



Carlos A. Gimenez, Mayor

DATE: April 22, 2016
TO: Prospective Proposers
FROM: Daniel T. Wall, Contracting Officer
SUBJECT: RFP No. CBO1516 – FY 2015-16 Human and Social Services Community-Based Organization Funding
PROPOSAL SUBMISSION DEADLINE: 2:00 P.M., Friday, May 6, 2016

FORMAL ADDENDUM No. 2

This Final Addendum is hereby made a part of the Request for Proposals (RFP) No. CBO1516 for Human and Social Services Community-Based Organization Funding.

Item 1. Submission Deadline and Timeline:

Cover page – Strike “Proposals are due at the address shown below no later than Friday, April 29, 2016 by 2:00 p.m.” and replace with “Proposals are due at the address shown below no later than Friday, May 6, 2016 by 2:00 p.m.”

Page 14 – Strike “4/19/16 RFP Addendum posted to OMB-GC Website” and replace with “4/22/16 RFP Final Addendum posted to OMB-GC Website”.

Page 14 – Strike “4/29/16 Proposal Submission Deadline (2:00 p.m.)” and replace with “5/6/16 Proposal Submission Deadline (2:00 p.m.)”.

Page 14 – Strike “5/2 – 5/27/16 Staff Review and Sorting of Proposals” and replace with “5/9 – 5/27/16 Staff Review and Sorting of Proposals”.

Page 16 – In the first line of the last paragraph, strike “Applications are due to the Clerk’s Office on or before 2:00 p.m. on Friday, April 29, 2016.” and replace with “Applications are due to the Clerk’s Office on or before 2:00 p.m. on Friday, May 6, 2016.”

Page 20 – In Section 6.0 Evaluation and Selection Process of Applications, strike “Friday, April 29, 2016” and replace with “Friday, May 6, 2016”.

Page 29 – In Section 8.0 Application Checklist for Fully Completed Application and Prescribed Order, on the bottom of the page in the sentence before the last paragraph, strike “Friday, April 29, 2016” and replace with “Friday, May 6, 2016”.

Item 2. Criminal Justice – Detailed Service Descriptions (separate document):

Page 17 – General Introduction, in the third statement of the fourth paragraph strike “Brief Systemic Family Therapy® (BSFT®), estimated funding: 4% of the total funding available, to serve 32 families” and replace with “Brief Strategic Family Therapy® (BSFT®), estimated funding: 4% of the total funding available, to serve 40 families”.

Item 3. Fillable Forms:

The following revised fillable forms have been posted online at:

<http://www.miamidade.gov/grants/RFP/1516CBO/rfp-1516CBO-email-login.asp>

- A) Board of Directors List (PDF)
- B) Board of Directors List (Word)
- C) Appendix E (revised to correct signature field functioning on Affidavit D-1 and Lobbyist Registration for Oral Presentation)

No changes or alterations of any kind may be made to the forms, except to fill in the blanks and provide all required information.

Item 4. Clarification of Written Questions:

Questions may have been edited for clarity.

Q. What is the address and floor and to whom do I give all the papers of the grant?

A. Fully completed proposals that meet all of the requirements set forth in the RFP document may be submitted to the Clerk of the Board of County Commissioners at the Stephen P. Clark Center, 111 NW 1st Street, 17th Floor, Suite 17-202 in advance of the submission deadline.

Q. The RFP Download form does not appear to be functioning properly, help?

A. The page is functioning properly, if you received an error message, it is possible that you might have entered your e-mail address incorrectly. Please try again, check that you have entered your e-mail address correctly, and contact the contracting officer for this RFP if you continue to have technical difficulties.

Q. My e-mail address has changed, may I provide the new address to the County so the County can update the contact files?

A. No, the Proposer must re-register on the RFP Download page using the new e-mail address.

Q. Will non-PDF versions of the affidavits be posted online?

A. No. Proposers may download the latest version of Adobe Reader which may provide the ability to fill out the PDF forms.

Q. Will you post fillable forms in alternative formats?

A. As of today's date, no additional forms will be posted. As an alternative, Proposers may print the blank forms and complete them using a typewriter or manually.

Q. Could you please post a copy of the CBO Application Report Card?

A. No, the CBO Application Report Card will be produced based on the proposals that are submitted. Proposers will be advised of their rating via e-mail and given a chance to provide a brief written response during the proposal cure period.

Q. How can we obtain a required MOU from Miami-Dade County Public Schools?

A. Proposers are not required to submit MOUs from Miami-Dade County Public Schools. Proposers may elect to include a letter of commitment from Miami-Dade Public Schools that states that the parties will negotiate in good faith to enter into a site or partnership agreement if the proposal is funded. The important thing is to document that there has been a past relationship or discussion between the two parties as it relates to programs involving a school(s). For more information, feel free to visit the Miami-Dade County Public Schools web site at <http://www.dadegetsgrant.net/#!/letters-of-support-c1wee>.

Q. Where in the proposal do we include additional attachments like MOUs and staff resumes?

A. Proposers may include an additional attachments section at the end of the proposal after all other required attachments.

Q. Must the proposal follow the specific format or does it suffice if it has all components?

A. The proposal should follow the prescribed format.

Q. I am with a non-profit after school program, we have 5 schools located in Dade County that serve low income students, and we offer many other services. Would we qualify for this RFP?

A. Eligibility to apply for funding under this RFP is not dependent on the type of service you offer or a specific target population to be served, but rather on the legal corporate structure of the organization. Specific eligibility requirements may be found in the RFP document on page 6, in section 2.0 RFP Requirements, A.

Q. As a new organization that doesn't have a two year history, are we eligible to apply for the grant?

A. Yes, as long as all other eligibility requirements are met. Specific eligibility requirements may be found in the RFP document on page 6, in section 2.0 RFP Requirements, A.

Q. If an organization is the fiscal sponsor to another organization, are both organizations eligible to apply for funding?

A. Only eligible organizations may apply for funding. If the fiscal sponsor is eligible and the other organization is not, then the fiscal sponsor must submit the proposal in their name.

Q. Does the \$1 million funding request cap apply to subcontracts with other organizations or only to the proposal where the subcontractor is included?

A. The cap applies to each proposal, including funding that may pass through to a subcontractor. In the scenario presented, the subcontractor could also submit a separate proposal that would be subject to a separate \$1 million funding cap.

Q. On page 24 of the Draft Agreement, what is meant by “on reimbursement basis”? Is this funding a grant or a loan?

A. This is grant funding and not a loan. However, if the Proposer is offered a cost-based contract, then it means that the successful Proposer will have to pay the expenses and then after the fact submit paid receipts, cancelled checks, etc. to the County in order to receive reimbursement for these expenses.

Q. We are applying under a fiscal agent, I would like clarification on exactly where in the application we present the legal and financial documentation for the fiscal agent and for our organization?

A. All required legal documents must be submitted in the name of the Proposing organization (fiscal agent), and financial information may be submitted for both – first for the Proposer (fiscal agent) and then for your organization.

Q. Are we allowed to partner or collaborate with a private entity like a university?

A. Yes, as long as all other requirements in the RFP are satisfied.

Q. We are partnering with a nonprofit to provide services and that nonprofit is also applying for funding under a different category. Where in the proposal narrative should these facts be stated?

A. The Proposer may elect to mention the partnership in all sections of the narrative where the partnership is relevant.

Q. We are applying through a fiscal agent, and we currently provide services in another county. Are we allowed to use staff knowledge, previous experience, and monitoring reports from that other program?

A. Yes, but keep in mind that reviewers may value local experience more highly.

Q. If two departments within a large local university each want to apply, can the university submit one proposal that would include the two department’s separate programmatic requests?

A. Yes.

Q. Will the awards be made through one single contract for the awardee organization?

A. Yes, to the greatest extent possible.

Q. If our organization is submitting one application that includes multiple programmatic requests, do we submit one comprehensive budget for all programs or separate budgets for each program?

A. Proposers should submit a separate budget for each programmatic request included in the proposal.

Q. Regarding the required agency-wide budget, may we submit the budget if it reflects our organization's fiscal year?

A. Yes.

Q. The addendum stated that funds received must reflect existing dollars, does that mean that we have to revise our existing agency-wide budget?

A. If the changes are significant, the Proposer may elect to update the agency-wide budget. Otherwise, the Proposer can discuss the changes in the proposal narrative.

Q. Per Addendum Number 1, it states that the required agency-wide budget should not include in-kind donations. If our current agency-wide budget that was approved by our Board of Directors includes in-kind donations, do we need to amend the budget and remove these donations?

A. The Proposer may elect to either remove in-kind donations from the required agency-wide budget or provide a detailed explanation of these donations as part of the proposal that includes information necessary to distinguish cash in the agency-wide budget from in-kind resources.

Q. To reflect positions on the budget that are not currently filled and need to be hired, do we use To Be Determined (TBD) or To Be Announced (TBA)?

A. Either one is acceptable.

Q. What is the difference between partnering and subcontracting in terms of the budget?

A. No difference. Costs associated with the partner/subcontractor would be reflected on the budget as subcontract-related expenses and then broken out or detailed in the narrative budget justification.

Q. Is it possible that the County would fund only a partial amount of the grant request?

A. Yes.

Q. Is this RFP pass/fail or "you get what we can give"?

A. Proposers recommended for funding are not guaranteed to receive the exact amount of funding requested in the proposal.

Q. The IRS made mistake in the name of my organization and I have submitted the correction, but it may take 60 days for the correction. What do I do?

A. Submit all required documents as part of the proposal, explain any and all names variations on any of the forms in the proposal narrative, and submit additional documentation to support your explanation.

Q. We are in the process of consolidating several non-profits into one entity. As such, we have our 501(c)(3) under a different name. Should we apply under our existing name?

A. Yes. See the answer to the question immediately above as well.

Q. My organization has submitted the application for 501(c)(3), with proof of the application submission and acceptance, do we qualify for this grant?

A. In order to be eligible to apply for funding under this RFP, the Proposer must submit a copy of the IRS letter of determination of 501(c)(3) status in the legal name of the proposing organization with a date prior to May 7, 2016.

Q. We are a small organization with a budget of less than \$50,000 and no paid employees and file a postcard 990N, why are we expected to produce a qualified CPA report?

A. An audit report and certified financial statements are not required. However, at a minimum, a copy of your organization's 990 is required and must be submitted as part of the proposal. Please see page 14 of the RFP document, Section 4.0 Audit Requirements for more details.

Q. If the Proposer submits a fiscal audit, must they also provide a separate annual agency-wide operating budget?

A. Yes.

Q. Do we have to submit bank statements if we submit our certified audit?

A. No.

Q. Are Anti-violence initiatives limited to youth and children only?

A. No.

Q. In light of the reduced amount of funding to \$14,180,000, and the percentages that are locked in for the criminal justice grants, how does the County envision serving more clients with less money in the FIS-FFT and SHOSib programs?

A. It is anticipated that the County's Youth Crime Task Force and the Dade-Miami Criminal Justice Council will reallocate the funding that was originally allocated to the Juvenile Drug Court Support Assessment and Case Management sub-category after the submission of proposals. Proposers are encouraged to request the amount of funding necessary to provide the specific evidence-based service(s) and meet the required quality measures for each.

Q. What will be the funding amount for the Weapons Intervention sub-category of the Criminal Justice category?

A. The final possible allocation is not known at this time since it is anticipated that the County's Youth Crime Task Force and the Dade-Miami Criminal Justice Council will

reallocate the funding that was originally allocated to the Juvenile Drug Court Support Assessment and Case Management sub-category after the submission of proposals.

Q. The Criminal Justice FIS/BSFT section, says that the agency must already be in contract for BSFT training, does this mean that we cannot request funding for training staff in the BSFT model as part of the budget?

A. No, Proposers may request funding for training. The RFP requires that the Proposer have already entered into a formal licensing or certification agreement only.

Q. Is it possible to include JSD clients AND at-risk boys identified by other entities as the population that will receive SNAP services?

A. No, eligible referrals are limited to JSD and the Florida Department of Juvenile Justice.

Q. Are we able to apply for more than one geographic area to provide FEP services or design one FEP program for two locations?

A. Yes, either option is acceptable.

Q. The Criminal Justice section of the RFP refers to an independent evaluator, does the Proposer have to contract with an evaluator or will the County provide one?

A. An independent evaluator will be provided by the County and should not be included in the Proposer's budget request.

Q. Can you target more than one neighborhood under the same program?

A. Yes.

Q. If we are submitting a grant proposal for a children's choir and to teach them to play instruments, can the cost of the instruments be included in the grant?

A. Yes, provided that all other RFP and contract requirements are met.

Q. If we are submitting a grant request for enlarging our daycare services to include infants, can the items such as cribs be included in the request?

A. Yes, provided that all other RFP and contract requirements are met.

Q. Can the salaries of the staff be included in the grant?

A. Yes, provided that all other RFP and contract requirements are met.

Q. Are player or team registration fees paid to the County, state, or directly to sports leagues direct costs?

A. Based on the limited information provided, it would appear that if explained well and justified in the budget narrative they would be direct costs.

Q. We provide services that include the distribution of special equipment to clients such as hearing devices, hearing aids, etc. Can part of the request include funds for equipment of this kind making it a full service for the client?

A. Based on the limited information provided, it would appear that these expenses would be allowable if explained well and justified in the proposal and budget narrative.

Q. In terms of the budget, is there a percentage cap on the amount of money that can be applied towards program equipment?

A. No.

Q. If awarded funding for a school-based program, may the successful proposer spend grant funds during the school year but before the start of the contract period, anticipate to be February 1, 2017.

A. No. Grant funds may only be used to cover expenses incurred during the contract period.

Q. May clients who are directly served and who complete summer internships be provide with stipends that are paid for with grant funds?

A. Yes, provided that all other RFP and contract requirements are met.

Q. Can the grant cover travel costs for transporting Miami-Dade student on a field trip to a location outside the county?

A. Yes, provided that all other RFP and contract requirements are met.

Q. If a direct service provider is driving to and/or from the session where direct service is provide, is that travel cost considered direct service?

A. It would not be consider direct service, but it may be considered a direct expense in terms of the budget if the travel is between the agency location and the actual service site, which could include the clients' home.

Q. Can agencies hire employee from a Service Employment Program that is federally funded?

A. Yes, provided that all other RFP and contract requirements are met.

Q. Can we include a grant writer or development personnel in the budget?

A. No, these are not direct services and not allowable expenses.

Q. Please confirm that for Required Attachments on page 29 of the RFP, the two most recent independent site visit reports are for current County grantees only?

A. No, proposers not previously funded by the County but funded by other sources should include reports issued by these other funding sources.

Q. For applicants not currently funded by the County, would it be appropriate to attach recent site visit monitoring reports from another government funder such as The Children's Trust?

A. Yes.

Q. If we are applying within several Service Priority Area's do we need two site visit reports for each priority area?

A. Proposers are not required to submit two site visit reports for each priority area but may elect to do so.

Q. If the site visit report we are submitting required a corrective action based on a finding, do we submit a copy of the corrective action report and do we also submit a copy of the funder letter approving the corrective action plan?

A. Proposers do not need to submit the corrective action plan but should instead submit documentation indicating that the funder has approved the corrective actions.

Q. If current funding sources do not issue monitoring reports, will a letter of approval from the funding source be sufficient?

A. Yes. Proposers are also encouraged to provide an explanation in the proposal narrative.

Q. Can you insert cover pages between each of the attachments?

A. Yes.

Q. Do such cover pages have to be the same font (Arial or Times New Roman – 12-point)?

A. No.

Q. Do we start numbering our pages from the cover sheet?

A. No, Proposers may elect to start numbering the pages of the proposal starting with the first page of the proposal narrative.

Q. Can the cover sheet and checklist be signed by the CEO of the organization or does it need to be signed by an Officer of the Board?

A. The cover sheet and checklist must be signed by someone who is legally authorized to sign contracts, grants, etc. on behalf of the proposing organization.

Q. On Affidavit D-1, what goes on the line for “Applicant Name”?

A. The name of the proposing organization.

Q. On the online Affidavit D-1 and the “Lobbyist Registration for Oral Presentation” form, the name of the proposing organization entered at the top of the form for “Applicant Name” appears as the applicant name in the signature portion of the form, what do we do?

A. If necessary, manually print the name of the person signing the form. A revised Appendix E has been posted online to correct these errors.

Q. In reference to the Due Diligence Checklist, where do we provide this information?

A. Proposers may elect to address this information in the proposal narrative and include additional supporting documentation as an attachment to the proposal.

Q. Could you direct me to the organizations referenced in the Due Diligence Checklist?

A. Using the information provided on the form, the Proposer should be able to search for these resources on the internet.

Q. Where can I search to be sure that our agency is registered with the County.

A. Vendor Registration with the County is a condition of award and not required prior to the submission of a proposal. If you are recommended for funding, further instructions and a link to the appropriate web site will be provided.

Q. My organization's Board has 24 members, and when I type in the addresses, but it does not print beyond two lines. Would it be acceptable for me to create my own Excel spreadsheet where the information would be visible?

A. Yes. However, two versions of the revised Board of Directors form have been posted online to correct this error.

Q. On the first page of Appendix E – Affidavits and Requirements, there are blank sections, will there be a revised form or is this the final version?

A. This is the final version of the form and those sections were intentionally left blank.

Q. After Appendix E there appears to be a two page form with no title nor explanation which requests "Solicitation Title", etc. and continues on page two with a reference to "Small Business Enterprise Contract Measures". Does this form need to be completed and submitted as part of the proposal?

A. Yes, this is part of Appendix E, and all forms in Appendix E must be fully completed, by answering the questions posed, and submitted as part of the proposal.

Q. Is it a requirement to include the phone numbers for the Board members?

A. Yes.

Q. Do I have to complete and submit a copy of Appendix J as part of the proposal?

A. No.

Q. Our agency currently receives funding under the Children, Youth and Family category for domestic violence services, but the new RFP lists domestic violence under Special Needs, under which category should I submit my proposal for this service?

A. Remember that the bulleted services listed for each of the service categories (with the exception of the Criminal Justice service category) are just examples. Proposers may elect to submit their funding request under the service category that makes the most sense to them using the service examples as a guide and explain their decision in the proposal narrative.

Q. Within the Children, Youth and Families category, can we provide free swimming lessons? Is this eligible?

A. Proposers may elect to submit their funding request under the service category that makes the most sense to them using the service examples as a guide and explain their decision in the proposal narrative. Based on the limited information provided, it appears that the proposed services would be eligible as long as all other RFP requirements are met.

Q. Are children and youth ages 0-22 years in the child welfare system (dependency) considered to be in the County's priority area for Special Needs?

A. Proposers may elect to submit their funding request under the service category that makes the most sense to them using the service examples as a guide and explain their decision in the proposal narrative.

Q. Should the Project Manager (single point of contact) that we are asked to identify in question 5 be an administrator whom the County would conduct contract negotiations with or the project supervisor?

A. The Project Supervisor.

Q. In the proposal narrative, item 5 says to provide a staffing plan including the name and qualifications of the Project Manager. Does the Project Manager need to be the same person who is listed on the cover sheet and check list as the official applicant?

A. No.

Q. Under Collaboration and Coordination, item 6, do you want justification for use of for-profit subcontractors only or non-profit subcontractors as well?

A. While the use of subcontractors should be explained in the proposal, the use of for-profit entities should be explained AND justified.

Q. Per Appendix B, item 6, do you want formal MOUs or collaborative agreements for current subcontractors?

A. Yes, if the subcontractor plays a key role in the delivery of services.

Q. Does the County define cost-effectiveness as “per-person served” or in terms of the cost to society in the future if the target population does not receive the proposed service?

A. Both of these responses may be considered when evaluating the cost effectiveness of services.

Q. Under the Program Plan section of the narrative, there is a segment relating to cost effectiveness that asks for the “Maximum number of clients that can be served at one time”. What does this mean?

A. Please indicate the program’s maximum capacity to serve clients at any one time which is different than the maximum projected total of clients to be served during the entire contract period as slots may become available during the contract period due to attrition, etc.

Q. Does the County have a list of “Quality of Life Indicators”?

A. No.

Q. Can certain program components be denied and others accepted in the same service priority area?

A. Yes, reviewers can elect to make their funding recommendations contingent on the proposer agreeing to eliminate a particular program component or line item in the proposed budget.

Q. Regarding the line item budget, do we only need to fill out the first column or do we need to show all the proposed funding for the program in the remaining columns?

A. Proposers must complete all of the columns on the form as applicable. Detailed instructions for properly completing the form may be found on page 2 of Appendix C.

Q. For the budget, do we only list those line items which we would like County funding for, or do we list all line items for the proposed program?

A. Only include those line items where County funding will at least partially support the expense. Keep in mind that if other obvious and necessary expenses are required to run the program but are funded by another source, then it may be important to explain this in the proposal narrative.

Q. Do the budget forms need to be signed?

A. No.

Q. If we are recommended for funding, then how does the extension for our current grant work?

A. If new contracts are awarded as a result of this RFP, then current CBO contracts will not be extended any further.

Q. Will currently funded CBOs receive funding until the end of the year?

A. The Board of County Commissioners has approved an extension of current County CBO contracts through the end of the current County fiscal year.

Q. Our agency currently follows the State of Florida Department of Elder Affairs guidelines regarding Level 2 background checks, would this practice be acceptable under a CBO contract?

A. Yes, the contract requires that you comply with state law in this regard.

Q. In terms of the Cone of Silence, are we allowed to communicate with the responsible contracting officer?

A. Yes, while adhering at all times with the Cone of Silence requirements. It is preferred that you communicate in writing (e-mail is acceptable) with a copy to the Clerk of the Board.

Q. What are the communications in writing at any time that are permitted?

A. Any communications that are not expressly prohibited by the RFP document.

Q. Who is on staff at the Vendor Assistance Center?

A. The Vendor Assistance Center is staffed by employees of the County's Internal Services Department (ISD). However, be aware that this RFP was not issued by ISD and instead was issued by the Office of Management and Budget – Grants Coordination.

Q. Who would appoint the three member informal appeals panel?

A. The Office of Management and Budget as the issuing department.

Q. Will the members of the informal appeals panel be employees of the County and trained as a reviewer?

A. Not known at this time.

Q. How can we ensure that reviewers for elderly proposals are experts in the field of aging? What questions can be asked of reviewers to ensure that they were not past monitors of the agencies being rated?

A. The County will strive to ensure that to the greatest extent possible all review committees will include subject matter experts in: the field related to the service proposals being reviewed, non-profit management, finance, budgeting, or accounting, etc. Reviewers are trained to rate only the written proposals before them and not to factor in any prior knowledge related to an organization, therefore, former contract monitors do not necessarily have a conflict. Further, all reviewers will sign a Affidavit that attests to the fact that they do not have a conflict with the organizations they are rating.

Q. What process has been implemented to deal with extreme variation in scoring – will the highest and lowest scores be thrown out?

A. No, extreme variation in scoring is addressed during the review committee's discussion.

Q. We would like to request a list of the members on the review committee for elderly services?

A. The committees have not yet been established and no members have been appointed.