



**State of Florida
Department of Children and Families**

Rick Scott
Governor

Mike Carroll
Secretary

William S. D'Aiuto
Regional Managing Director

**For Prospective Respondents for the following
Invitation to Negotiate (ITN): 07FS1804
Lead Community Based Care Agency for Circuit 9 and 18 Orange,
Osceola, and Seminole County**

DATE: August 21, 2018
TO: Prospective Respondents to ITN #: 07FS1804
FROM: Sumer Bray, Procurement Manager
SUBJECT: Vendor Questions – Department Responses

This memo provides all vendor questions and department responses to those questions as follows:

1. **Question:**

We were reviewing the above referenced ITN released on July 2, 2018 and the question of how much “match” would be required surfaced per the discussion on page 133 of the ITN. We were not clear about the Footnotes:

- (a) A 10% match is provided by the Community Based Care provider?
- (b) A 25% match is being certified by the Community-Based Care provider/

Would it be possible for you to explain what these footnotes mean for the Lead Agency?

Response: As indicated in section 3.2.1 Funding Sources on page 17 of the ITN, “To receive any federal Promoting Safe and Stable Families (PSSF) grant dollars, the successful Vendor is responsible for a minimum local community match equal to twenty-five percent (25%) of the PSSF funds expended for this program. To receive any State Access and Visitation (SAV) grant dollars, the successful Vendor is responsible for a minimum local community match equal to ten percent (10%) of the SAV funds expended for this program. Allowable match can be non-public, third party, in-kind or cash but the expenditure or use of such match must directly support the PSSF program through the delivery of family preservation, family support, time-limited family reunification, and adoption promotion and support services. The Vendor must document the receipt and expenditure of the required match during each state fiscal year.

Match reports, which identify the amount and type of match contributed and expended, must document what services the match supported. The reports are to be submitted as described in **APPENDICES VIII and IX THE DEPARTMENT’S LEGACY STANDARD CONTRACT and ATTACHMENT I.**”

2. **Question:** In addition, would it possible for you to provide us the COU’s of the existing CBC provider for Circuit 9 & 18 for the last 4 years.

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Response: Please see the attached Contract Oversight Unit Reports for the past four years 2014-2015,2015-2016,2016-2017,2017-2018 as requested.

3. **Question:** The last inquiry is whether it would be possibly to modify the ITN for services for Orange County residents only?

Response: The Invitation for Negotiation is to provide child welfare services for Orange, Osceola, and Seminole counties.

4. **Question:** Who currently holds this contract?

Response: The provider for the contract is Community Based Care of Central Florida, Inc.

5. **Question:** The ITN specifies using the CBC Annual Service by Budget Category –FY2017-18, but a version for FY2018-19 is also available at the linked site. Is it preferable to use the more updated version?

Response: Please see Addendum 3 updating Section 4.3.3 of the ITN.

6. **Question:** Must letters of support be included within the page limitations within the Programmatic and Financial Replies?

Response: Letters of support may be provided in additional attachments.

7. **Question:** Only Tab 5 specifies that the page limitation must include exhibits, charts, and tables. Are these types of documents permissible in the other Tabs beyond the prescribed page limitations?

Response: Vendors may elect to embed charts, graphs, and tables throughout their response.

8. **Question:** Are resumes for key leadership personnel to be included within the page limitation of Tab 6?

Response: Yes, resumes are included in the page limit.

9. **Question:** Are Word or fillable PDF versions of Appendices I – VII available for use by Vendors?

Response: Fillable versions of the Appendices are not available.