation of each lead agency, which must provide that at least 75 percent of the membership of the board of directors or board committee must consist of persons residing in this state, and at least 51 percent of the state residents on the board of directors must reside within the service area of the lead agency.”</i>
			<b>Response</b>
			Yes.

Question Number	ITN Section Number	ITN Page Number	Question/Comment
4	2.6 & 2.7	14	<i>Will an additional Solicitation Conference and/or submittal of Written Inquiries be scheduled once the addendum to this ITN is posted on April 30, 2018 (as discussed during the Solicitation Conference on April 18, 2018)?</i>
			<b>Response</b>
			No.

Question Number	ITN Section Number	ITN Page Number	Question/Comment
5	4.1.6	19	<i>Is there a required or recommended font, margin, and/or line-spacing for the Programmatic Reply?</i>
			<b>Response</b>
			<i>Replies must be typed, single-spaced, on 8-1/2" x 11" paper, with no less than 1/2" margins, and using no less than an 11-point font.</i>

Question Number	ITN Section Number	ITN Page Number	Question/Comment
6	4.2.5.3	26	<i>Is APPENDIX VII: SUBCONTRACTING LIST included in the number of pages in the 10-page limit of the Company Qualification and Experience Section?</i>
			<b>Response</b>
			No.

Question Number	ITN Section Number	ITN Page Number	Question/Comment
7	4.2.5.3	26	<i>Which direct service contracts are to be included on the Subcontracting List (i.e. Full Case Management Agencies, Prevention Providers, Behavioral Health Providers)?</i>
			<b>Response</b>
			Any contract with Recipients/Subrecipients of Federal or State financial assistance are to be included on the Subcontracting List.

Question Number	ITN Section Number	ITN Page Number	Question/Comment
8	4.2.6.2	26	<i>Is there a requirement to submit copies of Memorandums of Agreements/understandings with Community Stakeholders?</i>
			<b>Response</b>
			No. Replies should include a list of all Memorandums of Agreement(MOA)/Understanding(MOU) and indicate for each MOA/MOU: 1. The type of agreement; 2. The name of the Community Stakeholder(s); 3. The purpose of the MOA/MOU; and 4. The effective and ending dates.

Question Number	ITN Section Number	ITN Page Number	Question/Comment
9	4.2.6.2	26	<i>Are Letters of Support from Community Stakeholders required?</i>
			<b>Response</b>
			No. Replies should include contact information for Service Providers and Community Stakeholders actively engaged in a collaborative partnership with the Vendor.

Question Number	ITN Section Number	ITN Page Number	Question/Comment
10	4.3	28	<i>Is there a page limit to the Financial Reply?</i>
			<b>Response</b>
			The Financial Reply has been limited to 50 pages.

Question Number	ITN Section Number	ITN Page Number	Question/Comment
11	4.3.3	29,30	<i>For the two budget spreadsheet links entitled "CBC Annual Service by Budget Category – FY 2017-18" and "CBC Functional Budget Template – FY 2014-15" are we allowed to add rows or columns if we consider them necessary?</i>
			<b>Response</b>
			Rows and/or columns may be added to the spreadsheets as necessary.

Question Number	ITN Section Number	ITN Page Number	Question/Comment
<b>12</b>	4.3.3	29,30	<i>Are we permitted to submit any additional information related to the budget which is not specifically identified in the linked spreadsheets?</i>
			<b>Response</b>
			Additional information related to the budget may be added.