

Non-Operating and Capital Projects Request for Applications Questions & Responses

September 9, 2024

Question 1:

Would a capital/renovation project at our administrative services building be considered eligible? Direct JWB-funded program services are not offered at this location.

Additional comments:

The language in the RFP talks about both increasing the ability of an agency to operate effectively/efficiently and benefitting a JWB-funded program. While we believe the project will directly increase the abilities of the agency, it only indirectly benefits a specific JWB-program (and other programs) administratively.

Answer:

Yes, if the capital project is for the benefit of a current JWB-funded program, it is eligible. However, the burden is on the Applicant to justify clearly how the project benefits the JWB-funded program.

September 10, 2024

Question 2:

In Section 1.3 on Eligible Capital Project Requests, there is a statement about encouraging requests that enable coordinated, rapid recovery from disaster and/or reduces the business risk exposure. Would this statement only apply to IT/data management systems requests, or would other requests be eligible?

Answer:

Project requests that enable coordinated, rapid recovery from disaster and/or reduce the business risk exposure are not limited only to IT/data management systems.

September 18, 2024

Question 3:

For those of us who may not be able to attend in person, will the Funding Workshop on Sept. 25th for this Non-operating and Capital Project be available to the community via Zoom or JWB's YouTube channel?

Answer:

The Funding Workshop is in-person only. The Funding Workshop will not be recorded by JWB, nor have the option to attend virtually.

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Question 4:

Our team is working on the capital grant and noticed the quotes must be after September 3rd. As you know, we are building our new center, and contracts have been signed and quotes were completed before that date. Due to the timing of our project, is there any flexibility with this requirement?

Answer:

See Section 1.6 of the RFA which references a listing of ineligible expenses in JWB's Board Policy. In JWB's Board Policy III-4. w., *JWB will not consider funding for expenses budgeted to be paid for by other available sources of revenue.* If the expenses for the new center have already been budgeted to be paid for by other available sources of revenue, those expenses will not be eligible.

Additionally, per section 2.10, *Receipt of the fully executed agreement will serve as Applicant's notice to proceed with services.* Agreements for this RFA will not be executed until 2/1/2025 and since contracts have already been signed, the project would not be eligible if it is being performed prior to award and agreement.

If the expenses are not already budgeted to be paid for by other available sources of revenue, then per the instructions on Form 4-Vendor Quote Summary, *if the agency was unable to get three current quotations for the requested item or service, a written explanation must be attached explaining the reason three current quotes were unable to be procured.*

Also see Addendum #1, modifying Form 4 – Vendor Quote Summary to state, *In addition to the written justification/explanation, applicable quote(s) from the vendor(s) must also be attached.*

If funding fell through for the expenses, include a detailed explanation of why the other sources of revenue are no longer available in in Form 2-Project Narrative, Req. 13 and/or the written justification attached to Form 4-Vendor Quote Summary to help the evaluation committee understand the context and consider your request accordingly.

September 18, 2024

Question 5:

Are consulting services an allowable expense under this RFA, and if so, are travel expenses for consultants also allowable as part of the budget?

Answer:

It depends on what the consulting expenses are for. We would need to have more information to respond to whether or not the consulting services are an allowable expense. Allowable consulting services can include a variety of professional services that support the capital project. Here are some examples:

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1. **Project Management:** Hiring a consultant to oversee the planning, execution, and completion of the capital project. This can include coordinating with contractors, managing timelines, and ensuring that the project stays within budget and scope.
2. **Architectural and Engineering Services:** Engaging architects or engineers to design and plan building renovations or new constructions. This can also include structural assessments and compliance with building codes.
3. **IT and Data Management:** Consulting services for implementing or upgrading IT systems, such as participant management software, data consolidation, disaster recovery systems, and network enhancements.
4. **Financial and Legal Advisory:** Consultants who provide financial planning, budgeting, and legal advice related to the capital project. This can include ensuring compliance with regulations and managing contracts.
5. **Training and Development:** Consultants who provide training related to new systems or equipment purchased as part of the capital project. This ensures that staff are well-equipped to use the new resources effectively.

Travel expenses for the consultant would also be allowable, provided they are directly related to the capital project, necessary for its completion, and included in the consultant's quote.

September 18, 2024

Question 6:

On page 3 of the RFA, it states: "Eligible expenses include the costs to acquire (year one) and implement capital IT projects for software systems and/or technology". Does it also cover software subscription models (i.e., cloud-based services, Software-as-a-Service (SaaS), etc.)?

Answer:

Yes, software subscription and support are eligible in the first year only. See Section 1.3 of the RFA for examples of capital projects which include software and software licensing costs for the first year only. Ensure that you respond in the Project Narrative how the agency will fund the costs for years two and beyond.

September 18, 2024

Question 7:

If software subscriptions are allowable expenses, would an award from by JWB allow all agency users to benefit from the subscription services?

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Answer:

Yes, the project can benefit agency-wide/county-wide as long as the project benefits a JWB-funded program.

However, when funding is requested for projects that also benefit other non-JWB funded programs the evaluation criteria for return on investment includes consideration for what other funding sources were explored.

September 19, 2024

Question 8:

May I have the eligibility requirements to see if our organization can apply before the workshop on September 25, 2024 for the RFA?

Answer:

See Section 1.3 for eligible capital project requests and Section 1.5 for applicant qualifications.

October 4, 2024

Question 9:

- a. GCJFCS is considering applying for laptops and an emergency pager system. Would this be considered one project or two projects?
- b. Would this project be considered countywide/entire agency, or can it be divided into North, Central, & South depending on the funded programs?

Answer:

- a. See examples of eligible capital project requests in section 1.3. The connection of how these different items are related must be clear in the project description in your Form 2 – Program Narrative. Any items that are clearly not one project, as described in Section 1.3, would result in the agency having to split their request into separate projects and if the agency has requested the maximum number of projects, then one of the projects would be disqualified.
 - b. The Area of Pinellas County Served should be selected based upon the area of the County where children are served by the listed program. The agency will self-identify which areas in the County where participants will be impacted by the project. If it is all three areas, then the agency should select countywide.
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October 4, 2024

Question 10:

Could the proposed project be part of a larger project? To clarify, could it be an existing project already underway?

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Answer:

See answer to question 4.

October 4, 2024

Question 11:

Will a “lookback period” period be allowed for purchases? To clarify, will quotes that were obtained prior to September 3rd be allowed?

Answer:

See answer to question 4.

October 4, 2024

Question 12:

What if an existing project is already underway and the agency wants to enhance the scope of the project?

Answer:

The project would be eligible for the additional aspects of the project that were not part of the originally budgeted project. The agency would need to produce quotes for the expanded scope of the existing project and the budget should include all items of the project, those funded by JWB and those funded by other sources.

October 4, 2024

Question 13:

What if you already purchased before the award was in place?

Answer:

Per section 2.10, *Receipt of the fully executed agreement will serve as Applicant’s notice to proceed with services.* Agreements for this RFA will not be executed until 2/1/2025. Ordering before the contract amendment is signed will be at the agency’s risk. There is no guarantee of award until the contract amendment is signed.

Also, see Section 1.6 of the RFA which references a listing of ineligible expenses in JWB’s Board Policy. In JWB’s Board Policy III-4.w., *JWB will not consider funding for expenses budgeted to be paid for by other available sources of revenue.* If the expenses have already been budgeted to be paid for by other available sources of revenue, those expenses will not be eligible.

October 4, 2024

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Question 14:

How can we document purchases where three quotes aren't possible?

Answer:

Per the instructions on Form 4-Vendor Quote Summary, *if the agency was unable to get three current quotations for the requested item or service, a written explanation must be attached explaining the reason three current quotes were unable to be procured. In addition to the written justification/explanation, applicable quote(s) from the vendor(s) must also be attached.* Please attach this written documentation to the applicable Form 4 – Vendor Quote Summary.

October 4, 2024

Question 15:

If project has 40% other revenue source and 60% from JWB funding, how would the advance be handled?

Answer:

Per JWB Board policy VI-10.b.iii Non-Operating and Capital Advances, *Requests for advance funds will be considered up to the highest expected monthly Non-Operating and Capital projects expenditures of the agency's awarded Non-Operating and Capital Project(s).*

October 4, 2024

Question 16:

Sample contract Amendment (Attachment 2) lists items 1-4 on page 20 and items 1-5 on page 21. Form 5 lists 9 conditions related to the contract. Would items 1-5 on page 21 of Sample Contract Amendment coincide with #5, 6, 7, 8, 9 on Forms 5?

Answer:

There are four special conditions on page 20 that apply to all requests. The remaining five special conditions are only “if applicable” to the request. The title column in Form 5 lists which of the special conditions from the Sample Contract Amendment it coincides with.

October 4, 2024

Question 17:

I am curious if with a software project, for example we are working with Flex and Salesforce to see if we can get a client data system that will direct upload to JWB in the future, but also help us with some of our processes. With this type of system, could we include a staff person to help manage it and to oversee the set up and

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implementation and data quality in the future? If we cannot hire staff, could it be a subcontractor that provides these services for this project?

Answer:

See answer to Question 5 regarding clarification on types of consulting that may be allowable under the RFA.

Any ongoing expenses related to the project would be considered Operating Expenses and not be eligible for award in this RFA. However, ensure that your agency addresses these operating expenses in Req.#12 of the Form 2 – Project Narrative.

October 4, 2024

Question 18:

We are concerned contractors for items like roofs or air conditioning will be hard to find after the hurricane. Will any consideration be given if we cannot get three bids?

Answer:

Yes, if the agency is unable to get three current quotes, follow the instructions on Form 4-Vendor Quote Summary, if the agency was unable to get three current quotations for the requested item or service, a written explanation must be attached explaining the reason three current quotes were unable to be procured. In addition to the written justification/explanation, applicable quote(s) from the vendor(s) must also be attached.

October 4, 2024

Question 19:

Will generators be considered for the Capital grant?

Answer:

Yes, this is an eligible expense.

October 4, 2024

Question 20:

We have several buildings. Is there a threshold for the number of JWB funded staff in a building to be considered for the grant?

Answer:

No, there is not a specific number of JWB funded staff that must be in the building. However, while it is not a requirement that the project only benefit JWB funded participants/programs, the percentage of JWB funded

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participants that will benefit from the project in comparison to the percentage of project funding requested from JWB is considered when evaluating and scoring for Return on Investment (see questions 15 and 16). Also, when funding is requested for projects that also benefit other non-JWB funded programs, the evaluation criteria for return on investment includes consideration for what other funding sources were explored (see question 13).

October 4, 2024

Question 21:

Regarding Form 4 and attached bids – do you want these numbered as if they were behind each Form 2 section? Or should they be numbered as a separate document? Same with Form 3? Numbered after the Form 2 sections?

Form 2

Form 2

Form 2

Form 3

Form 4

Form 4

Form 4

Form 5

Form 6

Form 6

Form 6

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Would this be the correct sequence?

Answer:

Forms 3 and 4 must be emailed to JWB as separate files from the Application. Please see section 2.6 Application Submission for instructions on the submitted documents and how they are to be assembled.

October 4, 2024

Question 22:

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Funding is available to organizations currently receiving JWB funding. Is there an opportunity for non-funded programs?

Answer:

Not for this solicitation. Only 501(c)(3) agencies that currently receive program funding from JWB are eligible.

October 4, 2024

Question 23:

R'Club is considering facility updates at the Lemon Street Preschool. Would kitchen renovations and interior/exterior paint be considered one project?

Answer:

See answer to Question 9.