

Addendum No. 2 to RFP- 660-660-011025-RTRYPOST-1

Notice of Funding Opportunity (NOFO) for Adult POST Release Reentry Services

January 31, 2025

This Addendum No. 2 shall be added to and become a part of the NOFO/RFP and governed by all terms and conditions set forth therein.

A. The County is revising Attachment 5 of the RFP/NOFO on Page 29. The revised Program Staff Template is attached.

B. The County received question as set forth below and is issuing the following responses:

1. Questions received from Raymond Morse, VP Strategic Impact, The Lord's Place

Question: There are several places in the NOFO, including the logic model, that reference pre/post surveys and satisfaction surveys. Are those going to be uniform surveys that the county provides to contracted agencies, or will each agency be asked to create/identify its own surveys to administer to its clients?

Answer: These will be uniform surveys provided by the County.

Question: I apologize if I missed it, but are there editable Word and/or Excel versions of the required attachments, such as the Program Budget, Program Staff Template, Submittal Checklist, and Logic Model?

Answer: Editable Word and Excel versions of attachments have been uploaded for your convenience.

Question: Can you please explain how to draft *Indicators* for fields that require the surveys, since we do not know what the surveys are or the scoring system for them? Should we just write something general like *75 percent of clients will show improvement in the survey scores from pre to post*?

Answer: Yes or 75% will show high satisfaction in their survey scores. Exact wording will be determined during contract negotiations.

Question: In the Measurement Tool column, are all of the bullets provided by the County mandatory? If we want to propose a different tool, can we remove the existing

bullets and write in our own?

Answer: Bullets provided by the County may or not be mandated at time of contract negotiations. Feel free to add additional bullets proposing a different tool.

Question: Are we able to send submit through this Q&A email a draft copy of the Logic Model to receive feedback prior to submitting the final version with our application?

Answer: Refer to page 17, Section IV. Evaluation of Proposals in the NOFO. A Selection Committee shall evaluate responsive proposals based on the evaluation criteria, which includes the Logic Model. There is no pre-evaluation process prior to proposal submission

2. Question received from Gayle Harrell, Founder, Another Chance Community Development, Inc.

Question: I miss unavailable for the preconference meeting for the proposal. Does this exclude me from applying for the grant.

Answer: Refer to page 10 Section II.B. Mandatory Pre-proposal Meeting in the NOFO.

All proposers are required to have a representative attend a Mandatory Pre-proposal Meeting, which will be tentatively held at SART Center, 4210 North Australian Avenue, West Palm Beach, on January 22, 2025, 2:00 p.m. local time.

A Proposer's failure to attend this conference shall result in disqualification of its proposal.

Additionally, note that public notices were posted confirming the date and time for the pre-proposal meeting on the County's public calendar at [Public Notice Meeting Calendar Meeting Schedule - Palm Beach County](#) and Palm Beach County's Justice Services Notice of Funding Opportunity public website at [Public Safety - Justice Services Notice of Funding Opportunity \(NOFO\)](#).

ATTACHMENT 5
Program Staff Template
(Case Management & General Client Support Services ONLY)

Unit Cost of Service Definition:

Case Management: The subrecipient shall provide case management by a qualified case manager for each program participant based on individual needs and willingness to participate, unless the program participant has been terminated from the Program. Case management shall be conducted with a program participant-centered approach that takes into consideration the most pressing of the program participant's needs. Every participant will receive, at a minimum, a risk and needs assessment and Plan of Care during the first 15 business days of enrollment.

Case management shall include: Outreach, Needs Assessment, Plan of Care, Follow-up/Plan Review, Employment Assistance, and all essential Case Management Services. Spreadsheets documenting services and total service units provided by each individual case manager to participants will be generated monthly by the award agency from the RENEW system and provided to Reentry program office for reimbursement.

Case Management unit cost rate

Name	Example		Group Rate
Title	Case Manager		
Annual Salary	52,000		
Portion of Time Devoted to Activity	100%		
Total Salary	52,000	0	
Benefits	100.00%		
FICA	\$22,360		
FRS			
Insurance (health, life, long-term)			
Benefit Amount	22,360	0	Total Salary & Benefits
Total Salary and Benefits	74,360	0	74,360
Hours per year	2,080	2,080	
less:			
PTO hours (includes vac, sick, personal)	120		
Holiday hours	64		
Trainings, Staff Meetings	100		
Non-Direct Service hours (up to 40%)	520		
TOTAL:	804		
Portion of Time Devoted to Activity	100%	0%	Chargeable Hours
equals Chargeable (Productive) Hours:	1,276	0	1,276
Total Salary and Benefits	74,360	0	74,360
divided by Chargeable Hours:	1,276	0	1,276
equals Hourly Recharge Rate:	\$58.28		\$58.28
(formulas are embedded in form)			

Unit Rate per 15 minutes
\$14.57