



**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): 07FS1801
Behavioral Health Training for the Child Protection Investigation
Professional**

DATE: October 11, 2017
TO: Prospective Respondents to ITN #: 07FS1801
FROM: Amy Hammett, Procurement Manager
SUBJECT: Vendor Questions – Department Responses

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

1. **Question:**

In the ITN, there are a couple of links in there for the security agreement form, the PUR 1000 form and the 1001 form, but when I click on those links it takes me to an error page that says the object is unavailable. Is there a way that we can get a copy of those? Maybe electronically or through another means?

Response:

The PUR 1000 and PUR1001 forms can be accessed through the following link:

http://www.dms.myflorida.com/business_operations/state_purchasing/documents_forms_references_resources/state_purchasing_pur_forms

2. **Question:**

Is there a match requirement for these funds?

Response:

There is no match requirement for these funds.

3. **Question:**

How many total CPI's and supervisors are in each circuit currently?

Central Region ● 400 W. Robinson Street ● Suite S1129 Orlando ● Florida 32801-1782

Mission: Work in Partnership with Local Communities to Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency

Response:

	OPS Manager	Program Administrator's	Supervisors	Child Protection Investigators	Total
Circuit 5	1	4	20	100	125
Circuit 9	1	5	27	142	175
Circuit 10	1	3	16	84	104
Circuit 18	1	2	10	54	67
Region	4	14	73	380	471

4. **Question:**

Is the Intent of this ITN is for one provider to provide these services to all 12 of the counties, correct?

Response:

Yes, the Intent of this ITN is to select one provider.

5. **Question:**

The \$250,000.00 that is available through this ITN, is that intended to cover the salary, travel and any lodging expenses associated with this? Or will there be a separate budget for travel allotments?

Response:

The \$250,000.00 is the all-encompassing funding for this project intended to fund all expenditures associated with the services.

6. **Question:**

For the electronic copy, it reads that it must be on a non-rewritable CD, is a USB thumb drive acceptable format as well?

Response:

The electronic copy must be on a non-rewritable CD. A USB thumb drive is not an acceptable format.

7. **Question:**

The response is limited to 25 pages. Does it matter how that response is submitted, in a soft copy or in a binder, as long as it is tabbed and labeled accordingly?

Response:

There is no preference. The response may be submitted as a soft copy or in a binder as long as it is tabbed and labeled accordingly.

8. **Question:**

The ITN includes 4 circuits. Is the intent to train all CPI's from each of the 4 circuits or just a segment of them?

Response:

At a minimum the department is looking at a segment of about 45 to 50 CPI's within each circuit; which will encompass at least 50% of the workforce in those respective areas. If a vendor is able to accommodate training all staff, then that would be ideal. However, we understand that there's a component in which we ask for not only the training in the classroom, but also a component to include observation and consultation in the field. This may be difficult to complete knowing there are over 300 investigators within the region.

9. **Question:**

Is there an estimated number of trainings that the department is looking for with each circuit? Or is that purely up to the curriculum that is developed?

Response:

The number of training hours will be based off of the curriculum that is developed, that would ensure that the staff identified are fully trained based off of the program goals and the script of the ITN.

10. **Question:**

Is face to face required, or is virtual training an option?

Response:

The Department will approve a mixed-mode training option as long as the online training piece is supplemental to the face-to-face classroom training.

11. **Question:**

Concerning the budget and the budget items, is there a designated training space or is that something that would have to be located and budgeted in? Would it be possible for a couple of things, either giving good direction on which way to go and/or perhaps letting us know what the existing capacity is at each site?

Response:

There is adequate training space in all circuits to train staff.

12. **Question:**

Is there going to be a designated-on site location? What is the available technology equipment that you have that we can use, or is it something that we need to factor in as well?

Response:

All of our conference rooms, no matter the size, have or have access to a projector and screen.

13. **Question:**

Regarding “Description of Vendors Financial Stability”, as a new LLC, what document will suffice to address this criteria?

Response:

Section 4.2.9.1 of ITN #07FS1801 describes the required documentation, including documentation for newly created entities.

14. **Question:**

Is the ITN for Behavioral Health Training for Child Protective Investigation Profession still open to prospective bids:

Response:

It is not a requirement that vendors submit a Notice of Intent, so yes, the ITN is still open for prospective bids.

15. **Question:**

Appendix V - PROJECT BUDGET SUMMARY AND DETAIL INSTRUCTIONS – Rental or Use of Space. Children’s Home Society of Florida allocates all occupancy-related costs based on an FTE percentage rather than by square footage. Is it permissible to use that method of allocation for this application? Is there any supporting documentation that I would need to include?

Response:

It is permissible to allocate occupancy related costs based on F.T.E. Supporting documentation does not need to be included with the response to the ITN, however, please note that section 4.2.8.1. of the ITN state “The budget narrative should provide discussion and clarification for any and all cost categories and their respective formulas used to derive proposed cost.”

The Department reserves the right to request supporting documentation at any time during the process after reply submission.

16. **Question:**

Section 3.2.26.5 of the ITN reads "The proposed budget should put forward total costs for the proposed contract period beginning December 8, 2017 through June 30, 2018," however Section 3.2.25.2 reads " The estimated annual funding available for the resultant contract is \$250,000.00, subject to availability of funds. Can you please clarify what the anticipated funding amount is as well as the corresponding time frame?

Response:

Subject to the availability of funds, the anticipated funding amount is \$250,000.00 for the period beginning with effective date of the agreement (anticipated to be December 8, 2017) and ending June 30, 2018. The Department's annual fiscal year begins July 1, 2017 and ends June 30, 2018, however, \$250,000.00 is the total anticipated funding amount irrespective of either time period.

17. **Question:**

Can you please provide the following: 1) Anticipated number of CPI trainees by Circuit; 2) number of units per Circuit; 3) anticipated number of supervisors attending the training.

Response:

At a minimum the department is looking to have 45 to 50 CPI's trained within each circuit. For Circuit 5, there are 20 units; in Circuit 9 there are 27 units; Circuit 10 has 16 units; and Circuit 18 has 10 units. The number of supervisors to attend will vary due to class size.

18. **Question:**

Can you please provide information regarding training room locations and access as well as technology capability?

Response:

Training rooms and specific locations vary throughout each region and depend on what is available at the time of the training. All training/conference rooms have access to a projector and screen.

19. **Question:**

Has the Department identified who is eligible to become a certified behavioral health SME?

Response:

Participants that attend the training will be eligible for certifications.

20. **Question:**

What is the timeframe expectation for certification?

Response:

The timeframe for certification is the service performance period of the Contract, the time period between the begin and end date of the Contract.

21. **Question:**

The ITN states, "The resultant contract will be fixed unit rate and/or cost reimbursement." When will the nature of the contract be decided? Is this an issue that is part of the negotiation process?

Response:

The method of payment will be determined after award.

22. **Question:**

Will all trainees have completed the pre-service training before beginning the behavioral health training? Will the behavioral health training be a step-up from the pre-service training?

Response:

Yes, all CPI's will have completed pre-service and be currently certified in child welfare. Yes, the behavioral health training will be a step-up from the pre-service training.

23. **Question:**

What are the training specifications (in terms of training contact hours per trainee) the Department is seeking? What is the total number of trainings the Department is seeking (one training per circuit or more)?

Response:

The number of training hours will be based off of the curriculum that is developed, that would ensure that the staff identified are fully trained based off of the program goals and the script of the ITN.

24. **Question:**

The ITN states that the training will be delivered face-to-face. Would the Department approve the delivery of some training through an online method? In other words, would the Department approve a mixed-mode training (both face-to-face and online)?

Response:

The Department will approve a mixed-mode training option as long as the online training piece is supplemental to the face-to-face classroom training.

25. **Question:**

Will the behavioral health training focus on the behavioral health of parents, children, or both?

Response:

The training needs to focus on the behavioral health of the parents and child(ren).

26. **Question:**

Please describe the current process used to certify subject matter experts among CPI employees. Is the expectation of the Department that the Vendor perform all components of the certification process?

Response:

A current process is not in place. It is up to the vendor to design the curriculum to support certifying an individual as a subject matter expert.

27. **Question:**

The ITN refers to clinical observation, field application, and case consultation. Please define each of these three items. Are these terms interchangeable, with the three terms all referring to the same process? Would the vendor be responsible for all three of these items?

Response:

Please refer to Addendum 2 as the word 'clinical' has been deleted from the ITN. Observation is observing a CPI apply the components of the behavioral health training. Field application is working with CPI's in the field on applying the principles trained. Case consultation is providing guidance and mentoring around a specific case and how staff should proceed. And yes, the vendor is responsible for all three applications.

28. **Question:**

Does the Department have an established process and established set of criteria for the clinical observation, field application, and case consultation?

Response:

No, it is up vendor to establish processes and criteria for the observation, field application and case consultation. Please note the word 'clinical' has been removed from the ITN.

29. **Question:**

Is there a clinical observation tool that DCF would like the vendor to use during certification or is the expectation that the vendor creates this tool?

Response:

Please refer to Addendum 2 as the word 'clinical' has been removed from the ITN. It is up to the Vendor to create an observation tool.

30. **Question:**

For the clinical observation/field application/case consultation component of the certification, must the cases be actual cases occurring in real-time? Can the cases be composed of case material from past cases or composites of past cases?

Response:

Please refer to Addendum 2 as the word 'clinical' has been removed from the ITN. The Observation and case application/consultation component must be real time; however, training materials within the classroom can be composed from past cases.

31. **Question:**

Can case consultations be delivered through various means (face to face, online via Skype, webinar, etc.)?

Response:

Yes, case consultations can be conducted by face-to-face, online via Skype, and webinar.

32. **Question:**

Is the Department seeking testing services for certification or is the certification limited to attendance, field observation, and case consultation?

Response:

Certification requirements will be based on the Vendor's curriculum.

33. **Question:**

The ITN mentions delivery of training to 45-50 employees per circuit. The ITN also states that the vendor should ultimately certify 45-50 employees as subject matter experts. Is the Department seeking to have 45-50 certified per circuit (with all attendees being certified) or 45-50 certified in total (with only a portion of the attendees being certified)?

Response:

Yes, the Department is seeking to have 45-50 staff certified per circuit.

34. **Question:**

Are tab 1 and tab 7 of the proposal part of the 25-page limit?

Response:

No, tab 1 and 7 of the proposal are not part of the 25-page limit.

35. **Question:**

Can you please provide an electronic copy the forms for the Security Agreement Form, PUR Form 1000 and PUR Form 1001?

Response:

The Security Agreement Form can be accessed through the following link:

<https://eds.myflfamilies.com/DCFFormsInternet/Search/DCFFormSearch.aspx>

The PUR 1000 and PUR1001 forms can be accessed through the following link:

http://www.dms.myflorida.com/business_operations/state_purchasing/documents_forms_references_resources/state_purchasing_pur_forms

36. **Question:**

Is there a conference call line for interested vendors to use during proposal opening, if applications are mailed to the department?

Response:

Yes, the conference call line number is 1-888-670-3525, participant code 7027-6008-29.

37. **Question:**

Is there a match requirement for these funds?

Response:

There is no match requirement for these funds.

38. **Question:**

Can interested vendors submit letters of support from existing community providers that are familiar with the proposed scope of work?

Response:

Vendor's are not prohibited from submitting letters of support; however, letters of support will not be considered during the scoring by Evaluators as outlined in Section 5.2 of the ITN.

39. **Question:**

How many total CPIs and Supervisors are in each applicable circuit?

Response:

	OPS Manager	Program Administrator's	Supervisors	Child Protection Investigators	Total
Circuit 5	1	4	20	100	125
Circuit 9	1	5	27	142	175
Circuit 10	1	3	16	84	104
Circuit 18	1	2	10	54	67
Region	4	14	73	380	471

40. **Question:**

Is the \$250,000 intended to cover salary, travel, and any lodging expenses associated with the services?

Response:

The \$250,000.00 is the all-encompassing funding for this project intended to fund all expenditures associated with the services.

41. **Question:**

Is the Department, Employer, or Vendor responsible for reasonable accommodation requests, such as funding for auxiliary aids?

Response:

The Vendor is responsible; however, any of the Department owned training/conference rooms do meet accommodation standards.

42. **Question:**

Page 32. Section 4.3.5. reads "The required electronic format of the reply must be on non-rewritable CD-ROM." Is a USB Thumb drive an acceptable format as well?

Response:

The electronic copy must be on a non-rewritable CD. A USB thumb drive is not an acceptable format.

43. **Question:**

Are there any standard elements in the curriculum that the department is looking for?

Response:

All standard elements are specified in the ITN under section 3.2 – Minimum Programmatic Specifications.

44. **Question:**

Is there a minimum number of hours the department wishes the curriculum to be? For example, 24 hours over the course of 3 months, 40 hours over the course of one week, etc.

Response:

There is no specified number of hours in which the curriculum must be.

45. **Question:**

Can a quality analyst/staff trainer/program assistant that offers functional support be included as a part time or full time FTE under these funds?

Response:

The Department will only award to one vendor. The vendor is to determine the staffing and appropriate roles and functions. If referring to subcontracting services, such services are outlined in Section 3.2.11 in the ITN.