



Request for Letters of Intent for New Strategically Aligned Programs for Early Childhood Development, Prevention of Child Abuse and Neglect, and Strengthening Community

Questions & Responses

Question 1

Am I correct in assuming that we are excluded from this LOI unless we have a brand new, innovative program idea?

Answer:

No, see section 2.2 regarding requirements for eligible requests.

Question 2

Should I also send in the LOI to that address or just send to that address that I want to request to put in for the LOI?

Answer:

See section 1.9 on how to submit the Letters of Intent. All Letters of Intent must be submitted via email to RFP@jwbpinellas.org.

Question 3

Would our youth programming fit under strengthening community? We give out free culturally diverse kids and young adult books, offer tutoring in reading and writing, and creative writing classes. These are all focused on low-income/low performing students in Pinellas County.

Answer:

JWB will evaluate alignment to our Strategic Goals based upon your response to question 1 in Form 3 – letter of intent.

Question 4

Where can I find more information about this Strategic Program?

Answer:

JWB's Strategic Plan can be found at <https://www.jwbpinellas.org/wp-content/uploads/2020/11/JWB-Strategic-Plan-FY21-FY25.pdf> .

Question 5

Is JWB's FY21-25 Strategic Plan on your site?

Answer:

Yes, it can be found in the “About” section of the website or the direct link is <https://www.jwbpinellas.org/wp-content/uploads/2020/11/JWB-Strategic-Plan-FY21-FY25.pdf>

Question 6

We are a new faith based Non-Profit 501(c)3 and do not meet the qualifications to submit a LOI. Would it be possible for you to refer us to any other JWB funding opportunities where we can apply and receive funding please?

Answer:

To receive funding notices for any future JWB funding opportunities, please register to receive future funding notices on JWB’s *Funding Opportunities* page at the following link <https://www.jwbpinellas.org/about/funding-opportunities/> and clicking the *Receive Future Funding Notices* button and then filling out the required information and hitting *Submit*.

If your organization does not qualify as a recipient for this particular procurement, but you think another qualifying organization could benefit from your partnership, collaborative requests are permitted, but they must be submitted by a primary entity who will be responsible for the legal and contractual relationships, as well as the eligibility requirements of this LOI.

Question 7:

We have been a non-profit since 2018, so cannot claim to have been in business for five years. However, our predecessor, a for-profit organization, has been in operation for 10+ years. This is the organization that developed the software on which our current program runs. Will this enable us to meet the eligibility requirement?

Answer:

See Addendum #1. If your organization has not been in business for five years or more by the submission due date of the RFP (Phase 2), then you would not qualify as a recipient.

Question 8:

On the audited financial side, we have only two years’ of 990s (our third will not be completed until June 2022). Will this disqualify us from submitting?

Answer:

Yes, per section 2.3 Qualifications, the Respondent *must have three years of audited financial statement summaries and the notes to the financial statement, or an individual tax return and personal financial statement of net worth for the most recent year if Proposer is an individual proprietor, or privately-held companies wishing to maintain confidential financial information must have a Dunn & Bradstreet Report (D & B).* 990s are not one of the three types of acceptable documents above. Also, see Addendum #1 which states the documents above must be available by the submission due date of the RFP (Phase 2).

Question 9:

What is the anticipated funding period for this opportunity?

Answer:

It is anticipated that JWB will issue recurring annual agreements, assuming funds continue to be available and the agency and program remain in compliance.

Question 10:

What is the maximum amount an organization may receive for an award?

Answer:

JWB's intent is to award up to a total of \$3,750,000. It is anticipated that multiple awards will be made. Award amounts may differ from what was requested based upon the funding available and the type of support being requested. There is no maximum amount for an organization within the total funding available.

Question 11:

Is there opportunity for annual contract renewals if awarded?

Answer:

Yes

Question 12:

Will there be an RFP opportunity for existing programs to expand or should that be addressed with our Contract Manager?

Answer:

Requests to expand or enhance programs that already receive JWB funding are not eligible in this procurement. Any and all future opportunities will be announced.

Question 13:

Can an agency apply for both phases of funding?

Answer:

Assuming *phases* means the two separate procurements, one for Early Childhood Development, Prevention of Child Abuse and Neglect, and Strengthening Community, released in February, 2022 and the other for School Success and School Readiness that should be released in April, 2022, the answer is yes.

Assuming *phases* means phase 1-LOI and phase 2-RFP, an agency may only submit in Phase 2-RFP, if they have been invited as a result of Phase 1-LOI.

Question 14:

Is there a maximum number of LOI's that an agency can submit across both phases? i.e. can an agency submit one LOI for this phase and 2 in School Success and School Readiness?

Answer:

Yes, respondents can submit LOIs for up to two Programs per Entity in response to this solicitation and if an additional solicitation for School Readiness and School Success is released in April, 2022, the intent is that respondents could also submit LOIs for up to two Programs per Entity in response to that solicitation too.

Question 15:

What is the start date requirement for the awardees?

Answer:

Per Section 1.3 Schedule of Activities, the anticipated contract start date is 02/01/23.

Question 16:

Is this a 12-month implementation period?

Answer:

For those invited to respond to the RFP in Phase 2, they will be asked to provide a start-up budget for 02/01/23-09/30/23 (8 months) and an annualized budget beginning 10/01/24.

Question 17:

Are these all operational dollars, or may capital requests (vans and technology) be included?

Answer:

JWB considers capital expenses as an allowable operating expense. See the JWB Financial Policies and Procedures for Funded Programs for more details on what is allowable and unallowable. <https://www.jwbpinellas.org/wp-content/uploads/2021/06/JWB-Financial-Policies-and-Procedures-for-Funded-Programs-05.04.21.pdf>

Question 18:

For requests that fall into two program categories: what if the 2nd category evaluation meeting is earlier than the 1st category evaluation meeting?

Answer:

By default, your LOI will be reviewed in the primary Strategic Goal Area that you identify. In some exceptions, if it is reviewed in your secondary Strategic Goal Area, you will be notified soon after your LOI is received.

Question 19:

Are requests renewable or is this a 1-year funding opportunity?

Answer:

See response in Question 9.

Question 20:

Will the new program participants be eligible for support/participation from FSI?

Answer:

All families have direct access to the Family Services Initiative program. If a more formal FSI agreement with JWB is desired as part of the new program you are proposing, please include that information in your LOI for JWB's consideration.

Question 21:

When will outcome/expected measures for Early Childhood Development be announced?

Answer:

There are not, nor will there be, global generic outcome measures for the Early Childhood Development result area as a whole. Outcome measures are specific to the type of program being implemented. Programs that focus on social and socio-emotional development will use the ASQ and ASQ-SE as screening tools to track children's socio-emotional development. For center-based child care programs, JWB has used "Teaching Strategies GOLD" as a cross-cutting measure. The use of a true evidenced-based intervention usually means that the program model to be implemented includes validated measures that it requires or highly recommends. Therefore, applicants should tell JWB what those evidenced-based program measures are in their LOIs and RFPs. Finally, JWB reserves the right to require additional process or outcome measures that allow us to make standardized comparisons of results across program types and models to assist in making decisions of those most worthy of ongoing investments.

Question 23:

How often will reports/data reports be required?

Answer:

If an agency is submitting their data as an upload, the data upload is required monthly on the 20th of the month following the data period.

If the agency is using JWB's data system, the data entry requirements will be program specific and will be part of the Providers Data Management Plan.

JWB uses the data it receives to produce an annual report. JWB intends to add requirements to also require quarterly implementation reports for newly implemented programs. Additionally, please see JWB's Data Quality Manual regarding requirements for providers to develop and maintain a written Provider Data Management Plan that outlines all procedures related to data collection, entry, security, and quality and have one or more staff appointed to review data quality on a regular basis, as detailed in the Plan.

Question 24:

Can you please provide clarification on the following:

"Requests that closely resemble a planned competitive procurement or already available via another source will not be considered."

Answer:

If the LOI closely resembles another funding opportunity that is currently available or soon to be released, JWB would notify the respondent that they did not meet the minimum criteria and would direct the respondent to apply for the other funding opportunity instead. Current funding opportunities can be found at <https://www.jwbpinellas.org/about/funding-opportunities/>.

If the program proposed in the LOI already exists with funding from another source, JWB will not consider being a replacement to that existing funding source, which would be supplanting.

Question 25:

If we receive partial funding for a program but are looking to enhance/expand the program, will it qualify?

Answer:

Requests to enhance/expand existing programming are eligible, as long as the existing program is not already funded by JWB.

Question 26:

If the agency receives funding from JWB for COST, can the agency request funding for a new program that would enhance the COST program (i.e. mental health services)?

Answer:

No, requests from an agency to enhance a program that they already receive funding for from JWB will not be eligible. However, if an agency that does not receive funding from JWB for their program submits a request where they intend to serve participants that may be enrolled in another JWB funded program would be considered, as long as it continues to be a separate program from the one that JWB already funds.

Question 27:

If an organization already receives funding from JWB for a particular program, would the organization be able to carve out a new aspect of that program specifically benefitting children and receive additional funding? Essentially, could we receive funding for a new aspect of an already existing JWB-funded program?

Answer:

No, a current program could not be reduced to carve out a second program to qualify for this LOI. The program would have to be new to JWB funding.

Question 28:

During the concept planning for the LOI-what is the expected duration of the funding if performance expectations are met?

Answer:

See response in Question 9.

Question 29:

Should the LOI include the costs/budget for start-up year or full year of expected operations?

Answer:

The response for question 8 in Form 3 – Letter of Intent should be for the estimated annualized amount that would be requested from JWB, not for the year one startup costs.

Question 30:

Should the concept be designed to support the current program core level outcomes - any - all?

Answer:

See response to question 21.

Question 31:

Is there an anticipated average award?

Answer:

No

Question 32:

Is there a program design that would not be considered at this time-for example-home visiting services because it is felt sufficient resources are already funded by JWB?

Answer:

No, this solicitation is an opportunity for JWB to consider innovative ideas to close gaps in services for children and address unmet needs. JWB's current investments do not address all approaches or interventions that could be utilized to achieve its Strategic Goals. However, 30% of the criteria that will be used to evaluate the LOIs is on Need Justification & Participant Information. The Evaluation Committee will be looking to the responses in the Letter of Intent for a justification of the need for the new program that is being proposed.

Question 33:

How long are contracts typically awarded for? i.e. 1 year?

Answer:

See response to Question 9.

Question 34:

Do you have to utilize stated outcome measures? For example, if you want to show progress towards self-sufficiency, do you have to use the Arizona self-sufficiency matrix or can you use an alternative tool?

Answer:

As described in JWB's Funding Principles found in Section 2.4, JWB's Board policy is to fund programs that are evidence-based and evidence-informed, which includes emerging or promising practices. If your

program model has specific outcome measures, include this information in your LOI. In Phase 2-RFP, outcome measure requirements may be included that are specific to the type of program and/or Strategic Goal being implemented.

Question 35:

Where can we see data demographic requirements?

Answer:

The demographic data requirements can be found in the JWB Data Quality Manual.

Question 36:

If you have a project that could cross both strategy areas (also school readiness), do you propose twice? Would it be 2 contracts?

Answer:

JWB recognizes and anticipates that some LOIs may align with more than one of JWB's Strategic Goals. We also anticipate that a second solicitation will be released in April for the Strategic Goals of School Success and School Readiness. As an example, an LOI may align with both Early Childhood Development and School Readiness. In this example, Respondents should choose to submit an LOI in the procurement that contains the JWB Strategic Goal that they primarily align with.

Question 37:

How many outcome measures do you have to have in a contract. Is there a prescribed amount based on contract amount?

Answer:

No, there is not a specific number of prescribed outcomes. The outcomes will be developed specifically based on the proposed program.

Question 38:

What are the direct data upload requirements?

Answer:

Please review the *Procedures for Implementing Direct Data Uploads* and the *Data Quality Manual* which can be found on JWB's Website on the Provider page at <https://www.jwbpinellas.org/providers/>

Question 39:

Based on the outcome measures found in the Strategic Plan document, will our program have to hit all of the outcomes?

Answer:

No, the program may have to hit some of the outcome measures and there may be new outcomes that are required based on the program.

Question 40:

Prevention of Child Abuse and Neglect: is that specifically limited to biological families, would JWB consider foster or other types of caregiver families.

Answer:

No, it is not limited to biological families; however, JWB will not fund programs that fall under the jurisdiction of other agencies such as Department of Children and Families. JWB's Strategic Result Area of Prevention of Child Abuse and Neglect focuses on prevention programs and not deeper end intervention services that are solely serving families in the child welfare system and/or funded by the child welfare system.

Question 41:

If our organization currently receives funding from JWB to serve a specific population, can we apply for these new grant funds to serve the same population IF we are providing this same population a new program and different program?

Answer:

Yes, the requirement is that it must be a new program that is not currently funded by JWB. JWB acknowledges that some programs may impact current JWB participants.

Question 42:

If an agency is planning to submit two LOI's, do they need to be emailed separately, or can both be submitted in one email?

Answer:

They would be submitted together. See Section 1.9 Letter of Intent Submission regarding stacking order and how to submit the LOIs whether one program is being requested or two.

Question 43:

On question 3 of the LOI form, it states: "*Provide type of support being requested from JWB.*" Does this mean to provide budget items such as salary, program supplies, equipment, etc....?

Answer:

Yes, in anticipation that some Respondents may not be seeking funding from JWB to fund the entire program, we are seeking an explanation on which portions of the program described in question 2 that funding is being requested for.

Question 44:

Can the Pinellas County School Board respond to this LOI?

Answer:

No, per JWB's Special Act 2003-320, JWB cannot fund programs for something that is under the exclusive jurisdiction of the public school system.

Question 45:

If the Pinellas County School Board cannot respond to this LOI, can the agencies that submit partner with the school system?

Answer:

Yes, as long as the proposed program is not for something that is under the exclusive jurisdiction of the public school system.