



New Strategically Aligned Programs

PCAN, ECD, and Strengthening Community Q&A

Question 1

Is there a page limit or word limit to the proposals?

Answer:

There is no word or page limit for the Narrative in the Proposal. The only document that contains a word limit is in the TSL-Methodology Form.

Question 2

Can the proposal budget vary from the LOI submission?

Answer:

Yes, the proposal budget can vary from the original LOI budget, but it must meet the minimum of \$100,000.

Question 3

Is there a page limit for the proposal?

Answer:

See Answer to Question #1.

Question 4

How much can the budget vary from the initial LOI? Are there limitations to budget changes?

Answer:

See Answer to Question #2.

Question 5

Are there specific requirements for margins?

Answer:

Yes, the format requirements are referenced in section 3.3. Narrative Response.

Question 6

Should page numbering be consecutive from start to finish including attachments and audits?

Answer:

Your proposal must include a Table of Contents. Page number requirements are referenced in section 3.3. Narrative Response and all pages in the response should be appropriately numbered in accordance with the Table of Contents.

Question 7

Is it a conflict of interest for a JWB employee to serve on a funded partner's Board? Does it become a conflict after award or while they are applying?

Answer:

Yes, it is a conflict of interest. If an agency is submitting an RFP, the employee must resign from the agency's Board.

Question 8

If the agency is not currently a funded partner, would having a JWB staff member on the agency's Board of Directors be a conflict of interest?

Answer:

See Answer to Question #7.

Question 9

Board Policies, (page 10, #m) describes external training for new Board members. Please describe the expectations and what this typically looks like.

Answer:

Training for Board Members must be provided by an external trainer as referenced in the Sample Agreement. An external trainer can provide the Board training or the new Board member can attend an external training. There are numerous local resources available to provide these types of trainings, including but not limited to the Nonprofit Leadership Center, JWB's sponsored trainings, or the agency's auditor.

Question 10

If the audit did not identify material weaknesses or significant deficiencies, is a letter from the auditor stating that required to be submitted?

Answer:

Please see Addendum #1, disclosures to include internal control reports and any accompanying management letters are to be submitted with your audited financial statements.

Question 11

Do insurance requirements vary for a subcontractor with an independent contractor/vendor?

Answer:

JWB has defined subcontracts as those who are contracted to deliver an element of the JWB funded program service for which we are contracting. (Ex: mental health, tutoring, transportation). We have some exceptions for Overlay providers based on their status of incorporation.

Those providing service to the organization outside of the JWB funded program services have not been included in the scope of our subcontract requirement language. Ex: Custodial, HR, Payroll)

Subcontractors as defined above are only required to maintain insurance coverages respective of the service they are delivering (See Insurance Matrix).

Question 12

Does a cybersecurity subcontractor need insurance if they are working in the agency's data systems?

Answer:

See section 10. Assignments and Subcontracts in the Sample Agreement found in Attachment 1: *To the extent Provider is permitted by JWB to subcontract any of provider's responsibilities under this agreement, the subcontracting entity or agency shall be obligated to assume all applicable obligations of the Provider under this agreement, including the obligation to preserve and maintain insurance as outlined in General Condition 25 and 26.*

Question 13

Does a cybersecurity subcontractor need insurance if they are working in JWB's data systems? For example, to see compatibility with the agency's system.

Answer:

See Answer to Question 12.

Question 14

For subcontracted services with Doulas (non-medical, trained, and certified professionals that provide physical and emotional support during pregnancy, childbirth and the postpartum period), we are trying to identify the insurance requirements expected by JWB. We understand this a potential new service being considered. The general standard of practice as identified by The National Doula Network, who serves as the billing agent for some Florida Medicaid Health Plans, is that Liability Insurance is recommended but not required, even when credentialing/qualifying for Medicaid billing. Our current requirement is that our

subcontracted Doulas have an aggregate Liability Insurance amount of \$1,000,000. Our question is: is that type and level of insurance acceptable to JWB? (Knowing that Doulas are non-medical professionals, they do not deliver babies, but offer support before, during, and after labor.)

Answer:

This service is currently not in JWB's insurance matrix and would need further review regarding JWB's insurance requirements. If awarded, JWB would work with the agency regarding insurance requirements. Per section 2.7. Insurance, *Note that JWB Insurance Requirements are currently under review and may be updated.*

Question 15

Will JWB require a signed subcontract (as part of the Proposal)?

Answer:

No, the subcontract attached to the Proposal does not need to be executed. If awarded, JWB will require a copy of all executed subcontracts associated with the program.

Question 16

Under Special Terms and Conditions, are social security numbers only expected for PCAN Strategies?

Answer:

Yes, only for PCAN Strategies. Social security numbers are required to access and measure data from the child welfare data system.

Question 17

Under Special Terms and Conditions, would a proposer indicate N/A or Exception if they are under the Early Childhood Development Strategy, but do not provide child care?

Answer

If you are not providing child care, a response of N/A or Exception stating why the Special Condition does not apply is acceptable.

Question 18

Are the participants in the proposals potentially eligible for FSI support?

Answer:

Any family in Pinellas may contact FSI Connect to be screened for eligibility for services through the Family Services Initiative. At times, being engaged with another family support program may disqualify a participant from receiving System Navigation to avoid duplication of services

JWB does maintain partnerships with various community partners to allow programs direct access to the FSI resource pool, without participants having to enter FSI through System Navigation. Side Door partnerships are reviewed on a case by case basis by JWB Leadership with consideration for current system availability and demands.

Question 19

For service availability, does the agency need to include grant/contract administration address on the site chart?

Answer:

Yes, the general administration office location needs to be listed in the TSL-Methodology even if services are not delivered at that location. JWB needs the address for any locations that impact the program for monitoring purposes or sending communication to the agency.

Question 20

How do we determine when a program has different service components (TSL/Methodology)?

Answer:

If the program is offering distinctly different services, they would be considered different program components.

For example, a child care facility provides full time child care to the children, while also offering a family support component. Another example, a program that feeds the community and provides nutritional education.

Question 21

How to report virtual/telephonic services (on the TSL-Methodology Form in the site chart)?

Answer:

Per JWB's TSL-Methodology, the definitions for site locations are:

- **Administration** - A site that houses agency administrative staff.
- **Program Site** - A site where program administration staff are housed and service delivery may occur. This would include the office where home visiting or community staff are based.
- **Service Delivery Site** - A site where participants are served on-site at the location.

If your service is provided virtually/telephonically, include virtual/telephonic location in the Program Activities' column for the Service Modality.

Question 22

Do you have a sample data quality manual? Is it required for the proposal submission?

Answer:

Yes, a sample of the data quality manual that is a required methodology attachment is included in Appendix 1 of JWB's Data Quality Manual titled "Provider Data Management Plan." <https://www.jwbpinellas.org/wp-content/uploads/2021/10/Data-QualityManual-Effective-11-14-21.pdf>. A Data Quality Manual is one of the required attachments for the proposal submission.

Question 23

At time of proposal, is it expected for providers to complete pages 33-34 of the Data Management Plan? (checklist d)

Answer:

The Planning Tool for Data Management Plan provided as Appendix 1 of the JWB Data Quality Manual is not a required submission. Your proposal must include your organization's data quality manual. If your organization does not have one, the plan provided in Appendix 1 is provided as an example planning tool for agencies to create their own data management plans.

Question 24

What training information are you looking for? (Referenced under "E" on checklist – licenses, certifications, accreditation?)

Answer:

Please see Addendum #1, listing Training Information as one of the required attachments. For example, evidence-based trainings, staff certifications to deliver services, facility licensure, etc.

Question 25

Please describe what you would expect to see for the 1) training information(e) and 2) proposed subcontracts and assessment on the checklist?

Answer:

- 1) For the training information, please see Answer to Question 24.
- 2) For the proposed subcontracts and assessment, please refer to the original question #24, in 3.3 Narrative for the proposal requirements Response:

Are you proposing to assign or subcontract the responsibility for any of the work you are proposing? If yes, please explain why and attach your proposed subcontracts and corresponding Subcontract Assessment found on the provider page of the JWB website.

Question 26

For grants awarded, what will be expectation of deliverables be for 3/1/23 – 9/30/23? Will there be a time allotment for the planning phase?

Answer:

As stated in Special Condition #1, Providers offering newly funded or expanded programs shall be required to report quarterly updates to JWB on initial year or two of implementation. Regarding the time allotment for the planning phase, JWB asks in Question 9, in 3.3 Narrative Response, for your proposed implementation plan and timeline and the program start date. There is no specific time allotment for the planning phase. The reason for requesting two budgets is to include any startup and non-recurring costs in the FY23 budget and proposed expenses for FY24 once the program is up and running.

Question 27

Are there common measurements for the Strengthening Community Strategic Result Area?

Answer

No, the Proposer would need to propose measurements for the program.

Question 28

The RFP states, "Programs that fall within the Prevention of Child Abuse and Neglect (PCAN) result area are commonly measured using the Arizona Self-Sufficiency Matrix, the Children's Goal Attainment Scale (CGAS), the Goal Attainment Scale (GAS), the Adult Adolescent Parenting Inventory (AAPI), and/or on child welfare related measure such as Florida Safe Families Network Data (FSFN). These measures may be applied based on proposed services, in addition to other negotiated measures, as applicable." If the applicant entity does not have the ability to access these measures, or if these measures do not apply to the PCAN program, is the applicant entity able to use other tools that they determine, provided those tools are evidence-based or evidence-informed practices? And Is there a suggested number of outcomes?

Answer:

See Addendum #1 for correction regarding the Children's Global Assessment (previously stated as "Goal Attainment") Scale (CGAS), the Global (previously stated as "Goal") Attainment Scale (GAS).

These are common measurements and just examples of what could be used. JWB is looking for the Proposer to identify the measurements that they will use for the program.

There is no suggested number of outcomes, the Proposer is to identify the number of outcome measures for the program.

Question 29

If we propose eligibility criteria, does that prevent the program from serving others?

Answer:

The eligibility criteria in the response to the RFP must align with the Strategic Result Area(s). The program can work with participants that do not follow the Proposal as long as JWB is not funding this portion of the program.

If after a year of program implementation, the provider has strong evidence and data to support a decision to potentially change or adjust eligibility, this would need to be reviewed and approved by JWB staff prior to implementation.

Question 30

In regards to Population Served: Can we continue to serve a teen participant after age 18? For example, if an 18-year-old becomes pregnant, can the program continue to serve the parent and the child in the program? At what age should we terminate services, or can we continue to provide services as they benefit and reduce risk factors for the child of the teen parent? We would like to propose that a teen parent and their child can continue to be served until age 21.

Answer:

JWB Participant is defined as a recipient of program services in a JWB funded program who resides in Pinellas County and to whom one of the following applies: the participant is under the age of 18 or, the participant is eighteen or older and receives services in a JWB funded school-based program or, the participant is eighteen or older and is the parent or guardian of a child under the age of eighteen or, regardless of age, the participant is an expectant parent.

Question 31

In regards to Population Served: The proposed population to be served is teen parents between the ages of 14 to 18. However, there are occasions when a younger teen such as a 13-year-old becomes pregnant, is there flexibility to offer services from the proposed program?

Answer:

The eligibility criteria for the program is determined by the Provider. Any flexibility with eligibility criteria should be incorporated in your methodology/programming.

Question 32

In regards to Involvement in the child dependency system: Can the population to be served teen parents be involved with the child dependency system of care? For example, if a teen parent's child is removed and the parent is referred to the proposed program, can the program work with the teen as they are working towards reunification? A second example, if the teen is already a client and the child is removed from their care, can they continue to receive services? A third example, can a teen in foster care who becomes pregnant or a prospective father be served if referred to the proposed program?

Answer:

JWB's Strategic Area of Prevention of Child Abuse and Neglect focuses on prevention. JWB will not fund services for participants under the purview of the child dependency system of care which includes: foster care, working towards reunification, and removal. If a participant during services transitions into the child welfare system every effort should be made for an appropriate transition into those services and closure of a case.

Question 33

What data are we reporting every two weeks? We currently collect data through Mrelief and UniteUs, and we want to ensure we can collect all of the data JWB wants.

Answer:

See Answer to Question #34.

Question 34

How frequently are data reporting and reimbursement requests required? And what is the expected burden?

Answer

For data reporting, it depends on the data and system used by the agency. For data entered into Apricot, JWB would like providers to enter the data as soon as possible or within two weeks. For data uploads, the contract will outline specific requirements and due dates. It is typically due by the 15th of the following month.

JWB requires individual data on all participants served, including demographic information. Program enrollment dates and measurements are due to JWB regularly. For specific outcomes, the proposer will need to identify a date that the information will be due to JWB.

For reimbursement requests, on page 50 of the RFP, there is an Accounts Payable Schedule for reimbursements. Providers must submit reimbursement requests once a month, in accordance with the submission due dates available in the schedule.

Question 35

Can you request a reimbursement from a previous month?

Answer:

All expenses must be submitted within the quarter to be eligible for reimbursement. This is outlined in the JWB's Financial Policies and Procedures for Funded Programs. If you can't meet monthly reimbursement timelines, please note that as an exception in the special conditions section of the contract.

Question 36

What administrative or indirect costs are allowable and how much money is allowed?

Answer

As stated in JWB's Financial Policies and Procedures for Funded Programs, "Any agency with an approved indirect cost rate from a cognizant federal agency must provide their rate in the Administrative Costs line item narrative in the agency budget. An approved cost allocation plan shall be submitted to their assigned JWB Program Financial Analyst. If an agency does not have an approved cost allocation plan, their

administrative rate must not exceed the rate calculated based on their most recent audited financial statements or Form 990. The administrative rate must not exceed 17%.

Question 37

Some of the requirements for data input, collection and upload, are a burden on the agency and if the Administrative rate cannot be increased to consider the work put in to fulfill these requirements, what else can an agency include in the budget to support that amount of work?

Answer

For data reporting, collection, and quality, some of these positions can be funded and not be part of the administrative costs. The proposer would need to include the positions in the budget and list the percentage of time that position works solely in the program.

Question 38

For a lead agency and subcontracted agency on the same RFP: If a subcontracted agency has an administrative rate (per their audit) of 14% and the lead agency has an administrative rate (per their audit) of 10% (for example)- is it permitted for each agency to include their respective administrative rates into their budgets? If not, please advise how each agency should budget for their separate administrative rates.

Answer:

You will only submit the Lead Agency's Budget, which if using subcontracted services, would include the subcontracted agency's agreement amount in "Contractual Services." Administrative rates would only reflect the Lead Agency's administrative rate, see Answer to Question 36.

Question 39

After 9/30/24, can we request additional funding, or are we locked into what we request in this application? Understanding how much we can apply for future years will help us envision a three-year plan for our program.

Answer:

Per the RFP in section 1.13 Award and Agreement, "it is anticipated that the initial agreement will be valid for a period of 19 months (03/01/23-9/30/24). Agreements after the initial period are not guaranteed but are anticipated to be granted, assuming funds continue to be available and are approved by the Board, and the agency and the program remain in compliance."

Requests for expansion of services/enhancement of the program must be approved by JWB and may be subject to Board Approval. JWB's budget process begins before April of the following fiscal year. Any request would need to consider this timeline.

reflect the Lead Agency's administrative rate, see Answer to Question 36.

Question 40

Do we have to explain any items that our Agency responds “Not Comply” for terms and conditions either on the Contract Terms and Conditions Compliance Checklist or the Special Terms & Compliance Checklist?

Answer:

Yes, items marked “Not Comply” must be fully explained. See Addendum #1.