



Respite Services RFP – Questions & Answers

Question 1

I am a new non-profit as of February 2021. I would like to know if I qualify for this RFP.

Answer:

Section 2.6 on page 16 of the RFP shows the minimum qualifications.

Question 2

I have been creating programs for families since 1999. I since created a nonprofit. How do I work with JWB since I don't have a budget of \$500K as a vendor. I have not filed taxes yet.

Answer:

As stated in Section 2.6 d of the RFP, JWB requires agencies that do not have an annual operating budget over \$500,000 to operate under an Administrative Services Organization (ASO) or collaborative as determined in JWB's sole discretion to ensure the proper administration of JWB funding. JWB's Board policies define an ASO as "an organization that provides fiscal services and limited benefit administration for JWB funded agencies to meet their administrative needs".

Please see ADDENDUM #1 for additional information regarding agencies that have a current fiscal year operating budget less than \$500,000.

Question 3

Can we collaborate under a lead agency for the proposal?

Answer:

Per section 2.3 of the RFP, "Collaborative proposals must be submitted by one lead entity and include the details of the legal and contractual relationship between the parties in the narrative." The qualification in section 2.6d to have an annual operating budget over \$500,000 or operate under an ASO or collaborative would apply to the lead entity who would be awarded the funding.

Question 4

What is the allowable maximum budget request for the start up period from June 1, 2022 – September 30, 2022?

Answer:

JWB has \$2.65 million in available funds annually, including this fiscal year (through 09/30/22). JWB expects that the ongoing annualized amount of the project will not exceed \$2.65 million and that the amount

requested for 06/01/22-09/30/22 will factor in any additional startup costs needed as well as consider that funding is only need for a 4 month prorated period of time.

Question 5

What is the allowable maximum budget amount for the fiscal year starting October 1, 2022 – September 30, 2023?

Answer:

JWB has \$2.65 million in available funds annually for Respite Services.

Question 6

Is there a maximum page limit for the narrative in the proposal?

Answer

No, there is no page limit.

Question 7

Did JWB set a target number of children to be served in the Respite Services RFP?

Answer:

No. There are different modalities and different requirements for each in particular those requiring to adhere to licensing requirements. As such, JWB is unable to come up with a targeted number of children to be served.

Question 8

I wanted to ask those services provided by a for-profit home care in community-based organization? Organization?

Answer:

JWB requested clarification regarding the question and received no response.

Question 9

May an agency propose to only provide day respite?

Answer:

As stated in section 2.3 of the RFP, JWB has identified a primary need for in-home respite care, along with group respite care or center-based care, overnight and weekend care, and/or family-selected caretakers. Each agency may submit one Proposal for one or more sites in Pinellas County and providing one or more of the modalities. So, yes, Proposers may submit a Proposal for only one of the modalities listed above. This assumes that “day” respite meets the definition of either in-home respite care, or group respite care, or center-based care, or family-selected caretakers, which are all defined in section 2.4 of the RFP.

Please see ADDENDUM #1 for the definition for Group Respite.

Question 10

Is a Proposer allowed to subcontract for services not provided by the Proposer? For example, the Proposer provides in-home respite care but subcontracts with another entity to provide overnight care?

Answer:

Yes, collaborations and partnerships are encouraged. However, Proposals must be submitted by one lead entity and include details of the legal and contractual relationship between the parties in the narrative.

Question 11

Section 2.6(j) states that “Oversight of the program must be provided by an individual holding licensure in Social Work or a closely related field.”

- a. What activities constitute oversight?
- b. Must the oversight be provided by a licensed practitioner on site, or may they be remote?

Answer:

- a. See ADDENDUM #1.
 - b. See ADDENDUM #1.
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Question 12

What are the staff qualifications required to perform a comprehensive biopsychosocial assessment?

Answer:

See ADDENDUM #1

Question 13

Can the biopsychosocial assessment be completed via telehealth?

Answer:

Yes, understanding the current pandemic environment, JWB understands that program staff may conduct the assessments via telehealth in special circumstances. However, in-person is in alignment with best practices.

Question 14

Must the provider be licensed with DCF to provide outpatient services under this RFP?

Answer:

“Outpatient services” is not one of the modalities listed in this RFP. As stated in section 2.7 i) of the RFP, however, depending on the service provided, DCF licensure may be required. See Florida Administrative Code (65C-46.011 17(11)) for DCF requirements required for your proposed program and services.

Question 15

Must the provider take any DCF required training?

Answer:

See Addendum #1.

If providing services that require DCF licensure, such as out of home shelter placement, training would be required as outlined in Florida Administrative Code (65C-46.011 17(11)). It is the Proposer's responsibility to review the requirements of the Florida Administrative Code, as well as all other applicable licensing bodies to ensure that their program is licensed appropriately for the services that their program performs.

Question 16

If a provider is required to take DCF training, are there specific trainings that must be taken before contact with the family can be made. Can you list those trainings?

Answer:

See Answer to Question #15.

Question 17

If there are DCF required training, are those conducted in person or virtual and is there a specific time-frames training must be completed?

Answer:

See Answer to Question #15.