FY 2015 FAA RFP and Renewal
Questions and Answers
May 8, 2014

1. Can we make slight budget changes (in both our request and total budget) from the LOI? and if so, do we also go back and change the LOI (is this possible?)

   Answer:
   You cannot make any changes to your LOI including the amount requested once you have submitted your LOI.

2. It states in the budget instructions that for a part time staff member, under the FTE salary amount, to use what they would make if employed full time (Page 6). So, please confirm...I have a professional who works 15 hours per week for us, and is paid $31.90 per hour, for at total of $24,882 (31.90 x 40 x 52). We are requesting support for 5% of her salary ($1,244). Under FTE Salary, do I compute and enter what a full time salary would be for her ($66,352) - OR do I use the $24,882?

   Answer:
   You will compute the full-time salary and put that in the FTE salary figure. You will put the 5% equivalent in your Required box. The program will then calculate that into the FTE equivalent at the bottom of the page.

3. On Page 7, description of Indirect/Admin Costs...should we be adding 15% to our budget for the program, even though our agency is funding all non-personnel costs for the program?

   Answer:
   If you are not asking for any indirect/admin costs in this request then you do not need to enter it in the budget form. If you put 15% in the Indirect and Administrative Expenses box it will calculate that based upon your project expenses entered and then add it to your request.

4. Can you provide some guidance about the underserved data you are requesting in the addendum?

   Answer:
   The following for both underserved areas is in the RFP Guidance:

   Underserved Population(s) Served (5 pts)
   Clearly defined data showing a group needing services currently not provided to them. This should be documented by data that shows a subgroup of the demographic being served is underrepresented in the served population compared to their percentage of the overall population by greater than 10% deviation.

   Underserved Area(s) Served (5 pts)
   A clearly defined zip code or census tract area that has a high service problem/population and no provider that is located with the identified area or in close

proximity to the area. This zip/census tract should also be underrepresented amongst the service population.

5. I've got the demographics on the population and need, but have a question on the documented prior outcomes. If we reference a study, is that enough?

   Answer:
   If you have a reference for the population information you are providing in your proposal then yes, you should put it for validation. If you are providing documented prior outcomes then that should be for your particular agency's work with that population providing the referenced services. If you haven't served the proposed population or provided the particular program then you wouldn't be able to provide prior outcomes.

6. Related to the underserved populations and underserved areas, the guidelines for the proposal says "Proposers are not to write additional information relevant to these areas", but the actual proposal in this section related to underserved populations and underserved areas says "To be completed by RFP applicants…please provide information if applicable to your program…." Which is it? We have discovered that we cannot type in the areas provided so where do we present information that we have relevant to these issues?

   Answer:
   I have re-worded the actual application to read clearer. The intent of the statement in the RFP document on the website is to state that the information on underserved populations and areas should be a part of your proposal – you are not asking to create it separately in addendum part of the application. When the panel reviewers go over the proposals they will be looking for this information in the body of your proposal and then will award additional points based on what they find. You will now find the following wording:

   > ** To be incorporated into proposal by RFP applicants only, not renewals. Underserved Population(s) Served - Proposal includes clearly defined data showing a group needing services currently not provided to them. This should be documented by data that shows a subgroup of the demographic being served is underrepresented in the served population compared to their percentage of the overall population by greater than 10% deviation.
   >
   > ** To be incorporated into proposal by RFP applicants only, not renewals. Underserved Area(s) Served - Proposal includes a clearly defined zip code or census tract area that has a high service problem/population and no provider that is located with the identified area or in close proximity to the area. This zip/census tract should also be underrepresented amongst the service population. Include or attach all sources cited.

7. We are not sure how we actually submit our proposal once we are through writing it and uploading all of the documents. We have not seen a **button**?? To submit. Once we submit this how are we assured that it has been received and all components are there?

   Answer:
   You can't submit until it is complete – and it won't be complete until you upload all necessary documents and complete all sections that are required. Let me know if you need additional information. Please also refer to the help section of the website.

8. In the Scope of Work section it states "Describe project activities and services and include a timeline and work plan as part of a Scope of Work for the project." Timelines/work plans are usually in a chart format. When I try to load this into the application, it is not formatted correctly and it is unreadable. Should I attach the timeline/work plan in a different place separately?

   Answer:
   The Scope of Work section will only accept text as paragraphs. Please describe the timeline/work plan in that format for the proposal purposes.

9. We cannot figure out the difference between your 2 questions on Unit of Cost. In order to give you a unit of cost in the first section we must describe what it is. So then what is expected in "Unit Cost Service Description"?

   Answer:
   The Unit Cost service description should be what makes up the unit itself – typically this is then dropped in to an exhibit that is used for reimbursement purposes if you are funded. Documentation of the different activities will be submitted with reimbursement requests.

   An example for this is:
   A unit of service is defined as one hour increments and may include home visits, supervision, collateral contacts, telephone contacts, training, workshops, group supervision, support group services, office visits and documentation of direct client service. This is targeted case management through the state substance abuse and mental health office.

   The Unit Cost of service is the actual dollar cost per unit provided.

10. I'm working on my letters of intent and if I am following the directions accurately, it almost looks like the full proposal without including the logic model information. Does the LOI include the welcome page, contact information, organization information, financial information, request for information which includes a 1000 character overview and a 4000 character summary? Also, what would be the project date our fiscal year beginning 7/1 or the County fiscal year of 10/1?

    Answer:
    The LOI will have slightly less information included than the full proposal, but all of that information will be carried over into the full proposal.

    The contract year will be the County's fiscal year which is October 1 – September 30.

11. I need some help understanding the creation of a budget as it relates to units.

    Answer:
    Your budget will represent all of the costs associated with running the program you will be proposing. The unit cost will be the cost of that budget broken down into units of service delivery. You can include calculated administration costs/indirect costs of up to 15%.

Whatever admin/indirect costs that you use in your unit rate will need to be validated as you get reimbursed as we cannot reimburse more than the actual appropriate indirect costs.

12. Since this is a new 3 year cycle, can the initial request be for a greater amount than the current year award?

    Can the second and third year requests be different from the first year award if the project expands/changes in years 2 and 3?

    Answer:
    Your budget should reflect the costs associated with performing the services of the proposed program. We cannot advise on what the request amount should be. In years 2 and 3 we will let all contracted agencies know if they can ask for additional funds as necessary for their program. We won't know what our actual budget amount for the whole FAA program until right before the budget year starts.

13. You referenced at the bidder's conference on April 16, 2014 that the unit rate for billable service which will be referenced in our proposal should be a similar rate that Southeast Florida Behavioral Health Network uses. Our Agency is not currently funded through Southeast Florida Behavioral Health Network. Can you tell me if this requirement would apply to us?

    Answer:
    If you are proposing to provide behavioral health services then you will want to find out what the current rates are for anything that you propose. If you have a different rate than theirs then you will need to provide documentation as to why that rate is different. You can contact Southeast Florida Behavioral Health Network directly for that information.

14. Regarding Project Status – our project is existing but it would be new funding from the County. So for this purpose do we say new? And, I thought FAA funding was for a three year period, as long as you meet your goals, deliverables and outcomes at the end of year one. So should the amount requested be the one year amount or three year amount? Or can we put in the one year amount understanding that if all goes well County will re-up us for year two and three?

    Answer:
    Your project status will be based on its current operation, not its funding status with the County. If it is currently operating then indicate that it is existing.

    For the ongoing funding please only develop and submit a budget for a single year of operations. While the funding is for a one year contract with two optional extensions, there are several factors that will determine each year's contract extension. This will include not only contract performance, but also FAA funding approved by the BCC each year.

15. It looks like the Evaluation/Logic model is done twice, on the Addendum page and on the Request Information page. Is this accurate? It doesn't make sense to do it twice.

    Answer:
    You only need to complete the Logic Model in the Addendum – the other one in the body of the request is one we are not using.

16. I am a bit unclear on the underserved population and underserved areas section. There does not appear to be space for a narrative to answer these sections.

    Answer:
    Instructions in the addendum:

    Underserved Populations
    ** To be incorporated into proposal by RFP applicants only, not renewals. Underserved Population(s) Served - Proposal includes clearly defined data showing a group needing services currently not provided to them. This should be documented by data that shows a subgroup of the demographic being served is underrepresented in the served population compared to their percentage of the overall population by greater than 10% deviation.

    Underserved Areas
    ** To be incorporated into proposal by RFP applicants only, not renewals. Underserved Area(s) Served - Proposal includes a clearly defined zip code or census tract area that has a high service problem/population and no provider that is located with the identified area or in close proximity to the area. This zip/census tract should also be underrepresented amongst the service population. Include or attach all sources cited.

17. There are four agencies that formed a collaborative project for the Behavioral Health grant. We were going to submit separate proposals, but wanted to make sure review team would know that our agencies were working together. We heard in the community that it would be best to submit one proposal with a lead who would do sub contracts. We have also discussed having MOU's that are collaborative in nature with signatures of all partners.

    Answer:
    We discussed this a little more today and are also working on how to best formulate a plan for recognizing collaboratives. If you have one agency that will be taking the lead/fiscal agent and we are only doing a single contract with them then create a single proposal. If you plan on all working together and will be asking for separate contracts then provide separate proposals. Please make sure that the proposals clearly link together – just saying that you all are in the partnership doesn't necessarily mean that all the services go hand in hand. Your partnership has to be clearly outlined and supported through each of the partners. And make sure you answer how your proposed services fit in the continuum of care.

18. When will the WAIS tool be on the FAA website? I googled, found lots of good stuff, analysis of the tool, sites where a wrap around tool is being used in the school, concept of wrap around, how it came to be etc, etc, just haven't been successful in getting my hands on the tool.

Answer:
There isn't actually an official assessment tool, but the information attached describes the elements of the assessment process. Professionals can use this information as guidance for constructing a tool. We will also be doing training with appropriate staff of funded programs that will need to utilize the process. Included in this training is a coaching component as providers implement it. I am also not completely clear about those specifics, but have requested them.

19. I know for the behavioral health grant we can have up to 3 outcomes. With a collaborative project should they be more system focused as an outcome we would like for total project?

Answer:
I am going to err on the side of caution at the moment. I believe that we will be interested in the client outcomes - the system must be working well if the clients are doing well kind of theory here. But, having said that, you can submit more than 3 total outcomes and we can negotiate the ones that we want measured if your program gets funded.

20. How does the panel review team and the county staff handle a proposal that ranks high yet whose budget may not fit within the available resources?

Answer:
The panel review team will not have anything to do with the actual funding allocations. That process is done by staff after the final panel discussions. If the proposal ranks as fundable and we know we can't fund to the level they are requesting we will probably approach them to see if they can work within the funding that is available. I typically suggest to organizations to look at our typical funding. With the exception of our larger MH/SA organizations our funding tends to run under $200,000 per program. Many of the program contracts are in the $50,000 - $100,000ish area. But having said that, we don't know what this year is going to bring.

21. For the behavioral health RFP, will the County and/or SEFBHN be paying the training entity directly for the successful providers to get wraparound training and consultation?

Answer:
The County will be contracting directly with a Wraparound training group. Providers who are not currently trained and using the assessment process will be required to be trained by the contracted group. There is currently training going on by the State so there might be many providers who already use this process.