



RESPONSE TO INQUIRIES

June 19, 2018

RFP #2019-001-MH

1. ??Is there a set format you would prefer for the budget presentation, other than the questions you have provided?

Answer: Line item budgets must be submitted using Attachment IV of the RFP. Budget narratives have no set format but shall include all elements in section VI. Cost Proposal of the RFP.

2. The unit of service for this contract seems to be one month of service for 35 clients. Would we simply be sending in a cost allocation plan for 12 units of CAT service at \$62,500.00 per unit, or would you like units per month by position function or service function for those positions, somewhat more similar to current cost allocation plans we provide for you on other contracts?

Answer: In accordance with 65E-14.021(5)(b), F.A.C.: *“The SAMH-Funded Entity shall develop a written plan for allocating direct and indirect costs to Covered Services which complies with the cost principles established in Rule 65E-14.017, F.A.C. The entity’s chief financial officer or equivalent shall assert that the cost plan is reasonable and complies with these cost principles.”*

3. Given the fact that project start up takes time to assemble staff and generate referrals, how would you like for us to present the start up time when there will not be 35 clients per month and staff will be in the extensive training the Wraparound Model requires? (For example, is the notion to serve more than 35 clients per month later in the project to average out to 35 per month, or is there an approved ramp up schedule for client served that you have in mind?)

Answer: In accordance with DCF’s Guidance Document 32, Section II. 4.:

4. A monthly fixed fee method of payment requiring the Network Service Providers to serve a minimum of number of persons per team per month. Unless otherwise approved in advance by the Department, the Managing Entity shall adopt a minimum service target of 35 children per month.

- The Managing Entity may request Department approval for an alternative target for a specific Network Service Provider, taking into consideration a Network Service Provider’s program-specific staffing capacity, historical funding utilization, estimated community needs, or unique geographic and demographic factors of the service location.

- In the first year of services by a newly procured Network Service Provider, the Managing Entity may implement a phase-in period to achieve the minimum service target as follows:
 - 10 children per month during the first month of services,
 - 20 children per month during the second month,
 - 25 children per month during the third month, and
 - 35 children per month thereafter.