MIAMI-DADE
COUNTY

Carlos Alvarez, Mayor

Office of Grants Coordination
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miamidade.gov

DATE: June 30, 2010

TO: **Prospective Proposers**

FROM: **Daniel T. Wall, Director**

SUBJECT: **RFP No. 0411 – Human and Social Services**
                   Community-Based Organization Funding

PROPOSAL
SUBMISSION DEADLINE: **2:00 P.M., Thursday, July 22, 2010**

FORMAL ADDENDUM No. 1

This Addendum is hereby made a part of the Request for Proposals (RFP) No. 0411 for Human and Social Services Community-Based Organization Funding.

Item 1. Miami-Dade County Contact Information:

Office of Grants Coordination (305) 375-4742, RFP No. 0411 Contracting Officer, Daniel T. Wall, dtw@miamidade.gov

Ethics Commission: (305) 579-9093, ethics@miamidade.gov

Department of Procurement Management: (305) 375-5289, dpmdept@miamidade.gov

General Services Administration, Risk Management: (305) 375-4400, gsa@miamidade.gov

Vendor Information Center: (305) 375-5773 http://www.miamidade.gov/dpm/vendor-assistance.asp

Item 2. Required Form(s) Submission with Application:

Insert the following information after page 33, "Application Checklist for Fully Completed Application and Prescribed Order." The following forms, affidavits, etc. must be submitted with the application. Other forms, affidavits, certificates, etc. will need to be submitted by the successful proposer(s) at the time of contract award. Please review guidance carefully for submission requirements. The table below illustrates the order (for both the Original and the copies) of <u>one</u> application package submission with multiple program requests:

ORIGINAL (marked as such)	COPIES (15 total)
Cover Sheet, Appendix A, page 1	Cover Sheet, Appendix A, page 1
RFP Checklist, Appendix A, page 2 which must be signed with Corporate Seal attached or Notarized	RFP Checklist, Appendix A, page 2 which must be signed with Corporate Seal attached or Notarized
IRS Letter of Determination/Proof of 501(c)(3) not-for-profit status	Proposal Narrative, Appendix B: **PROGRAM REQUEST ONE**
Current copy of Certificate of Status from the Division of Corporations, FL Department of State: www.SunBiz.org	1. Statement of Need (write once for each program)
Current Articles of Incorporation	2. Past Performance (write once for the agency then cut and paste into the copies)
Current By-Laws	3. Organization Capacity and Staffing Plan (write once for the agency then cut and paste into the copies)
Most recent audit and management letter. If not available, submit most current IRS Form 990	4. Program Plan (write once for each program)
Current Board of Director's List, Appendix G	5. Collaborations, Partnerships, and Coordination of Services (write once for each program)
Proposal Narrative, Appendix B: **PROGRAM REQUEST ONE**	6a. Line Item Budget (complete for each program)
1. Statement of Need (write once for each program)	6b. Narrative Budget Justification (write once for each program)
2. Past Performance (write once for the agency then cut and paste into the copies)	7. High-Need, High-Risk Areas (write once for each program)
3. Organization Capacity and Staffing Plan (write once for the agency then cut and paste into the copies)	Proposal Narrative, Appendix B: **PROGRAM REQUEST TWO**
4. Program Plan (write once for each program)	1. Statement of Need (write once for each program)
5. Collaborations, Partnerships, and	2. Past Performance (write once for the

Coordination of Services (write once for each program)	agency then cut and paste into the copies)
6a. Line Item Budget (complete for each program)	3. Organization Capacity and Staffing Plan (write once for the agency then cut and paste into the copies)
6b. Narrative Budget Justification (write once for each program)	4. Program Plan (write once for each program)
7. High-Need, High-Risk Areas (write once for each program)	5. Collaborations, Partnerships, and Coordination of Services (write once for each program)
Proposal Narrative, Appendix B: **PROGRAM REQUEST TWO**	6a. Line Item Budget (complete for each program)
1. Statement of Need (write once for each program)	6b. Narrative Budget Justification (write once for each program)
2. Past Performance (write once for the agency then cut and paste into the copies)	7. High-Need, High-Risk Areas (write once for each program)
3. Organization Capacity and Staffing Plan (write once for the agency then cut and paste into the copies)	
4. Program Plan (write once for each program)	
5. Collaborations, Partnerships, and Coordination of Services (write once for each program)	
6a. Line Item Budget (complete for each program)	
6b. Narrative Budget Justification (write once for each program)	
7. High-Need, High-Risk Areas (write once for each program)	
Appendix E: Affidavits A-1 through A-6	

Item 3: Corrections to the RFP

Cover Page: Strike **Monday**, July 22, 2010 and Insert **Thursday**, July 22, 2010.

Page 2, 2nd paragraph, strike **non-responsible** and insert **non-responsive** in the next to last sentence.

Page 5, strike **Service Priority Area XI. Parks Programming separate allocation**. Re-number **XII.** Evaluation Plan (Separate Solicitation) **1.0%** to number **XI.**

Page 7, Section 3.0 Scope of Services: The Service Priority Area numeration is different than on Page 5, Service Priority Area table. Disregard numeration and in your program request(s) just use the name of the Service Priority Area in your proposal

narrative (i.e., Special Needs; Children, Youth, and Families; Immigrants/New Entrants; Basic Needs; Elder Needs; Criminal Justice; Health; Workforce Development; Children and Adults with Disabilities; and Other).

Page 8, II. Children, Youth, and Families: At the end of this service priority description insert "**Participatory recreational activities for youth or persons with disabilities in public parks or facilities open to the general public**

Activities in this service priority include but are not limited to:
- o   After school recreational programs
- o   Purchase of supplies and equipment for recreational activities
- o   Transportation services
- o   Instructional coaching and umpiring services

Examples of performance/outcome measures:
- o   100% of program participants will have improved access to recreational services
- o   100% of program participants will have access to safe and new sporting goods and equipment"

Page 10, Service Priority Area VI, Criminal Justice strike the sentence, "Activities in this service priority area include but are not limited to:" and insert "Activities in this service priority area **are limited** to:"

Page 12, XI Parks Programming delete "**Participatory recreational activities for youth or persons with disabilities in public parks or facilities open to the general public**

Activities in this service priority include but are not limited to:
- o   After school recreational programs
- o   Purchase of supplies and equipment for recreational activities
- o   Transportation services
- o   Instructional coaching and umpiring services

Examples of performance/outcome measures:
- o   100% of program participants will have improved access to recreational services
- o   100% of program participants will have access to safe and new sporting goods and equipment"

Page 14, Section 5.2, strike **Thursday**, June 23, 2010 and insert **Wednesday**, June 23, 2010.

Page 14, Section 5.4, strike **Thursday**, June 30, 2010 and insert **Wednesday**, June 30, 2010.

Page 15, Section 5.5, Cure Period: Strike **August 112**, 2010 in next to last sentence to read "Proposers have until 4:30 p.m. Wednesday August **11**, 2010 to submit any and all outstanding or missing documentation information to the Office of Grants Coordination."

Page 16, Section 5.7, Proposal Deadline: First Paragraph, strike **ten (10)** copies and insert **fifteen (15)** copies.

Page 16, Second Paragraph, First Sentence: Strike **Friday**, July 22, 2010 and insert **Thursday**, July 22, 2010.

Page 16, Section 5.9 Minimum Requirements, #4: Strike **ten (10)** copies and insert **fifteen (15)** copies.

Page 19, Section 6.0 Evaluation and Selection Process of Applications: Strike **Friday**, July 22, 2010 and insert **Thursday**, July 22, 2010.

Page 21, 6th paragraph strike the first sentence, "With the assistance of staff, the Evaluation/Selection Committees and the County reserve the right to fund a proposal from a different category of funding than that which was requested." and insert "With the assistance of staff, the Evaluation/Selection Committees and the County reserve the right to **review and/or** fund a proposal from a different category of funding than that which was requested."

Page 31, Section 7.14 Terms of Payment/Reimbursement insert the following sentence at the end of the paragraph, "Dependent on County appropriation levels, the organization's past performance, and any additional factors, successful applicants may be given an alternate payment methodology including advance reimbursement at the sole discretion of the County."

Page 33, Section 8.0, Application Checklist for Fully Completed Application and Prescribed Order, 8) Miami-Dade County Collusion Affidavit (Appendix H) insert the following language, "This affidavit is provided for the information of prospective Proposers only and does not have to be completed and submitted as part of the proposal."

Page 33, Section 8.0, Application Checklist for Fully Completed Application and Prescribed Order, Next to last paragraph: Strike **ten (10)** copies and insert **fifteen (15)** copies.

Page 33, Section 8.0, Application Checklist for Fully Completed Application and Prescribed Order, Strike last sentence, "Please note that only the ORIGINAL, and not the ten copies, must contain ALL REQUIRED ATTACHMENTS (#2, #6, and #8 above.)" and insert "Please note that only the ORIGINAL, and not the **fifteen** copies, must contain ALL REQUIRED ATTACHMENTS (**#2 and #6 above.**)"

Page 33, Section 8.0, insert after the last sentence **Do not staple, spiral bind, or place the proposal in a three-ring binder. Instead use a binder clip, rubber bands, etc. to keep your proposal together. Pages in the original and copies of the proposal should be single-sided and NOT double-sided. Proposals should use 12-point Arial or Times New Roman font with single spaced line spacing with one inch margins all around.**

Appendix A, page 1, Cover Sheet and Checklist strike **Service Category** and insert **Program Name**.

Appendix B, Proposal Narrative clarification: For Questions 1, 4, 5, 6, and 7 that relate to each specific program, insert that they "must be completed once for each service that is being applied for by your organization." For Questions 2 and 3 which relate to your specific organization, insert "these questions must only be written <u>once</u> for the organization, but cut and pasted into each proposal narrative."

Appendix C, Budget Narrative Justification Instructions, Travel paragraph strike, "Effective August 1, 2009, the maximum charge per mile as per Miami-Dade County regulation is $0.555 per mile, as adopted from the Federal IRS standard mileage rates." And insert, "Effective **May 1, 2010**, the maximum charge per mile as per Miami-Dade County regulation is **$0.50** per mile, as adopted from the Federal IRS standard mileage rates." In the next sentence strike **$0.555** and insert **$0.50**.

Item 4. Clarification of Written Questions and Questions from Pre-Proposal Conferences:

Questions may have been edited for clarity.

Q. Can you assist me in determining under which category my organization should apply?
A. It is up to each individual applicant organization to determine where the services their organization provides are most likely to fit and explain the decision as part of the application narrative.

Q. Are capital projects allowed?
A. No, the funding is for the provision of human and social services. Capital projects, including new construction, remodeling, and renovation, will not be funded.

Q. Are 501(c)4, 501(c)6, etc. organizations eligible to apply?
A. No, they are not eligible unless they work/collaborate with a 501(c)3 on a service program and the 501(c)3 serves as the Fiscal Agent with the 501(c)(4) as a subcontractor.

Q. Is it possible to submit applications for the same service but to serve different populations which would fall under more than one service priority area?
A. No, one program should not be divided solely based on the target population. For example, if you provide respite care services to multiple populations it would be more efficient if you applied in the Health service priority area, rather than respite care for elders, respite care for new entrants/immigrants, and respite care for adults with disabilities.

Q. Does "Services for relative care givers," include child care for grandparents raising grandchildren?
A. Yes, it could.

Q. Does an organization submitting a current certified audit need to submit additionally the IRS Form 990?
A. No, the current certified audit, and management letter, if available is sufficient.

Q. May more than one organization representative attend the Pre-Proposal Conferences on the same date or different dates?
A. Space permitting, more than one agency representative may attend any of the Pre-Proposal Conferences.

Q. Where are the instructions for assembling the proposal? Does it get bound? What kind of binders?
A. Section 8.0, page 33, describes the checklist for a fully completed application and the prescribed order. Do not staple proposals. You may use a binder clip or rubber band to separate the original and copies.

Q. Is Jackson Memorial Foundation, a 501(c)(3), able to apply on behalf of the Jackson Health System?
A. Yes, if awarded funds, the contract will be executed between the County and the Foundation. Jackson Health System would need to become a subcontractor to the Foundation.

Q. On page 16, in the section under the address for the Stephen P. Clark Center, it states that the proposals are due Friday, July 22, 1010. July 22 is a Thursday. Do you want them delivered on Thursday, July 22nd or Friday, July 23rd?
A. This is a mistake. The proposals must be submitted on <u>Thursday, July 22nd</u> before 2:00 pm.

Q. On page 16, Section 5.9 #3 it states, "Must provide services in Miami-Dade County." Does this mean we must currently be providing services in Miami-Dade County, or if the organization is awarded a contract those services must be provided in Miami-Dade County? We are a non-profit organization currently providing services in Palm Beach and Broward Counties but we are not providing services in Miami-Dade County. Naturally, any money we might receive from Miami-Dade County would be utilized in Miami-Dade. Are we eligible to apply for this funding?
A. If you are a 501(c)3, not –for- profit organization, with proof of such, and an organization licensed as appropriate and legally operating in the State of Florida, you are eligible to apply. Please note, however, that both Past Performance and Local Preference ordinances apply to this RFP.

Q. We received the mail about the Request for Proposal and would like to know if this is the same program that we already have and if under immigrants/entrants we can submit a proposal like the one we have now?
A. Yes, this is the process for Community-Based Organization funding under Miami-Dade County General Funds currently administered by the Office of Grants Coordination.

Q. Can the application be sent out as a Word document?
A. The Cover Page, Checklist, and Board of Directors table are Word documents. The Line Item Budget is in Excel. The program narrative and budget justification narrative should be completed in Word. All affidavits will not be provided in Word as they are legal documents and cannot be changed.

Q. Will there be any way to participate in any of the Pre-Proposal Conferences via telephone?
A. Unfortunately, no.

Q. Since one application is used for multiple program/priority areas and each of the narratives has a page limitation, how will it be possible to incorporate several priority areas in one application and give each program the merit it has?
A. If you are applying for multiple programs in one application, the page limits are not for the application but for each program that you are applying for.

Q. Will currently funded projects be extended from October through March, 2011?
A. Dependant on the appropriation of sufficient funding by the Board of County Commissioners, it is the County's intention to issue 6-month continuation funding to existing providers that are in compliance with the FY 2010-11 contract..

Q. I understood that there is an evaluator for these programs. Would not the evaluator be expected to identify measurable outcomes with the awarded agency?
A. For Criminal Justice programs, there will be an independent evaluator that will indeed assist awarded agencies with their evaluation plans. Under a separate RFP, one (1) percent has been allocated for a general CBO evaluator that will be able to provide technical assistance to funded agencies in the future. However, all CBOs are expected to develop and implement evaluative measures in order to assess the quality and effectiveness of their program delivery. Applicants should identify the proposed quantifiable outcome measures for each proposed program in the narrative section of the application and what constitutes success.

Q. The grant mentions after school but does not say anything with regard to summer camp. Is summer camp an allowable area for application?
A. Yes.

Q. Is there any kind of advance and if not can we bill for planning prior to the camp's commencement?
A. There is an advance payment process which is dependent on the actual amount of the award. Planning costs may be allowable as long as they result in actual services that are also supported with this grant funding.

Q. Is this a reimbursement grant?
A. Again, it depends on the amount of the actual award and other factors. However, in many cases, yes, this is a reimbursement contract.

Q. I am interested in applying for the social services grant. How do I show interest?
A. You may submit a non-binding letter of intent to apply by Wednesday, June 30, 2010. Please list your contact information and the service priority area(s) for which you intend to apply.

Q. Can the copies be double-sided?
A. No.

Q. Can we include Letters of Support with our application?
A. No.

Q. What Font size, spacing, and margins should we use?
A. 12 point font, single-spaced, 1" margins. Use Arial or Times New Roman font. For tables, you may use 10 point font.

Q. Will the Evaluation/Selection Committees use a scoring sheet and will it be more detailed than what is in Section 6.0 Evaluation Criteria?
A. A scoring sheet will be used by the Committees but it will be based on Section 6.0.

Q. For the signed original and fifteen copies do we have one set page limit even if we submit multiple program requests?
A. In the Program Narrative, Appendix B, your organization should complete Section 1, Statement of Need; 4, Program Plan; 5, Collaborations, Partnership, and Coordination of Services; 6, Miami-Dade County Required Budget Forms and Budget Narrative; and 7, Ability to Provide Services in High-Need, High-Risk Areas for each separate program proposal. However, for Sections 2 and 3, Past Performance and Organizational Capacity and Staffing Plan, respectively, they should be completed ONLY once for the agency but cut and pasted into each copy.

Q. If our organization has the same exact information required on the Board of Director List as requested in Appendix G, can we use our own form/template?
A. Yes, as long as all the required information is included.

Q. In the Special Needs service priority area, what is the age range for children and youth?
A. O – 18 years of age.

Q. For existing programs, may we use pre and post-test measures and data to substantiate our program outcomes?
A. Yes.

Q. Will the Environmental Programs be bid under a separate RFP?
A. Yes and the OGC is working with DERM on this issue.

Q. Can we include a Grant Manager in our budget?
A. If the Grant Manager is responsible for ensuring compliance with the Miami-Dade County contract, then yes. If it is a grant writing position, then no.

Q. For the Service Priority Area "Other" what does "Other" entail?
A. That is up to your organization to make the best justification in your application that the program you are proposing under "Other" is a needed human or social service and is best considered for funding under this category.

Q. Is it required to have matching funds?
A. No, it is not required.

Q. What will happen if there are no funds available for this RFP – will the applications be held for future re-consideration?
A. Applicants may use the applications/proposals for other funding opportunities. Agencies are encouraged to seek other funding sources and use the OGC web site to search for funding opportunities.

Q. Can agencies include in their proposed budgets funding that has yet to be allocated (e.g., pending grant applications)?
A: Only include funding that has actually been received by the agency at the time of proposal submission and confirmed for a period that extends beyond April 1, 2011 (other than shared costs that are being applied for through this RFP).

Q. Are agencies required to submit multiple letters of intent to apply for each priority service area?
A. Submit only one Letter of Intent listing all the priority service areas for which you intend to apply.

Q. Can agencies serve undocumented immigrants?
A. Yes.

Q. I looked at the link for downloading the application but it does not seem to be functioning.
A. The website is functional. Please make sure to type in the web address correctly. It is http://www.miamidade.gov/Grants/RFP/rfp_0411.asp That is an underscore between the second rfp and the 0411.

Q. Can you tell me what the average grant size awarded is per category?
A. No. The total allocation of funds for this RFP is yet to be determined

Q. In most RFPs, there is a minimum outcome level required for competitive applications with the funder specifying the minimum requirement. In this case does the applicant determine what successful outcome(s) is based on previous experience in the proposed program?
A. Yes, it is up to the agency to determine their measurable outcomes. However, if awarded fund, the County reserves the right to re-negotiate the outcomes with the successful applicant(s).

Q. I went to the web address given in the RFP to look for questions, where would that be located?
A. All questions are included in this formal Addenda.

Q. Is there a page limit for the Budget Narrative?
A. No.

Q. Will reviewers utilize the Proposal Evaluation Criteria on page 21 or the Proposal Narrative instructions beginning on page 36?
A. The Evaluation/Selection Committees will use the Proposal Evaluation Criteria as the basis for their scoring and ranking of proposals.

Q. Regarding the Line Item Budget, Column II (all other County funding), does this refer to funding that have been awarded or does it mean pending RFP applications?
A. Remember that you are applying for a Budget Period that starts April 1, 2011. If you know the amount that other County programs will be allocating to your agency, then

please include those sums. Column II should also reflect shared costs that you may be applying for in a separate program request as part of this RFP process.

Q. We have four general questions which are based on one example. The questions follow the example. Our agency provides emergency shelter and a variety of very different services to victims of domestic violence and sexual assault. Example: If we were to seek funding for three programs from two priority service areas (i.e., Special Needs – Program One emergency housing/shelter for victims with adolescent children and Program Two specialized services for children who witness domestic violence and then from service priority area Children, Youth, and Families – Program Three after school programs, would the Program Narrative:
1) Require a separate write-up in the narrative to describe each of the three programs for which we are seeking funding? A. Yes
2) If yes, would we be permitted to write 4 pages for EACH Program Plan for a total of 12 pages, or would we need to include all three programs in one Program Plan narrative for a total of 4 pages? A. 12 pages, 4 page limit for EACH program proposal.
3) Would each of the three programs have their own separate budget and budget narrative? A. Yes.
4) Will the three program share the points allocated for each section in the narrative. For example, will the 35 points allocated for the program plan be divided among the three program plans? A. No, each program request has the potential to be awarded a total of 105 points for EACH individual program proposal.

Q. Are any cuts anticipated in County funding?
A. The total amount available is yet to be determined pending the BCC appropriations.

Q. Can these funds be used to apply for matching funds?
A. If another program requires a match (e.g., HUD), then yes it is allowable.

Q. Are HIV/AIDS screening supplies an allowable cost? Are client incentives allowable?
A. Yes, if necessary and justified under program plan and budget narrative.

Q. Would HIV services be funded under the Health priority area and then HIV services to formerly incarcerated be funded under Other for re-entry services?
A. Yes, this would be allowable if the programs were completely separate and justified as such.

Q. We are one agency with three neighborhood branches offering the same service at each branch. Would we only apply once?
A. Yes, one proposal with the program plan narrative explaining the services at the various sites.

Q. Is the Evaluation and Review process open to the public?
A. Yes, they will be publically noticed meetings. However, no comments will be accepted from the public.

Q. Our program is anticipating training children with disabilities to participate in karate exhibitions and tournaments. Are travel, bus, uniforms an allowable expense?
A. Yes, if adequately justified.

Q. Is it acceptable to define a specific target population?
A. Yes.

Q. When do you anticipate that the last addenda will be posted?
A. June 30, 2010. However, it is your responsibility to verify that no other Addenda were released after that date.

Q. We have various partners and collaborators. Is the page limit the same?
A. Yes, see page 37 of the RFP.

Q. Can you define the administrative cost cap? For example is a Project Administrator indirect or an administrative cost?
A. Read the budget justification narrative instructions. If time is spent directly working with clients then that should be a direct cost. If the Administrator works solely on administrative tasks, then it is an administrative cost.

Q. If we choose to apply under more than one category but split staffing across proposals how would that work?
A. It is up to your organization to decide staffing patterns strategically. There is no guarantee that one or multiple proposals submitted by your organization will be funded.

Q. The Cover Sheet includes lines under service category and service priority area. How should we fill that out?
A. You may submit your proposal with multiple programs under different service priority areas. You can use the Service Category column to put the operative name of your program(s).

Q. Does the Service Priority area Children and Adults with Disabilities include elders?
A. Yes.

Q. Where can we get information on statutorily defined areas?
A. You may go to the County Website under the Planning Department or use Google or other search engines.

Q. Under Special Needs, Matching Funds is there any limitation to how many programs they can request?
A. No, but remember they have to be distinct and separate.

Q. Will you be contacting us during the Cure Period?
A. No, we are under Cone of Silence mandates. You must come in and see staffs' technical reviews on your own.

Q. Are fringe benefits a direct expense?

A. Yes, for direct service staff. However, they can also be an administrative expense if they are for administrative staff.

Q. Is there a budget narrative form?
A. No, complete that in a Word file.

Q. What is considered proof of 501 (c)3 status?
A. An IRS Letter of Determination dated before the proposal submission due date of Thursday, July 22, 2010.

Q. In the Line Item Budget, where should Children's Trust funding go?
A. Under Column V, All Other Total Funding.

Q. We are interested in applying under the parks programming service priority area. When will the decision be made regarding whether or not parks programming will be funded under this RFP?
A. Parks programming services will be subsumed under another service priority area: Children, Youth, and Families.

Q. Can we submit multiple program requests under the same service priority area?
A. Yes, if they are distinct and separate services.

Q. If the allotted number of pages per section is not used can that space be used for another section if the total number of pages still equals no more than ten pages?
A. No,

Q. Under the CBO funding program, can a non-profit subcontract with a private for profit company to provide services (i.e., life skills services in an after school program)?
A. Yes.

Q. For the Letter of Intent is there a form?
A. No, read the instructions on page 14, Section 5.4.

Q. Is this replacing the contracts we currently have received in past years?
A. Yes, this process will award CBO funding if the BCC appropriates funding during their Budget Hearings. However, there is no guarantee that the same organizations will be awarded funding since the process is competitive.

Q. Our agency intends on submitting proposals for three different priority areas. If one of our three proposals is rejected or denied funding for any reason will the remaining two proposals be discarded or will each proposal be evaluated individually for their respective merits?
A. Each proposal will be evaluated individually as long as the applicant is eligible to apply and the proposal meets the minimum criteria for a fully competed proposal.

Q. If an organization has not received their final 2009 audit by the submission date, should the Form 990 be submitted or the 2008 audit or both?

A. The most current completed audit should be submitted.

Q. Our organization has not had an audit done but we do have financial statements. Is this adequate to apply?
A. Please submit your financial statements and you're most current IRS Form 990.

Q. Our organization services all three counties, with a third of our services in Miami-Dade. If we were chosen, would funding be awarded based on how much of our services lie in Dade County?
A. Your application should only request funding for services and program costs that are incurred in Miami-Dade County.

Q. Our services are provided in private clinician's offices, not in a central office. Would this be a detriment to our proposal?
A. It is entirely dependent on how you describe and justify your model of program service.

Q. Regarding the stipulation that 15% of costs for administration are capped; our administrative costs are closer to 50% of our total budget. Our organization has forty clinicians that offer their services pro-bono. Is there a way to include the cost of their services in the budget to lower the percentage? Or could the funds we have been awarded by another foundation count towards the administrative costs to again lower the percentage left to be funded?
A. Number one, you may not ask for more than 15% in administrative costs through this application. Number two, you may not reflect any pro bono or in kind services in your line item budget or narrative budget justification. Finally, yes you may use other funding to cover your true administrative costs.

Q. What is the total amount to be awarded in this RFP and what percentage would be awarded to a non-profit mental health provider servicing families and veterans?
A. The total amount of funding available under this RFP is yet to be determined. Refer to page 5, Section 1.8 Projected Funding Levels.

Q. On page 11 of the RFP under the heading for Children and Adults with Disabilities, it elaborates that this service priority area is for "programs offering services for the developmentally disabled, *and those programs supporting countywide core service programs*." It is unclear if this is referring to the support of specific countywide core service programs. Could we receive clarification as to what are considered countywide core service programs and a list of these programs?
A. Below this statement on page 11 are close to a dozen examples of potential countywide core service activities. It is up to your organization to clearly describe the need, target population, program plan, and a justifiable budget for your services.

Q. We attended the pre-proposal conference on June 16th where it was stated that a separate proposal narrative for question #s 1, 4, 5, 6, and 7 had to be done *"for each service."* We understand this to mean for each **service category** (e.g., Elder Needs, Children and Adults with Disabilities, etc.) and *not* for each service to be provided (e.g.,

respite, personal care, companionship, etc.). Under our assumption one narrative for each question would be provided for our Home and Community Based Services for Frail Elders Program under the Elder Needs service category which would encompass all program services in the same narratives together (e.g., respite, personal care, case management, etc.). This process would be repeated for our In-Home Supports for Disabled and Developmentally Disabled Adults Program under the Children and Adults with Disabilities service category. Is this correct and does the same understanding apply to the budget and budget narratives? If not, please provide clarification as to how these are to be approached. Also, how are the separate narratives to be packaged or ordered and does the question need to be repeated in the response or just the question number (due to space constraints)?

A. A separate proposal narrative must be done for each service priority area and each program request that you are applying for, not each service that your organization provides as part of a specific program. This also applies to each program budget and budget narrative. The packaging of the application is addressed in the Formal Addenda.

Q. Should we include a table of contents? If so, can this be placed behind the cover page?

A. You may include a Table of Contents and yes, it should be placed after page 1 and 2 of the Cover Sheet/Checklist.

Q. Can the cover page be placed on colored paper and can colored paper be used to separate the different sections of the proposal? If so, do they also need to be page numbered?

A. Yes, the cover page can be printed on colored paper. It is up to you as to where you want to start numbering your application package sequentially.

Q. Page 15 of the RFP states, "The Proposer should verify with the designated Contracting Officer prior to submitting an application that all addenda have been received"? How should this verification be done? Can an e-mail listing those received and requesting confirmation that none are missing be sent at any time prior to the proposal due date?

A. Applicants are encouraged to check the OGC web site download page for the RFP to confirm that all addenda have been received. The Contracting Officer for this RFP is Daniel, T. Wall, Director of the Office of Grants Coordination. An e-mail may be sent to his attention at dtw@miamidade.gov requesting information on any and all addenda(um).

Q. Should the Affirmative Action Plan/Policy Non-Discrimination Policy, and Procurement Policy be included as attachments to the proposal?

A. No.

Q. May we make request to our current County Contract Officer for a copy of the last three monitoring reports we have been given (due to a recent building move our documents are not currently readily available) and any other information related to past

performance without referencing the current proposal or would this be considered as a violation of the cone of silence?
A. Yes, these are public documents.

Q. In page 22 of the RFP under "Proposed Program Plan" it states in the second bullet that the narrative is to "describe an effective strategy for meeting each of the Goals and Objectives described in the Scope of Services Program Plan under which funding is sought." In the Elder Needs category are the "Goals" considered as the first bullet in bold "Programs supporting countywide and/or neighborhood based elder care services," and the "Objectives" considered the nine bullets that follow? If not, please clarify which are the Goals and Objectives. Also, if the nine bullet points are the objectives, does this mean the proposal has to address each bullet point? For example, under Elder Needs do all applicants have to propose to provide center-based socialization and recreation, as well as, nutrition services, respite, etc. or can three of the nine sub-services/objectives be proposed without loss of points?
A. The bullets in Section 3.0 Scope of Services are EXAMPLES of potential program activities only, as are the performance and outcome measures. It is up to your organization to clearly describe your program model, goals, objectives, and outcomes.

Q. Should or could a Conflict of Interest Policy be included in the proposal as an attachment?
A. No.

Q. Page 29 of the RFP under section 7.7 Civil Rights discusses the need for providers to submit affidavits related to compliance with Acts listed. Does the affidavit have to be included in the application?
A. No.

Q. Page 29 of the RFP under section 7.8 Health Insurance Portability and Accountability Act discusses the need for providers to comply with provisions of the Act. Does an affidavit or other document have to be included in the application/proposal?
A. No.

Q. On the application Cover Sheet and Checklist what goes in the "Service Category" Column? Is this the "Priority Service Areas" being applied for (e.g., Elder Needs, etc.)? In the Program column, is this where you list the name of your agency's programs related to the service category on the left? Can there be more than one program for a Service Category? If so, again it is unclear whether these would be described in the narratives individually or by service category. Please clarify (see question #3 above). Should the amount requested be entered into this column by program or by service category (e.g., there may be more than one program under service category Elder Needs)?
A. Under Service Category write in your Program Service Name. Under Priority Service Area write in the name of the service Area (i.e., Basic Needs, Elderly Services). Each distinct program should include the individual amount requested and the amount should match the individual line item budget and budget narrative.

Q. If answers to these questions are not clear or are incomplete, will we be able to respond with another request for clarification on questions submitted prior to the deadline?
A. No. The deadline for question submission was 5:00 pm on Wednesday, June 23rd. Do your best to explain your response as part of the application narrative.

Q. If applying under the service category Children and Adults with Disabilities, can an applicant just address the needs of adults with disabilities ages 18 to 59 without penalty (on points for evaluation) or do children under 18 and adults over age 59 with disabilities have to be addressed as well?
A. Your program can chose the target population that it proposes to serve except for services offered under the Criminal Justice service category. .

Q. Due to the nature of our business, we don't have personnel assigned to provide the services. We have multiple staff assigned. Last year we used the direct costs contractual services lines instead of the personnel reflecting the units of services rather than personnel. Are we going to continue using prior year format?
A. Yes, you may continue to use contractual services as opposed to individual personnel lines.

Q. My organization has a federally negotiated indirect rate. Can I just claim 15% in administrative costs without describing what they include?
A. You may claim the 15% administrative cap; however, you must describe in detail what that includes.

Q. Are audit, insurance, and accounting staff indirect costs?
A. Yes.

Q. For new agencies, is there a filing fee to apply?
A. No.

Q. Is there any restriction on how many programs I can apply for?
A. No. However, applicants are strongly encouraged to focus on those services that the organization has experience in providing.

Q. Will all questions be posted online?
A. Yes, in the written addenda. Questions asked more than once will only be posted once.

Q. If I have insurance questions, can I call Risk Management?
A. Yes, without referencing this RFP.

Q. Are Board members included in the Nepotism restriction?
A. Yes.

Q. Are school-based services allowable?
A. Yes.

Q. Is the county going to publish a list of all attendees at the five Pre-Proposal Conferences?
A. No, however, you may request that the County copy the sign-in sheets. You would have to pay for the standard copying fee.

Q. I have a new 501(c)3 organization where I have been paying all costs myself. If I am awarded funds through this process is there an expectation of maintenance of effort on my part? And, can I use some of the new dollars to pay myself back for my expenses?
A. There is no maintenance of effort mandate. However, you cannot use these funds for any costs that were incurred before the Budget Period start date of April 1, 2011.

Q. Can services be provided in a mobile setting?
A. Yes, but make sure to include all pertinent costs (i.e., mileage, facility rental).

Q. Does the nepotism clause also refer to volunteers?
A. No.

Q. Is capacity building an allowable service category?
A. No. However, in certain cases technical assistance to agencies/businesses may be considered under economic development.

Q. Is the 1% Evaluation component going to be bid through this RFP?
A. No, a separate RFP will be released.

Q. Do I need to have office space before I apply?
A. Technically, no. However, it needs to be very clear in your proposal when you plan to start providing services and in what location. Also, remember that even in the best of circumstances, you should have at least a month or more in cash flow before you will be reimbursed by the County if awarded funds and the County will not reimburse for any expenses before the contract start date.

Q. When will the Addendum be posted?
A. The County plans to have this Addenda posted by Wednesday, June 30th. The County also expects that there will only be one Addendum. However, it is up to your organization to verify that fact.

Q. Will offering countywide services get you the entire five (5) points under Question 7 in the program narrative?
A. It depends on how well you describe and justify that section.

Q. Do you want the cover sheet and checklist to be used as the divider between services?
A. The Cover sheet and checklist must serve as the first two pages of your entire application package. It is up to you if you want to use as a divider between individual program proposals.

Q. Do we have to reflect a multi-year contract in our budget(s)?
A. No, only a twelve (12) month budget period from April 1, 2011 through March 31, 2012.

Q. Will the contract be cash or accrual based? Will we be reimbursed on a 1/12 basis?
A. The contract will be cash based and most likely will be based on a 1/12 reimbursement.

Q. On the Cover Sheet/Checklist it asks for a Corporate Seal and I don't have one. What do I do?
A. Get the sheet notarized.

Q. Is assisted living a fundable category?
A. It could be as long as other funding (i.e., Medicaid, Medicare, private insurance) is not supplanted.

Q. Does nepotism apply to subcontractors?
A. Yes, all contract terms and conditions apply to subcontractors.

Q. If you contract with a psychologist should it be a direct or contractual expense?
A. That is a business decision that your organization needs to make.

Q. If you use tables in your narrative, can they be 10 point font.
A. Yes, as long as it is legible.

Q. What if an agency operates under a fictitious name such as a DBA?
A. The IRS letter must be in the legal name of the organization. If the IRS letter does not match, you must include an additional legal document showing that the organization is one and the same.

Q. Can a current contractor use their Scope of Work in the program narrative?
A. If the Scope of Work answers all questions posed in the program narrative, in the order that they are asked, then yes.

Q. Are there guidelines or caps for employee salaries?
A. It is up to you to determine and justify your employee salaries using either market research or industry standards.

Q. Is it necessary to have letters of agreement or memorandums of understanding between you and your partners?
A. No, however, it may be a contract execution requirement.

Q. Under Parks Programming activities, which will be moved to the Children, Youth , and Families priority service area, do the activities need to take place in County parks?
A. Yes.

Q. Should we document our past performance ourselves or let the County document it?
A. Document past performance in the program narrative yourself.

Q. When will I know if we have been awarded funds?
A. Award letters are expected to be released sometime in January 2011.

Q. If we had a past performance issue, do we attach an explanation and/or a corrective action plan?
A. Explain it in your narrative. Do not attach anything that is not requested in the RFP.

Q. Can we request a one or two month advance?
A. Depending on appropriation levels, whether or not you have been selected for an award, past performance, and other additional factors at the County's discretion, an advance may be an option.

Q. Can an out-of-state 501 (c)3 apply?
A. If your organization is also licensed appropriately and legally operating in the State of Florida and has included proof of such, then yes.

Q. For a joint venture, do we submit the audit in the name of the parent organization?
A. You must submit the audit for the legal applicant.

Q. Can award dollars be used for construction, renovation, re-hab, re-modeling, etc.?
A. No.

Q. Can we use this money to pay for our 501(c)3 status?
A. No.

Q. We intend to apply with a partner. Do we apply twice?
A. No, one entity must be chosen as the applicant.

Q. If you are already registered as a vendor with the County, do we need to re-apply?
A. No.

Q. Can outpatient medical care be funded?
A. No.

Q. Can we purchase a vehicle with these funds?
A. Potentially, if there is adequate justification.

Q. Do you have to have been in business for a certain period of time?
A. No.

Q. I am confused about the one written page maximum for each service. My program provides reading, computer, life skills, and physical education classes; is each considered to be a service?

A. What you are describing are activities that are provided within your one program.

Q. The application checklist requires the Miami-Dade County Collusion Affidavit to be included in the application. Please clarify?
A. This was an oversight that was addressed in Item 3 of this Addenda. The Affidavit is only included for informational purposes only and does not need to be submitted with your application.

Q. Can a vendor submit more than one program in a single proposal in a given service priority area? Can we put in one application with two different program proposals?
A. Yes, if they are distinct and separate programs.

Q. If an organization has not yet received their Fiscal Year 2009 audit is it okay for them to submit their 2008 audit?
A. If that is the most current one your organization has, then yes, pleased submit the 2008 audit.

Q. Under the service priority area Children and Adults with Disabilities, would a grant proposal lose points if the agency solely provides recreational activities to children with disabilities and the program is not focused on cultural enhancement?
A. Remember that the service priority area definitions are broad examples of potential activities. It is up to your organization to describe your services and program clearly in order to establish its merit.

Q. Must programs in all categories be evidence-based programs?
A. That is the preference; however, your organization should at least be able to come up with measurable outcomes to describe the impact of your services on your target population.

Q. Question 3 on the Checklist in Appendix A is asking if documentation of an operating budget is included. If you use a 2008 or 2009 audit it may not be reflective of the 2011 budget.
A. If the audit is significantly different from what you know to be your 2011 operating budget, please briefly describe why and by how much.

Q. If we are currently receiving funding from Dade Community Foundation for HIV/AIDS Prevention is this now the venue to apply for County funding?
A. Yes.

Q. Should we include funding that we know we will have on April 1, 2011 but the budget period is different?
A. Pro-rate the difference in funding and include in the line item budget.

Q. Do churches have to have an IRS letter of Determination as well to prove they are 501(c)(3) organizations?
A. Yes.

Q. Are multiple programs scored individually? Could they all receive 105 points?
A. Yes, they are scored individually.

Q. We have an IRS Letter of Determination that will expire in September 2010, is that a problem?
A. Not for submission of the application; however, if your organization is successful, we will need to see the new unexpired Letter of Determination before we execute a contract with your agency.

Q. If we do not have an audit but do have financial statements, can we include those?
A. Yes and also include your most recent Form 990.

Q. If we are partnering with another organization does one have to be a lead agency?
A. The County will only contract with one organization per program.

Q. How can we advocate with the BCC if we are under the Cone of Silence?
A. You may advocate without any reference to this RFP or this process.

Q. We have two locations, one that is in a high-need area and the other is not. Will we get the total 5 points?
A. That will be determined by the Evaluation/Selection Committee that reviews and rates your proposal.

Criminal Justice Program Questions

Q. There is no detailed description of programs that are available for possible funding under the RFP except for the criminal justice priority areas. Will other programs be available for funding under this RFP and if so will a detailed description be provided?
A. Section 3.0 Scope of Services provides examples of potential activities that may be funded under the distinct service priority areas. For the criminal justice programs, the Youth Crime Task Force and the Dade-Miami Criminal Justice Council have been very specific about the science and evidence-based models that will be funded.

Q. None of the programs described in the criminal justice priority areas have a total dollar amount assigned, and a total is need in order to guide the design of the programs. Will total amounts be provided for each priority area?
A. Page 5, Section 1.8 of the RFP clearly states that "The final amounts to be awarded in each category are subject to the availability of County CBO funds as determined during the Fiscal Year 2010 – 2011 Budget hearing that will be conducted in September 2010. There is no guarantee that funds will be allocated for community-based human and social services."

Q. The Family Intervention Services (FIS) priority area has been sub-divided into four models; currently only one model – FFT – is funded under FIS. All the additional models that are listed are top rated evidence-based approaches, however, I wanted to caution that a minimum amount of staffing and funding is needed to implement teams that adhere to at the very least the FFT and MST models. Will the County research the minimum requirements for these models in order to ensure adequate funding for each?

Alternatively, can a subset of these four models be selected to ensure appropriate funding?
A. The County has staff that is very familiar with Youth Crime Task Force and the Dade-Miami Criminal Justice Council programs and service interventions. However, it is up to the potential applicant to determine the amount of funds necessary to conduct the intervention and justify that in the application.

Q. SNAP also has minimum requirements in terms of staffing and funding in order to function as a certified team. Will the county research the minimum requirements for the SNAP model in order to ensure adequate funding?
A. The County has staff that is very familiar with Youth Crime Task Force and the Dade-Miami Criminal Justice Council programs and service interventions. However, it is up to the potential applicant to determine the amount of funds necessary to conduct the intervention and justify that in the application.

Q. Jail Tour (Program Model Section, Page 18, Note: paragraph 3)
The new RFP reflects the research proven facts that programs based on fear are not effective (i.e., "Jail Tours"). It is agreed that attending the Jail and Morgue tours done in isolation with no processing are indeed ineffective and in fact become "another story for the street." However, when a jail tour is done following a class on the differences in the adult and juvenile systems; and provides opportunities for in depth discussion of consequences of choices, the knowledge and attitude of the youths change. *We ask that you consider this in the RFP and permit the Jail Tour Class under these circumstances.*
A. APPLICANT ORGANIZATIONS MAY INCLUDE "JAIL TOURS" AS PART OF A COMPREHENSIVE/HOLISTIC CURRICULUM WHERE SUCH ACTIVITY IS CONDUCTED ALONG WITH THE APPROPRIATE EDUCATIONAL MATERIALS THAT PLACE THE TOUR IN A THERAPEUTIC CONTEXT. THE BENEFITS OF THE PRACTICE (I.E., JAIL TOUR) MUST BE DOCUMENTED FROM THE BODY OF LITERATURE THAT SUBSTANTIATE THE BENEFITS OF SUCH ACTIVITIES.

Q. Peer Mentoring (Program Model Section, Page 18, Note: paragraph 3)
The new RFP reflects concern of grouping "younger with older teens." However, we have found one of the most effective components is Peer Mentoring, which is to utilize program graduates to work with all of the clients in the program. *We request the RFP would specifically reflect the peer mentoring practice.*
A. THE GROUPING (YOUNGER WITH OLDER TEENS) MENTIONED IN THE RFP REFERS TO ACTUAL CLIENTS. OLDER MENTORS UTILIZED BY THE APPLICANT ORGANIZATION SHOULD BE GRADUATES OR EX-CLIENTS THAT SUCCESSFULLY GRADUATED FROM AN INTERVENTION PROGRAM. CURRENT ACTUAL CLIENTS SHOULD NOT BE MIXED (YOUNGER WITH OLDER TEENS)

Q. Targeted Participants (page 19, paragraph 1)
The new RFP reflects targeted juveniles, ages 13 to 17. Over the past eleven years the referral ages of our clients have changed to include younger youths. Research has shown that recidivism in violent trauma escalates. Many of the youths presenting with gun charges had previous charges for other weapons and fighting. Lowering the age to

12 and developing the Abbreviated Track component (please refer to the "Abbreviated Track Program" section) enables the program to capture these specific boys before they resorted to guns, which consequently decreases recidivism. *We ask that the age requirements of juveniles change to 12 – 17.*
A. APPLICANT ORGANIZATIONS MAY IN INCLUDE IN THE TARGET POPULATION FOR THIS FUNDING PRIORITY JUVENILES AGES 12-17. THIS DOES NOT APPLY TO OTHER JUVENILE JUSTICE FUNDING CATEGORIES.

Q. Abbreviated Track Program (Performance Standard, page 19, #1)
The new RFP requires JWOP to, "Enroll youth in no less than six months of intervention programming." However, the new RFP no longer allows for the Abbreviated Track component, which was developed in order to meet the needs of clients with mandates of less than one hundred hours of community service; civil citation and diversion program referrals from the Juvenile Services Department. The original six-month curriculum was modified for these clients. The length of time for the Abbreviated Track Clients is determined by JSD Case Managers. *We ask that the option to enroll clients for less than six months be included in the new RFP.*
A. RESPONSE: THE DURATION OF THE PROGRAM INTERVENTION SHALL REMAIN AT NO LESS THAN SIX MONTHS OF INTERVENTION.

Q. Learning Group Sessions (Performance Standard, page 20, #2)
The new RFP reflects that youths are "involved in a 60-minute structured learning group no less than twice (2) a week." Within the current contract, classes for groups are held for 2-hours twice a week. Allowing clients to only attend for one hour would result in a program longer than six months. *We request that the RFP allow at least two hour sessions.*
A. APPLICANT ORGANIZATIONS NEED TO SUBMIT A TIME-BALANCED CURRICULUM WHERE THE MINIMUM 6-MONTH INTERVENTION IS ACHIEVED. THE PROPOSED PROGRAM MUST INCLUDE MULTIPLE ACTIVITIES WHERE THIS CAN BE ACHIEVED THROUGH REGULAR WEEKLY INTERVENTIONS. THIS RFP'S GUIDELINE FOR STRUCTURED LEARNING GROUP REMAINS AS STATED.

Q. Home Visits (Performance Standard, page 20, #3)
The clients' Juvenile Probation Officers and/or Case Managers currently provide the home and school visits, which are then reported to JWOP staff. JWOP works in collaboration with DJJ and JSD, which includes weekly communication and monthly reports. *This is a new requirement and we ask if the current process in place would be sufficient to meet this Performance Standard in order to reduce duplication of efforts.*
A. APPLICANT ORGANIZATIONS NEED TO ADDRESS HOME VISITS AS A PERFORMANCE STANDARD – REGARDLESS OF WHATEVER PRACTICE HAS BEEN IN PLACE IN THE PAST. THIS IS A NEW REQUIREMENT.

Q. Post Graduate Follow-Up Program
The new RFP no longer includes this component of the program which was developed in order to serve clients with additional needs. In June of 2008, a proposal of an amendment to the current activity was approved. The purpose of this additional

program component is to serve the needs of the clients who have graduated successfully from the GATE Program for Juvenile Weapon Offenders, however, continue to struggle with various aspects of their lives (i.e., school related issues, family difficulties, anger management, behavioral control, self-monitoring, etc). **We ask that the Post-Graduate Follow-Up component be included in the new RFP.**
A. THE RFP REMAINS AS IS IN THIS AREA. APPLICANT ORGANIZATIONS WILL NO LONGER INCLUDE POST-GRADUATE FOLLOW-UP. THE INDEPENDENT EVALUATOR WILL WORK WITH EACH FUNDED PROGRAM REGARDING FOLLOW-UP DATA.