

**RFP for Community Based Agencies  
QUESTIONS & ANSWERS**

updated: 4/25/17

RFP Release Date: 4/1/17

Proposal Deadline: 4/28/17

- Q1. Who is the YSD Contact Person for this RFP?  
A1. The Contact Person for this RFP is Marlene Etienne, Grant Compliance Specialist II. Her contact information is as follows: Youth Services Department 50 S. Military Trail, Suite 203 West Palm Beach, FL 33415 Email – YSD-rfp@pbcgov.org. Except during the Pre-Proposal Conference, explanations/clarifications desired by Proposers must be requested from the Contact Person in writing (letter, email or fax). 4/3/2017
- Q2. Is the RFP for Community Based Agencies related to the Sumer Camp Scholarship?  
A2. No, for Summer Camp Scholarship information, please visit: pbcgov.org/Youth Services and Select : Summer Camp on the right side of the page. 4/3/2017
- Q3. How can an agency indicate interest in the RFP?  
A3. The RFP is available as of April 1, 2017. RFP information is posted at: pbcgov.org/youth services select the RFP Tab on the right hand side. There will be a mandatory Pre-Proposal Conference held at the Palm Beach County Vista Center, Room 1E 58/59, 2300 N. Jog Road, West Palm Beach, Florida 33411, on April 7, 2017, 10:00 a.m. to 12:00 p.m., for all Proposers submitting proposals. 4/3/2017
- Q4. Is a City Division receiving ELC and iMotivate funding eligible to apply for this RFP?  
A4. Yes, providing that the City Division meets all the eligibility requirements stipulated in the RFP. 4/3/2017
- Q5. Is there a template or sample available for guidance?  
A5. No, however, there are some fillable attachments. Applicants are urged to carefully review the RFP and all associated documents available on the webpage.
- Q6. When will the submission window close?  
A6. Completed proposals must be received at the YSD reception desk by 5:00 p.m. on April 28, 2017. 4/3/2017
- Q7. Would a new agency with no audit trail be eligible to apply for this grant?  
A7. Proposers seeking County assistance must be chartered or registered with the Florida Department of State, have been incorporated for at least 1 agency fiscal year, hold current and valid 501 (c) (3), and have provided services for at least (6) months. Additionally, all proposers must demonstrate accountability through the submission of acceptable financial audits performed by an independent auditor. 4/6/2017
- Q8. Should interested proposers pre-register to attend the Mandatory Pre-Proposal Conference?  
A8. Please reserve and confirm attendance by registering online at <https://ysdrfp.eventbrite.com>. Walk-in registrations will also be accepted.
- Q9. Is attendance mandatory for the Pre-proposal Conference?  
A9. Attendance is Mandatory.
- Q10. What is the location where the Pre-Proposal Conference will be held?  
A10. The mandatory Pre-Proposal Conference will be held at the Palm Beach County Vista Center, Room 1E 58/59, 2300 N. Jog Road, West Palm Beach, Florida 33411, on April 7, 2017, 10:00 a.m. to 12:00 p.m., for all Proposers submitting proposals. 4/6/2017
- Q10. Are local government agencies eligible to apply for the Community Based Agencies proposal? 4/7/2017

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- A10 Yes, providing that the local government agencies meet all the eligibility requirements stipulated in the RFP.
- Q11 Can an agency that could not have a representative attend the RFP Pre-conference, due to circumstances beyond their control, still continue with the proposal process? 4/7/2017
- A11 Attendance was mandatory for the RFP Pre-conference. An agency that did not have a representative in attendance will be excluded from the competitive process.
- Q12 Would an agency that did not pre-register and had a representative who arrived late at the RFP Pre-conference still be included in the process? 4/7/2017
- A12 Yes, providing that the agency's representative had signed the attendance log.
- Q13 Can interested proposers contact all employees of Youth Services Department with questions about the RFP? 4/7/2017
- A13. No, All questions must be directed to the dedicated E-mail address: YSD-rfp@pbcgov.org to the attention of Marlene Etienne, Grant Compliance Specialist II.
- Q14 What is the mailing address/where should proposals be delivered? 4/7/2017
- A14 50 South Military Trail, Suite 203, West Palm Beach, FL 33405. Address is also included in the RFP and is also available on the website.
- Q15 How much funding is available? 4/7/2017
- A15 Approximately \$2 million.
- Q16 Is there a maximum amount an agency can apply for? 4/7/2017
- A16 No, but agencies should only apply for what they need to operate the proposed program.
- Q17 Will funding decision be a "yes" or "no" or is there room for negotiation on the amount funded? 4/7/2017
- A17 Room for negotiation. Department may ask what services could be provided with less funds than originally requested.
- Q18 Do the services have to service all ages Birth to 22, or can the program serve younger children only? 4/7/2017
- A18 Programs don't have to serve all ages Birth to 22, but funds will not be available for programs serving over age 22.
- Q19 Are the forms on the website Apple compatible? 4/7/2017
- A19 Yes. If there is a problem, contact staff.
- Q20 If an agency is already receiving funding from the County, are they prohibited from apply for funding? 4/7/2017
- A20 No, but in no circumstance can the agency apply for the Community Based Agency funding for the same (duplicate) services they're already receive funding for.
- Q21 Can agencies do a joint proposal or partner with other agencies for services? 4/7/2017
- A21 Yes. Collaboration is encouraged.

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Q22	If an agency is already receiving funding from Youth Services, are they eligible to apply for the Community Based Agency funding?	4/7/2017
A22	Yes, but not to operate the same program or to serve the same children.	
Q23	Scoring allows for 10 points if the agency is enrolled with Prime Time, but Prime Time is only geared towards elementary and middle school aged children. Will this be counted against agencies offering high school or college programs?	4/7/2017
A23	The 10 bonus points only applies to agencies applying for the Social and Emotional Learning Action Area.	
Q24	Will website include clarification on the unit cost?	4/7/2017
A24	PowerPoint presentation will be available on-line, which addresses the unit cost calculation. If there are other questions on the unit cost calculation, please submit the question in writing.	
Q25	Going back to the Prime Time question; will agency be eligible for the 10 extra points if the agency provides services to high school aged children?	4/7/2017
A25	The 10 additional points are awarded only to those agencies enrolled in Prime Time's Quality Improvement System. The review panel will consider how critical the services are in the ranking.	
Q26	What does the agency need to provide if the authorized signature person is not listed on Sunbiz?	4/7/2017
A26	Letter from the Board of Directors or Executive Director giving authorization to the individual who signed the contract to bind the agency.	
Q27	If an agency is receiving funding from another entity for an existing program, but wants to expand or offer services at other location, are they eligible to apply for the Community Based Agency funding?	4/7/2017
A27	Yes, as long as it is not paying for the same existing services. Agency cannot be paid for the same existing services by two different entities.	
Q28	Funding is for 1 year, with potential funding for year 2 and 3. Should the proposal include total funding over the 3-year program?	4/7/2017
A28	Proposal should be for 1 year.	
Q29	If an agency is awarded funding for year 1, may they expand their program for year 2 and 3?	4/7/2017
A29	Maybe. Contingent upon funding availability.	
Q30	Is there a limit to the number of partners an agency can work with?	4/7/2017
A30	No.	
Q31	Will questions and answers be in real time on the website?	4/7/2017
A31	No. Likely once a day. Website will be the best source for updates. Any agency submitting questions after the Pre-Proposal conference, will also appear on the website.	
Q32	Again, question on Prime Time and rather or not an agency won't get the 10 points if not enrolled in Prime Time, if agency offers high school aged services. Concern that rating will be unfair.	4/7/2017
A32	Priority Area score will be based on how important the agency fulfills the unmet needs.	

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		4/7/2017
Q33	Can an agency apply for two action areas?	
A33	Yes, an agency can apply for all four action areas, but they must submit separate proposals for each action area.	
		4/7/2017
Q34	Is there a matching requirement?	
A34	No.	
		4/7/2017
Q35	Must partners be tax exempt?	
A35	No.	
		4/7/2017
Q36	Is there a minimum number of outcomes expected?	
A36	No, depends upon the program and services being delivered. This is an Agency decision.	
		4/7/2017
Q37	On the sample logic model, there are three categories at the top: Family – Agency – Community. What should be checked?	
A37	This is a form logic model. For these proposals, check Agency.	
		4/7/2017
Q38	Is there a limit on the number of proposals being accepted by agencies?	
A38	No limit on the number of proposals accepted; however funding will depend on funds available. Department intends to maximize the services with the funding available.	
		4/7/2017
Q39	If an agency is already receiving funding from Youth Services for Summer Camp Scholarships, can the agency still apply for the Community Based Agency funding?	
A39	Yes, but it cannot be for the Summer Camp Scholarship program.	
		4/7/2017
Q40	If the agency's budget is more than 25%, can the agency still apply?	
A40	Yes, but the agency won't be awarded more than 25% of the agency's budget for any one program.	
		4/7/2017
Q41	When an agency has two evidence-based programs for the same action area, how should they put that in the proposal – should they do two separate proposals?	
A41	This is an Agency decision. It could be submitted in one proposal, but best to breakdown the budget associated with each program.	
		4/7/2017
Q42	If an agency already receives funding for Summer Camp Scholarships, is it correct that they cannot apply for this money?	
A42	No, that is not correct. Such agencies can apply for the Community Based Agency funding, but it cannot be for the same activities or scholarships.	
		4/7/2017
Q43	Are capital items eligible for reimbursement?	
A43	All items needed to operate the program should be included in the calculation of unit cost.	
		4/7/2017
Q44	Will winning proposals be released to the public?	
A44	All proposals will be available for public inspection.	
		4/7/2017
Q45	Are any past winning proposals available for review?	
A45	This is the first year of this funding being available , so there are no current winning proposals for review.	

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Q46	Are agencies that are awarded first year funding, the only ones that will be able to receive funding in years 2 and 3?	4/7/2017
A46	The intent is to award contracts for a three year period, but funding for years 2 and 3 are contingent upon budget availability and , agency performance. Future RFPs for additional funds are expected, but not guaranteed.	
Q47	Will religious organizations be considered?	
A47	Yes, all 501(c)(3) agencies or government/municipal entities are eligible.	4/7/2017
Q48	Will there be a list of specific items eligible for reimbursement?	4/7/2017
A48	No. Agency should include all cost associated with running the program/providing the services in the unit cost calculation.	
Q49	If an agency is converting from a volunteer based program to a paid staff based program, will the agency still not be able to exceed 25% of the program budget?	
A49	Correct.	4/7/2017
Q50	If awarded funding, how is disbursement made?	4/7/2017
A50	Payments will be based on invoices received. No advance payment.	
Q51	If an agency has to hire additional staff to run the program, the agency would have to "float" the expenses up front, correct?.	4/7/2017
A51	Yes.	
Q52	Can in-kind services be included in the budget?	4/7/2017
A52	Yes	
Q53	What are the anticipated future budget allocations?	4/7/2017
A53	Current budget is approximately \$2 million under this RFP. It is anticipated, but not guaranteed, that there will be an additional \$1 million next year for new proposals or expansion.	
Q54	Clarify if a financial audit is required to submit a proposal for the RFP, regardless of the size of the agency. The State guidelines read: "For a charitable organization or sponsor that receives less than \$500,000 in annual contributions, a compilation, audit, or review of the financial statement is optional." It is understood that if chosen as an agency to receive funds from this RFP, an audit would be required.	4/10/2017
A54	All Proposers must demonstrate accountability through the submission of acceptable financial audits performed by an independent auditor.	
Q55	Will there be another pre-proposal conference that we may be able to attend in order to qualify as participants?	4/10/2017
A55	No, attendance at the pre-proposal conference of 4/7/17 was mandatory.	
Q56	Can an organization that did not have a representative in attendance at the pre-conference still submit a proposal?	4/10/2017
A56	The pre-proposal conference held on 4/7/17 was mandatory. If your organization did not have a representative in attendance, a proposal will not be accepted in response to this RFP.	

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- Attachment 1 defines “disconnected youth” as individuals who are English language learners, pregnant or parenting, homeless, adjudicated, minority, disadvantaged, LGBTQ or have mental health concerns. Would autism and or other developmental cognitive disabilities be appropriate for funding consideration, with the provided classification of disconnected youth? 4/11/2017
- Q57
- A57 “Disconnected youth” is defined in Attachment 1 as primarily out-of-school, out-of-workforce ages 16-22. The categories listed in your question were listed as examples of those who may be more likely to be disconnected than their peers, but are not part of the definition of disconnected youth.
- I was sent information about the conference that you hosted on Friday. Unfortunately I was unable to attend. I have attended your community conversations in the past and listed my organization as interested to be involved in the mission for Birth to 22. I noticed that attending the conference was mandatory to submit a proposal. Is there anything I could do that would make me eligible to apply/submit for the proposal? 4/11/2017
- Q58
- A58 The pre-proposal conference held on 4/7/17 was mandatory. If your organization did not have a representative in attendance, a proposal will not be accepted in response to this RFP.
- I did notice that you have an audio and presentation included on the website. Could I listen to that and read the presentation in order to qualify? 4/11/2017
- Q59
- A59 The pre-proposal conference held on 4/7/17 was mandatory. If your organization did not have a representative in attendance, a proposal will not be accepted in response to this RFP.
- In attachment 1, Economic Access: Building education to employment pathways for disconnected youth, I see under Rationale: a listing the priority populations to include those with “mental health concerns.” Would young people with autism spectrum disorders qualify under this Action Area? 4/11/2017
- Q60
- A60 “Disconnected youth” is defined in Attachment 1 as primarily out-of-school, out-of-workforce ages 16-22. Youth with mental health concerns was listed as an example, but not as a priority area.
- Attachment 2, Parents and Role Models, that Special needs awareness and inclusivity training are specifically mentioned among the suggested uses of available funds. My question here is whether a proposal focused on the parents of children and youth with autism and related disabilities would be seen as appropriate within this area? 4/11/2017
- Q61
- A61 Any proposal that addresses outcomes and performance measures that result in: (1) Positive outcomes for young people by fostering high quality, enduring relationships and family support; (2) Safe connections and a sense of belonging and validation in the home; (3) Effective parent-child communications; (4) Trusting relationships in the home that foster school achievement and healthy behaviors; and (5) Removing barriers to services through support programs would be eligible for consideration.
- If an indirect cost percentage is being requested, an approved cost plan from a cognizant agency must be included. Could you please clarify this statement / what is required in the cost plan? 4/12/2017
- Q62
- A62 If an agency has a federally approved indirect cost plan, it may be used in place of the administrative cost. If you do not have a federally approved plan, you may not use the indirect cost plan.
- Please clarify what is needed for Attachment 11, #9 on the Submittal Check List. 4/12/2017
- Q63

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- A63 Initialling Item #9 on the Submittal Checklist, which states "Reviewed Contract form (Attachment 11)", would be an acknowledgement that the Proposer has reviewed the Contract form that will be used for those Proposers selected for funding; nothing is required to be submitted.
- Q64 Inquiring about the scope of work document for the Youth Services RFP for Community Based Agencies. Since there was not an example, how in depth the scope of work should be? The Overview section could be very in depth. I see from our past submissions, Attachment 7 was one page. I want to be cognizant of the board's time, but also want to represent a full overview of services provided? Are you looking for a 1 page Scope of Work (Attachment 7)?
- 4/12/2017
- A64 This is the first year of this funding being available, so there are no past submissions for reference. Details are provided in the RFP. Additional details can be obtained from the CBA FY 2018 RFP Pre-Proposal Conference Presentation PowerPoint file and the Audio Pre-Proposal Conference, both of which can be accessed from the YSD webpage. Proposers are encouraged to submit sufficient detail to describe the proposed program without providing unnecessary information.
- Q65 On the Cover Sheet (attachment 6), for Geographic Area(s) served, would percentage of population within city lines be enough, or broken down into zip code?
- A65 For example: West Palm Beach 75% vs 33401-12%, 33407-52% and 33409-11%  
The geographic areas should be identified in such a manner that they can be easily understood by the reviewers.
- 4/12/2017
- Q66 Attachment 11: Contract Form, first paragraph - first line, refers 2016 as the contract year. Should that be changed by the proposer or will there be a new attachment?
- 4/13/2017
- A66 Attachment 11: Contract Form is provided for review only at this point of the process, and the proposer does not need to complete or change that form. The contract form will be finalized during the contract negotiation process.
- Q67 Could you recommend or do you have a list of auditors who may be able to complete the audit for a very small nonprofit by your deadline?
- A67 The department does not have a recommended list of auditors.
- 4/13/2017
- Q68 I noticed that attending the conference was mandatory to submit a proposal. Is there anything I could do that would make me eligible to apply/submit for the proposal?
- 4/13/2017
- A68 No. Attendance at the pre-proposal conference held on 4/7/2017 was mandatory. Proposals will not be accepted from agencies that did not have a representative in attendance.

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At Florida Atlantic University and most other universities, the university is very sensitive to what we call "indirect changes" or a general administrative fee for managing a grant or project such as these in the RFP.

If one is specified in the RFP, then we must be prepared to build this into the budget. But I do not see one noted.

- Q69 It is, in such cases, helpful if indirect fees are not to be included with the proposal for that to be stated. And in this case if it could be stated in your clarification. 4/13/2017  
When we are notified that indirect fees are not to be included in the proposal then FAU has traditionally been fine with waiving the indirect fee. That would certainly be my preference as I know most other proposers will not be dealing with these university-related fees.
- Can you provide clarification on indirect fees for the RFP?
- A69 Section 3.e requires proposers to "Provide a Budget Justification by describing in detail each of the line items requested in the budget." It further states that if a proposer is charging an indirect/administrative fee, then any other items related to indirect/administrative costs must be removed from the budget. If an indirect cost percentage is being requested, an approved cost plan from a cognizant agency must be included. If the agency does not have such an approved cost plan, then an indirect cost percentage may not be submitted, and all administrative costs must be itemized in the budget.
- Q70 1. I need clarification on using a single method of fastening. Is a binding comb considered as a single binder?  
2. Is there a preferred font size?  
3. Is there a maximum word count or document size? 4/14/2017
- A70 The method of fastening is at the discretion of the Proposer, but please completely review the entire RFP for all requirements. There is no preferred font size, nor word count limitation.
- Q71 If someone else is writing a grant to provide children a service (our children would be some of several organizations receiving the service) does that preclude us from writing a grant for a different action area and a different age group. We would not be partnering with this organization for our project. 4/14/2017
- A71 An agency can apply for any or all four action areas, but they must submit separate proposals for each action area. The services and those served must be clearly described in the proposal.
- Q72 Where do I find information about the suggested use of funds if awarded the RFP? 4/14/2017
- A72 Refer to RFP Attachments 1 through 4. Additional resources and information can be located on the YSD website and the Birth to 22 website as provided in the RFP
- Q73 On the RFP Draft that is online on the bottom of page 23 there is a link for a list of Evidence-Based and emerging program but the link doesn't work. When I go to the Birth to 22 website I can't find the Appendix, Section 3, subsection 3.3.2. Can you help me locate this information? 4/14/2017
- A73 The link works when accessing the document from the YSD webpage. You could contact your agency's IT support. Alternatively, the actual link detail is provided so that it can be manually entered directly into the web browser field.
- Q74 SAMIS – Do we have to pay for a license or will this be covered with RFP funding? 4/14/2017
- A74 The agency does not have to pay a license fee.



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- Q75 Attachment 6 – Geographic areas served question; I'm not sure what you are looking for... Can you give me an example of what you guys are looking for? 4/14/2017
- A75 The geographic areas should be identified in such a manner that they can be easily understood by the reviewers.
- Q76 For a grant proposal that is a collaborative of two, can the budget of both agencies be combined, since it is a collaborative project? If so, will the 25% of total agency budget requirement apply to each agency's budget or to the combined budget? 4/17/2017
- A76 The budget of the umbrella agency serving as the proposer will be considered. The total budget for the proposed project should be 25% or less of the proposer's budget.
- Q78 If a Non-Profit wants to apply for the RFP and was incorporated on June 16, 2016, would they be eligible to apply since the Community Based Agencies RFP is for Fiscal Year (FY) 2018 which is from October 1, 2017 to September 30, 2018? 4/17/2017
- A78 Proposers seeking County assistance must be chartered or registered with the Florida Department of State, have been incorporated for at least one (1) agency fiscal year, and have provided services for at least six (6) months.
- Q79 Can a small agency who was present and signed at the Mandatory Meeting submit by way of a fiscal agent not signed in? 4/17/2017
- A79 The agency submitting the proposal must have been present at the Pre-Proposal Conference.
- Q80 We have a faculty member planning to submit to your Request For Proposals due April 28th and we 4/18/2017
- A80 1. As stipulated in the RFP eligible proposers are Not-for-profit agencies holding current and valid 501(c)(3) status as determined by the Internal Revenue Service or public entities serving Palm Beach County's youth. As a public entity, the University would be eligible to apply.  
2. Insurance requirements are stated in the RFP. If an agency is self-insured for any amount, they should provide documentation of self-insurance.  
3. yes, additional insurance premiums can be included in the proposed budget.  
4. Section 3.e requires proposers to "Provide a Budget Justification by describing in detail each of the line items requested in the budget." It further states that if a proposer is charging an indirect/administrative fee, then any other items related to indirect/administrative costs must be removed from the budget. If an indirect cost percentage is being requested, an approved cost plan from a cognizant agency must be included.
- Q81 Is the grant for the Community Based Agencies program offered every year? 4/18/2017
- A.81 This is the first year that an RFP has been issued by the Youth Services Department for Community Based Agencies. It is anticipated, but not guaranteed, that future RFPs will be issued for action areas identified in the Youth Master Plan.
- Q82 I would like to know how you foresee we report hours as units of service – if awarded, is it as simple as providing a time sheet for the funded positions? The positions we are requesting funding for provide overall program support of our existing out-of-school programming in order to promote the social and emotional learning environment. 4/18/2017
- A82 Proposers should develop and submit their unit cost based on the overall cost of the program. This will be reviewed and finalized during contract negotiations for all agencies receiving an award of funding.

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- Q83 Can proposers pay health care benefits and/or FICA from the program budget and if so, can a portion of it be paid from the grant and the remainder from other funds? Are computers and software allowed under Materials? 4/18/2017
- A83 Proposers should develop their unit costs based on the overall cost of the program, which can include benefits and materials. Costs can be paid from one or more sources as long as agency does not receive funding in excess of total cost.
- Q84 If there is a collaborative project being submitted, if awarded, does Youth Services contract with both providers, or does the money go to the lead that subcontracts with the collaborative partner? 4/18/2017
- A84 Youth Services will enter into a contract with one agency.
- Q85 Can clarification on Indirect Cost Allocation requirements regarding this RFP be provided? 4/18/2017
- A85 Section 3.e of the RFP requires proposers to "Provide a Budget Justification by describing in detail each of the line items requested in the budget." It further states that if a proposer is charging an indirect/administrative fee, then any other items related to indirect/administrative costs must be removed from the budget. If an indirect cost percentage is being requested, an approved cost plan from a cognizant agency must be included. If the agency does not have such an approved cost plan, then an indirect cost percentage may not be submitted, and all administrative costs must be itemized in the budget.
- Q86 Under each attachment there are suggested uses of available funds. Does the program we are proposing have to address ALL of the suggested uses of available funds or can they address 1 or 2 or more? Will this be a factor in determining the points awarded for this section as far as how many suggested uses of available funds suggestion we use? 4/18/2017
- A86 Suggested uses of available funds are suggestions that arose in the development of the Youth Master Plan. Points will be awarded based on need, approach and design, evaluation approach, available resources and sustainability and budget.
- Q87 Concerning Q22 & A22 from the Questions and Answers CBA RFP 2018, can you please elaborate what the answer means which states that the funds cannot serve the same children? We are seeking to expand the center's programs but it would be difficult to not allow some youth that come to the YEC to participate in the new program because they are part of another program. 4/18/2017
- A87 Funding under this RFP cannot be used to duplicate existing services.
- Q88 There are only 3 weeks from the time of the mandatory meeting to the final deadline for submission. Is there any possibility that the deadline for the grant proposals might be extended? 4/18/2017
- A88 Not at this time.
- Q89 Is a signed contract with PrimeTime acceptable as an MOU/MOA? 4/19/2017
- A89 Yes

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Q90 The Q&A document posted on the website and the RFP stipulate that agencies receiving funding from PBCYSD cannot apply for the same program. Because our current contract with PBCYSD ends September 30, and because the program we want to propose will not be identical to the one under contract, can we still apply for a similar program in the Economic Access category?

Also, we consider the youth we serve as “disconnected youth” even though most are attending school. However, nearly all of the youth are at a very high risk of dropping out if it were not for the supports they receive from our program. Would we still qualify to apply for this category?

A90 Funding under this RFP cannot be used to duplicate existing services. However, this stipulation does not preclude an agency currently receiving PBC/YSD funding from submitting a different proposal addressing one of the Action Areas eligible activities. You can therefore submit a proposal for a new program..

Q91 We consider the youth we serve as “disconnected youth” even though most are attending school. However, nearly all of the youth are at a very high risk of dropping out if it were not for the supports they receive from our program. Would we still qualify to apply for this category?

A91 Under Attachment 1 of the RFP, the following information regarding disconnected youth is provided: “Disconnected” youth are primarily out-of-school, out-of-the-workforce youth, ages 16-22. Most are significantly off-track to complete the higher education credential that can enhance their life-long earnings potential. Often they have personal challenges that have interfered with school. Additionally, they are more likely than their peers to be English language learners, pregnant or parenting, homeless, adjudicated, minority, disadvantaged, LGBTQ or have mental health concerns”. Additionally, suggested uses of available funding to support this target group, based on the recommendations included in the *Youth Master Plan*, are also available under attachment 1.

Q92 Can you be more specific about “Bound copies”? I am not 100% sure what qualifies as bound. Does this mean stappled, glued or in a notebook. Need clarification. 4/20/2017

A92 The method of fastening is at the discretion of the Proposer.

Q93 Is there a limit to how long the Scope of Work attachment can be? 4/21/2017

A93 There is no maximum word count for the Scope of Work. Recommendation is to keep it clear and concise.

Q94 Are we allowed to submit supporting documents with the RFP?

A94 Only provide the supporting documents requested under this RFP.

Q95 I know you only require a MOA from Prime Time if a program is in QIS, but should we also submit our last assessment results as supporting documents?

A95 The MOU/MOA will suffice.

Q96 What is the link to the Powerpoint that was shown at the meeting explaining the grant application process?

A96 [http://discover.pbcgov.org/SiteAssets/helpers/videoplayer.htm?videoid=youth/YS\\_CBA\\_Pre-Proposal](http://discover.pbcgov.org/SiteAssets/helpers/videoplayer.htm?videoid=youth/YS_CBA_Pre-Proposal)  
[http://discover.pbcgov.org/youthservices/PDF/RFP/YSD\\_pre-proposal\\_conf\\_FY18\\_presentation.pdf](http://discover.pbcgov.org/youthservices/PDF/RFP/YSD_pre-proposal_conf_FY18_presentation.pdf)

**RFP for Community Based Agencies  
QUESTIONS & ANSWERS**

updated: 4/25/17

RFP Release Date: 4/1/17

Proposal Deadline: 4/28/17

We are submitting an RFP for technology programs & would like to use another entity as a fiscal agent for 6 months.

Q97 Please let me know if another entity can serve as our fiscal agent for this time period and the best way to designate this relationship.

Proposals for the Community Based Agencies program is for Fiscal Year (FY) 2018 (October 1, 2017 – September 30, 2018). If your company/Fiscal Agent becomes a grantee, the contract issued will be for one (1) year, with two (2) one-year extensions at the option of the County.

A97 Collaborator is encouraged, but the agreements governing the terms of a collaborative initiative between two or more agencies are at the discretion of the agencies, and YSD is not involved in that process.

On the cover sheet there is a place for "Unit Cost Service Description". Do you want a definition of unit of service, or how we reached our unit of service?

Q98

The cover sheet should include the proposed Unit Cost of Service (\$ amount) and a Unit Cost Service Description (unit of service defined) – please refer to the Pre-Proposal Conference presentation posted to the RFP webpage for more information regarding the development of Unit Rates.

A98

Q99 Our fiscal year ends June 30, 2017. We expect our budget to be higher FY 17-18. Is my 25% of budget limit based on the current fiscal budget or next fiscal year budget?

A99 It will be based on your agency's current budget.

4/24/2017

In preparation for submission of our grant, I am feeling that our work and actually our caregiving youth are disadvantaged because we do not have the opportunity to be a part of any Prime Time after school network as caregiving youth must get right home on a regular basis because of their caregiving responsibilities. Thus, we do not have the opportunity to earn the 10 additional points for the scoring of our grant application.

Q100

We do not believe this was anything intentional; however, our work and these children are probably still so far off the radar screen of those developing the proposal that this may not have been considered as a factor.

So, the question is, is there anything else we can possibly do to earn this "extra credit"?

A100

The additional Points are awarded for Social and Emotional Learning Supports through Out of School Time (OST) programs **ONLY**.

The Attachment 10, Non-Discrimination Policy Affidavit requires agencies to write their names in several places but the form is locked and it does not allow you to type in the organizations name or fill in the under printed name, title, and date. Is there a possibility to place the form unlocked in those specific areas on the website so we can access them?

Q101

Attachment 10: Non-Discrimination Policy Affidavit is provided for review only at this point of the process, and the proposer does not need to complete or change that form. This form will be finalized during the contract negotiation process (See Page 18 Item 10. Non-Discrimination).

A101

Q102 If our current proposed budget exceeds the 25% requirement would I still be able to apply under this RFP?

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- A102 The RFP states the CBA portion of the budget cannot exceed 25% of the total agency budget. You cannot apply for more than 25% of the total agency budget.
- Q103 Please confirm you only want the budget for the program the funds are being requested for not the whole agency budget. For example...the program budget is \$50,000 and our annual agency budget is \$2.3 million. Which are you requesting?
- A103 The RFP requires the agency submit a copy of their *Total Agency Budget* (\$2.3 million). The CBA funding request (\$50,000) may not exceed 25% of that amount.
- Q104 In the meeting it was discussed we could apply for more than one Action Area? Can you confirm that?
- A104 An agency can apply for any or all four action areas, but they must submit separate proposals for each action area. The services and those served must be clearly described in the proposal.
- Q105 For attachment 11 – contract, am I just acknowledging that I read and agree with it or is there something further I need to do?
- A105 Attachment 11: Contract Form is provided for review only at this point of the process, and the proposer does not need to complete or change that form. This contract form will be finalized during the contract negotiation process.
- Q106 Regarding the “Number of Clients Served” question, if the clients are programs (and their staff) within organizations (and not individual youth or families) that will receive training, etc., is that acceptable? So for example, the # of clients served could be “8 programs”.
- A106 The number of clients served should be the projected number of staff, from the 8 programs, that will be attending training.
- Q107 Can you please provide an example of a Unit Cost of Service. I have reviewed the audio, the presentation, and the Q&A and still do not see a straight forward description or example as to how to calculate unit cost of service or write the unit cost description.

**RFP for Community Based Agencies  
QUESTIONS & ANSWERS**

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A107

Service Name and Definition of Unit of Service	Unit Cost	Total Cost of Service
<b>Service:</b> [REDACTED] Program Name	\$ 60.24	\$ 71,707
<p><b>Definition of Unit of Service:</b> A unit of service is defined as one hour of staff time in direct client services or in related indirect work and can include providing services to [REDACTED] Students, their families and the school at large, one-on-one with individual students, classroom time, school-related meetings, home visits and parent/teacher contacts.</p> <p>Group supervision or any group services will be billed as a single unit, not per employee or client participating.</p>		

Q108

The instructions say 'do not fill in grayed on cells'; do you want only the totals of other funders and not the detail? Do you want the requested funds detail on the budget form?

A108

Attachment 8 provides three tabs on an excel worksheet. One is the template that should be used to submit your proposed program budget. The second is a sample. The third are guidelines for the document. The guidelines state you should not complete any cells that are grayed out (on the template). The sample shows the secondary funders detail but only the total is required. Your total agency budget may be provided in the format that you use.

Q109

Will the RFP be considered non-compliant if an audited financial statement is not included?

4/25/2017

A109

Yes

Q110

Can an agency that already receives funding from YSD, act as a fiscal agent for another proposing agency?

4/25/2017

A110

Yes