
Request for Proposal (RFP)

Recovery Community Organization (RCO) Services in the Suncoast Region

Questions & Answers

RFP#: 202102RCO

1. How should I go about the billing portion of this grant? Meaning, how should I provide services and or document services provided and with what forms so that I can submit for reimbursement? This would include, peer support individually as well as groups and trainings.

CFBHN follows the requirements for data submission as defined in Sections 2.4 and 2.6. of the solicitation document, including following the requirements of DCF Pamphlet 155-2. The requirements for documentation of the allowable services are also outlined in Chapter 65E-14, Florida Administrative Code (FAC).

Initially, CFBHN will allow a maximum of 90 days startup contract, if requested. The startup contract will be a cost reimbursement contract, which means all expenses have to be supported by a check and invoice. During negotiations, providers can submit a startup budget on the same template that the annual budget was prepared on. Once approved, the monthly billing will flow through CFBHN's Contract & Finance Exchange (CAFÉ), where each line item (i.e. Salaries, Fringe, Supplies, Equipment, etc.) will be listed for billing.

After the first 90 days, or if the provider chooses not have a startup/cost reimbursement contract, providers will bill on a Fee-For-Service basis. These invoices are also submitted monthly though CAFÉ, where the rates and covered services will be listed.

For Fee-For-Service billing, each covered service's measurement standard, service documentation requirements, and audit requirements are outlined in 65E-14.021. Of the allowable services listed in Sections 2.4 and 2.6, Incidental Expenses is billed by the actual dollar amount spent, while the other allowable services are billed by the unit, where 1 unit = 1 hour, and services are rounded to the nearest 15-minute increment.

The total funds will need to be allocated to all of the eligible services you will be providing. This is called a funding tool. You can submit monthly funding tools to shift the allocation of services, based on your need. On the billing side, you will enter the number of units provided on a year-to-date basis and submit a request for payment. The system is setup to pay Network Service Providers either their monthly pro-rata (total contract divided by the number of months left in the fiscal year (fiscal year is 7.1-6.30)) or the actual utilized, whichever is the lessor of the two.

Once the invoice has been submitted (10th of the month), CFBHN will conduct a review of the data vs. billing. This means the total number of year-to-date billed units must match the total number of data units submitted in the Central Florida Health Data System (CFHDS). If we cannot validate at 100%, a portion of the funding will be withheld. Once the issue has been resolved, these funds will be released with the next payment.

2. You kind of answered the second question in the meeting. I was asking if long term contract holders were going to be able to access this funding, like Operation Par or NAMI, and by establishing the requirement that 50% of the board of directors be willing to self disclose their personal recovery as well as that the funds are for substance use disorder peer support services I believe disqualifies the programs I was concerned would be getting funding meant for authentic peer recovery support.

CFBHN has released Addendum 1 that clarifies the definition of a Recovery Community Organization for the purposes of this Procurement.

3. I spent time with the RFP #202102RCO posted and believe we qualify to apply, however it defines an emerging RCO as one that has a 501c3. *Polk for Recovery* has submitted their 1023EZ form for 501c3 nonprofit status and is expecting approval within the next couple of weeks. Can we seek permission to send in a proposal before the stated deadline of Feb. 5th for funding for the development of RCO services based on that information?

This procurement is for Emerging and Existing Recovery Community Organizations as defined in the solicitation document.

4. As part of the RFP #202102RCO, Polk for Recovery an emerging RCO, would like to make a request that it's proposal be considered on the basis that, the funding be received in four equal lump sums with the provision to use those payments in that four month period to establish accountability systems, performance objectives and train staff. PFR is asking that IRS receipt of 501c3 filing be accepted at this time while awaiting arrival of certificate. PFR appreciates acknowledgement of these considerations as continued work is done on RFP.

The funds being awarded are allowed to be used for the specific defined services identified in the solicitation. Refer to the response provided in Question 1 for further details.