

DCF ITN 2021 008 - Written Inquiry Response

Vendor Question #	Vendor	INT Section	Question	DCF Response
1	North Florida Health Network	Section 1.2	Could the Department clarify the timeframe (duration) of the awarded contract? The ITN Solicitation Document states the contract will start on January 1, 2022 in the solicitation, will the initial contract run 1/1/22-1/1/27, with an option to renew 1/1/27 through 1/1/32?	The anticipated start date of the resulting contract is January 1, 2022. The anticipated duration of the contract is five years. Renewal, if any, shall comply with s. 287.057(13), F.S. Initial anticipated contract period is January 1, 2022 through December 31, 2026. Renewal option would permit for an additional 5 years with date January 1, 2027 through December 31, 2031.
2	North Florida Health Network	B-7.2.	Please explain section B-7.2. Please explain the two percent (2%) cash reserve. Is the request for the additional 3.5% funding in addition to the 2% cash reserve, for a total of 5.5%? Will this provision be amended into all existing Lead Agency contracts? Please explain the reason behind the forensic audit and how the process will work.	The 2% cash reserve and requesting an additional 3.5% funding are two different requirements. The 2% cash reserve requirement is intended to budget/provide a Lead Agency a 2% cushion to meet any unexpected needs and for the Department of Children and Families (DCF) to approve use of the 2% reserve. An additional request for funding exceeding the annual funding which includes the 2% reserve that exceeds 3.5% would require the forensic audit. The other condition requiring a forensic audit, is if the request for additional funding is for two consecutive fiscal years regardless of the percent requested. The purpose of requiring a forensic audit is provide DCF a more thorough audit of a Lead Agency than is performed during a federal or state single audit or a financial monitoring process can provide. This provision is added for new procurements only so, that eventually all Lead Agency contracts will include this provision.
3	North Florida Health Network	C-2.1.2.2	Does "employee" in section C-2.1.2.2 mean any employee of NWFHN and/or a subprovider or is it confined to executive leadership?	C-2.1.2.2 applies to any employee or subcontracted employee, not just executive leadership.
4	North Florida Health Network	C-2.3.1.11.	Could the Department clarify section C-2.3.1.11. - Commonality of board members or officers between a third entity and both the Lead Agency and the subcontractor.	Commonality would refer to common board members of the Lead Agency and the subcontractor.
5	North Florida Health Network	C-2.1.1.3	Is it the understanding of the Department if the employee has an opinion from the Florida Commission on Ethics that is favorable to their situation section C-2.1.1.3 would not apply?	Per Section C-2.1.1.3. of the ITN, "The Lead Agency shall not knowingly engage any current or former employee of the Department where such employment conflicts with s. 112.3185, F.S." Thus, the statute shall control any decisions regarding the current of former Department employees.
6	North Florida Health Network	C-2.1.1.3	Please clarify what is meant by the following under section A-4.7.1.1., "Absent completion of surviving terms, the Lead Agency may not change its corporate status in any manner without Department approval."	A-4.7.1.1 does not include that specific language.
7	North Florida Health Network	A-4.7.1.1.	Please explain why the "without cause" termination provision in the Attachment I overrides the Standard Contract and allows for a thirty (30) day termination instead of the 120 day termination notice. Please explain the reduction in days from the previous Lead Agency contracts.	This adjustment to the termination notice, is not reflective of prior Lead Agency CBC Contracts, and is an adjustment to the Department's Standard Contract, used for a variety of other services. Current CBC Lead Agency services contract terms state a 30 day termination.

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8	North Florida Health Network	Exhibit B, B-1.	Please clarify the November 2020 date in Exhibit B, B-1. The ITN we are responding to was release in February of 2021.	The correct date is February of 2021.
9	North Florida Health Network	C-2.2.4	Please clarify what the initial out-of-home caregiver/adoptive parent training allocation under section C-2.2.4 will be at the outset of the contract.	There is no specific allocation for training in the Schedule of Funds for CBC Lead Agency contracts.
10	North Florida Health Network	Exhibit F	Exhibit F is missing the Advance Payment row, please explain. It states payments begin in September and lists the number of units as seven (7). Please clarify these points.	Initial month of payments begin January 1, 2022, and continue through June 2022, totaling six months of payments.
11	North Florida Health Network	Section F-1.7	Section F-1.7 runs on the state fiscal year, the proposed start date of this agreement is January 1, 2022. Will the Department add another table for the first year as the agreement start date provides for only six months in the 21-22 fiscal year.	Yes
12	North Florida Health Network	Section 3.3.3.	Please clarify section 3.3.3. of the ITN Solicitation Document – No Cost of Living Increase. Is this related to funding from the Department or is this related to how the Lead Agency handles Cost of Living Increases as allowable cost.	This is a standard clause in all DCF agreements. This refers to the total annual amount of the contract, as there is no automatic contract increases. While not specific, an example is employee increases, which cannot be used as justification for seeking an increase to the annual amount of the contract.
13	North Florida Health Network	Section 4.3.3.1.	Please clarify section 4.3.3.1. of the ITN Solicitation Document – Line Item Budget. The first year of this agreement will last only six (6) months. Please clarify the specific breakouts by contract year. Does the Department want a six (6) month breakout and then by fiscal year?	Yes, please provide the first initial budget for six (6) months, then provide the remaining contract years.
14	North Florida Health Network	Section 4.3.3.2.	Please clarify section 4.3.3.2. of the ITN Solicitation Document – Budget Narrative. The first year of this agreement will last only six (6) months. Please clarify the specific breakouts by contract year. Does the Department want a six (6) month budget narrative and then by fiscal year?	Yes, provide the first initial budget for six months, then provide the remaining contract years.
15	North Florida Health Network	Section 4.3.3.3.	Please clarify section 4.3.3.3. of the ITN Solicitation Document – Cost Allocation Plan. The first year of this agreement will last only six (6) months. Please clarify the specific breakouts by contract year. Does the Department want a six (6) month Cost Allocation Plan and then by fiscal year?	Respondents only need to provide one cost allocation plan. It isn't a budget document. It's purpose is to describe how the vendor will capture and allocate costs to the contract(s). It describes each type of cost allocation basis and provides the vendor chart of accounts for how costs will appear in their accounting system.

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16	North Florida Health Network	4.2.6 TAB 5: Services Approach and Solutions	<p>This section states the vendor's response should describe their approach to performing the tasks described in the DEPARTMENT'S SUPPLEMENT [sic] CONTRACT- EXHIBIT C (APPENDIX IX) and provides an outline format for respondents to follow.</p> <p>However, in cross-referencing the outline to the subtasks detailed in the Supplemental Contract we have identified multiple tasks or activities required of the Lead Agency not identified in the provided outline. For instance, section C-1.4.3 of the Supplemental Contract, Other Service System Tasks, identifies eight (8) unique activities required of the Lead Agency. The outline only requests responses to four (4) of these eight (8) tasks. Similarly, section C-1.4.5 of the Supplemental Contract, Coordination with Other Providers & Entities, is not included in the department's outline at all.</p> <p>Does the department desire the respondent to address our approach to each of the tasks listed in the Supplemental Contract or just those tasks identified in the department's outline provided in Section 4.2.6?</p>	<p>Respond to only those tasks identified in the outline provided in Section 4.2.6. Specific tasks which likely require communication and coordination with the Department, other providers, or entities, were intentionally left off, as respondents may be unable to provide accurate approach. Additional expected Lead Agency tasks were provided in the DEPARTMENT'S SUPPLEMENT CONTRACT- EXHIBIT C (APPENDIX IX), to ensure an understanding that these tasks were also required.</p>
17	North Florida Health Network	Section 4.1.1	<p>This section states the respondent must submit redacted copy of the proposal. If we intend to submit the proposal electronically and do not have any "trade secrets" to redact, must we still submit a second copy of the proposal or will a letter indicating there are no redactions to be made sufficiently address this requirement?</p>	<p>If no trade secrets are to be claimed via electronic proposal submission, only one electronic copy of the proposal is required.</p>