

**Financially Assisted Agencies (FAA)**  
**Request for Proposal (RFP) 2017**  
**Bidder's Conference**  
**Minutes**

*Mayme Frederick Building*  
*1440 Dr. Martin Luther King Jr. Riviera Beach, FL 33404*  
*April 11<sup>th</sup>, 2016*  
*1:00PM*

Staff in attendance:

Channell Wilkins, Taruna Malhotra, Sonja Holbrook, Stessy Cocerez, Thomas Eaton, David Rafaidus, Sharon O'Neill, Amalia Hernandez, Mary Woodward, Vivian Blackmon-Taylor, Helene Hzivd

Agencies in attendance:

Gulfstream Goodwill Industries , El Sol-JNRC, 211 Palm Beach / Treasure Coast, Achievement Centers for Children and Families, Adopt-A-Family of the Palm Beaches, Inc., Alzheimer's Community Care, American Association of Caregiving Youth, Bridges at Boynton Beach, Boys & Girls Club of Palm Beach County, Catholic Charities, Center for Family Services of Palm Beach County, Inc., Community Caring Center of Greater Boynton Beach, Community Partners / Housing Partnership, D&S Homeless Facility, Families First of Palm Beach County, Farmworker Coordinating Council of Palm Beach County, Inc., Florida Outreach for the Blind, Inc., The Glades Initiative, Inc., Gratitude House, Habilitation Center for the Handicapped, Inc., Healthier Boynton Beach / P2P, Jeff Industries, Inc., Lake Worth Towers, The Lord's Place, Mental Health Association, Palm Beach Habilitation Center, Ruth & Norman Rales Jewish Family Services, Sickie Cell Foundation of Palm Beach County and the Treasure Coast, Inc., United Way of Palm Beach County, The Volen Center, & YWCA of Palm Beach County

I. Sign In & Distribution of RFP Invitation Code

- Sonja Holbrook directed everyone in attendance to sign in for their agency and to pick up an RFP invitation code. The sign-in sheet will served as verification that agencies attended the mandatory meeting and the code will allow these agencies to access the online application.

II. Welcome & Introductions

- Channell Wilkins welcomed all of the agencies and their representatives to the mandatory Bidder's Conference. He gave a brief overview of what the day's meeting would consist of. He also reminded the attendees to double check that they signed in and picked up an RFP invitation code for their agency. Channell informed the agencies that the Cone of Silence goes into effect upon the submission due date of May 13<sup>th</sup> 12:00 p.m. (noon).
- Taruna Malhotra discussed the overall FAA goals and objectives. She also presented the performance measures for this year's service categories: senior services (program participants will remain in the highest quality living condition that meets their basic needs) and economic stability/poverty (program participants will increase self-sufficiency). Taruna then highlighted a few critical details for the agencies to keep in mind as they develop their proposals. The details included avoiding duplication of services that may already be available to the public, client eligibility criteria and screening methods & tools (especially for the economic stability/poverty applicants),

strong community collaboration and service linkage is highly encouraged. MOUs should NOT be outdated and they should correspond with this year's proposals. Lastly, she mentioned the importance including cited data sources, supporting the proposals, so that data driven decisions can be made.

### III. Overview of 2017 FAA RFP Process and Guidance

- Sonja Holbrook gave an overview of this year's FAA RFP process and guidance. She discussed the different FAA service categories and what their competitive and renewal cycles are. She also noted that the New/Continuing service category will no longer be funded. She reviewed the FAA RFP process and the next steps following the Bidder's Conference. Sonja reviewed the RFP timeline and reminded the agencies of the May 13<sup>th</sup> 12:00 noon submission deadline. The Cone of Silence was addressed as being effective beginning the day that the RFP is due, May 13<sup>th</sup> at 12:00 noon, until the final FAA allocations are approved by the Board of County Commissioners. More information regarding the Cone of Silence can be found on the PowerPoint from the Bidder's Conference. Sonja reviewed the Non Profits First Certification and Exemption process and what the agencies need to show/have in order to receive the certification or be eligible for the exemption. Sonja reiterated, once again, that the RFP submission date is May 13<sup>th</sup>, 2016 by 12:00 p.m. (noon). She noted that the proposals should address all the components of the RFP online application, be written in plain language and be understandable to people unfamiliar with the organization or area of expertise, and specifically address the funding priorities set out in this Request for Proposal. Sonja gave a brief run-through of the proposal components and how they will be evaluated. She ended her portion of the meeting by giving a summary of the different resources and data that was used to inform the attendees of the Senior Services and Economic Stability/Poverty public forums and by explaining what the outcomes, preferences, and funding priorities are for each service category.

### IV. Fiscal Overview for RFP Budgets

- Thomas Eaton went over a few key details as far as fiscal matters are concerned. He discussed the new budget template, which has been simplified with clearly defined sections for programmatic and administrative expenses, and no longer includes macros. This new budget template must be completed with all of the FY17 submissions and will allow for better transparency and understanding of each program. The sheet will now tally your program and administrative expenses and calculate the percentage. This will allow staff to review and discuss with the agencies, any items that may be questionable before approving contracts. Thomas also discussed certain details pertaining to administrative costs and the development of unit rates as well as the importance of having backup documentation readily available. More information can be found on the Bidder's Conference PowerPoint. Thomas ended his portion of the PowerPoint by reminding the agencies that fiscal matters are handled through SAMIS and that Pedro Medina was the SAMIS administrator in case anyone has any issues with user access, allocations, budgets, or reimbursements.

### V. FAA Application Website Overview

- Stessy Cocerez did a brief walk-through of the CyberGrants FAA RFP Application site and process. She showed the attendees what the link was to access this year's proposal application and how to log in / set up a new account. She instructed everyone to use their RFP code to access the correct application and went through each section to give everyone an idea of what information they will need to have ready when it comes time to fill out and submit their application. She reminded everyone that anything with an asterisk is a required field and they will not be able to continue through the sections if these fields are not answered. If a required field is an upload field, agencies are required to submit something. If the information is not available to upload the applicant may type up a justification for why they do not have this information and that justification document may be uploaded instead. The application does not have to be started and completed on the same day; agencies may

work on it little by little so long as they remember to save their application before exiting the site. Agencies are required to use the provided templates that are included throughout the application. Once the application has been fully submitted, there will be no way to alter or change any information. If anyone comes across any issues or problems while working on the application, they are encouraged to click on “Need Support?” at the bottom of the page and acquire technical assistance from the CyberGrants website. Stessy ended her portion of the PowerPoint by discouraging the agencies from waiting until the last minute to work on the application in case they come across any last minute issues. She also reiterated that the application will no longer be accessible once the due date and time has been reached on May 13<sup>th</sup>, 2016 at 12:00 p.m. (noon).

#### VI. Questions & Answers

- Any questions regarding the RFP should be emailed to Channell Wilkins ([cwilkins@pbcgov.org](mailto:cwilkins@pbcgov.org)) and all received questions/answers will be posted on the FAA website (<http://www.pbcgov.org/communityservices/programs/financiallyassisted/>).
- Sonja encouraged the applicants to periodically review the questions and answers posted online, and to be sure to review them one last time prior to submitting the proposal.
- Sonja also reminded attendees to like our Department on Facebook.

**REMEMBER TO LIKE US ON FACEBOOK!**

**[HTTP://WWW.FACEBOOK.COM/PBCCSD](http://www.facebook.com/PBCCSD)**

- Sonja Holbrook asked the attendees if there were any questions regarding the application process and requirements of the agencies.
  - Please see the attached document for questions asked during this time and their corresponding responses.

## Questions & Answers from Bidder's Conference:

1. What is the range of funding available for each individual agency?  
→ There is not a limit per proposal.
2. Is the funding all or nothing? (ex. If asking for 25K, will response be yes to full amount, no to full amount or is there negotiation/partial funding)  
→ Proposals may be funded in the total amount requested, or may only be partially funded.
3. Is Cybergrants available for access already?  
→ Yes Cybergrants is available now. You may access it once you enter your invitation code.
4. Have upload size limits been increased?  
→ The fields are already set to the maximum file size. If you need assistance compressing the file, you can utilize the Cybergrants support link and a member of support can assist you with compressing.
5. Can an agency apply for multiple programs?  
→ Yes, but each service category shall be submitted separately.
6. Can an agency apply for different service categories in the same RFP year?  
→ Yes.
7. Can an agency apply for different service categories in different RFP years?  
→ Yes.
8. Is the funding cycle for 1 year or multiple?  
→ This is a 3 year cycle.
9. Should the budget be based on 1 year of funding or the full 3 years?  
→ The budget should be for 1 year.
10. Are there preferred upload types for the documents? (excel, pdf, word, etc.)  
→ Documents that are completed with the provided template should be uploaded in the same format provided in Cybergrants (e.g. Logic Model and Program Budget Templates in Excel should remain Excel documents). Other documents uploaded, like MOUs, Audit, etc. can be uploaded in PDF. But be sure to save all documents in compatibility mode. **It is preferred that all MOUs be uploaded as one PDF file.**
11. Do the budgets have to be in separate documents for each program?  
→ There needs to be separate program budgets, but you can have the budgets in the same Excel file under two different tabs and upload the same file for both proposals.
12. How will the money from the new and continuing category, which is sun setting, be allocated amongst the remaining categories?  
→ This has not been determined.