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**RFP#: 202103Drop-In**

**Official Inquiries**

**Question:**

From reviewing the RFP and speaking with Colleen, I was curious about the budget. Are you looking for an entire agency budget for just for the drop in center?

**Answer:**

There are two possible situations in which a budget may be needed:

1. If 3-month cost reimbursement is required for startup, the Cost Reimbursement Form will need to be submitted on the template found on the CFBHN SharePoint site under Agency Shared Documents → Fiscal Reconciliation, and is to be completed and submitted in the original Excel template for each location.

Example of items that are not allowable:

Fixed Capital Outlay (FCO) - an appropriation category for the purchase of real property (land, buildings, including appurtenances, fixtures and fixed equipment, structures, etc.), including additions, replacements, major repairs and renovations to real property.

Example of allowable items:

Operating Capital Outlay (OCO) - an appropriation category for the purchase of equipment, fixtures and other tangible personal property of a non-consumable and nonexpendable nature, the value or cost of which up to \$5,000 and the normal expected life of which is one (1) year or more, and hardback bound books that are circulated to students or the public, the value or cost of which is \$25 or more, and hardback-covered bound books, the value or cost of which is \$250 or more.

Submit a breakdown of the budget - allocation amounts need to be identified for each county.

2. If the vendor has an existing rate for the service as outlined in Section 2.4. for the Allowable Services and Definitions, that will be the negotiated rate. If the vendor does not have a rate or does not accept the existing rate, then they will be required to complete the fiscal report in its entirety, which shall be submitted in the original template Microsoft Excel format, and is found on the CFBHN SharePoint site under Agency Shared Documents → Fiscal Reconciliation.

**Question:**

3.2 - Response to RFP Mandatory Requirements (p. 9):

If the vendor applicant plans to subcontract with another nonprofit for the operation of the drop-in center program, are the required documents listed in Appendix II required to be submitted for both the vendor applicant and the organization with whom they plan to subcontract?

**Answer:**

No. The existing Network Service Provider (NSP) is required to ensure all required documents are on file and up to date. Additionally, the NSP is required to ensure any subcontractors follow all DCF and CFBHN contract rules, regulations and requirements, including liability and professional insurance coverage.

**Question:**

1.11 - Letter of Intent to apply (p. 6):

If the vendor applicant plans to subcontract, can the point of contact information for both the vendor and the sub-contractor be contained in the Letter of Intent to Apply, so that both can receive direct correspondence throughout the procurement?

**Answer:**

No, the NSP who is applying for this funding should be the main contact.

**Question:**

Appendix II - Required Documents Service Provider (p. 16-17):

Is there a reason that in Appendix II - Required Documents items 1-10 are in white while remaining items are color coded?

**Answer:**

Items 1-10 are actually colored yellow, indicating they are required to be submitted by the NSP on an annual basis. Blue items are only required if there are updates or changes from the prior year's submission. Green items are reminders of items that have expiration dates and the NSP should be sure current versions are on file.

**Question:**

3.4.3. - Response and Scoring: Timeline and Budget (p. 11)

The RFP refers to a "3- month start-up period" both for budgeting purposes and for the initiation of services. Can you explain how the start-up period would work for the purposes of the proposal submission?

**Answer:**

If the NSP requires a cost reimbursement for startup (hiring, training, etc.), they need to submit a proposed budget and justification for each location. The amount for cost reimbursement would be subtracted from the total amount available and go into a fee-for-service contract that would start after the three months is over.

**Question:**

Section 3.4.1. Title Page (p. 10)

In addition to the other required information, including vendor's legal name (person, organization) and contact information, should the same information also be listed on this Title Page for the subcontractor?

**Answer:**

No. We only need to know the name of any subcontractors, but not contact info or other details. CFBHN will be communicating with the existing Network Service Provider for all procurement and contract-related correspondence.

**Question:**

Are there any assets available for the vendor such as current building or equipment? If so, can you please describe, condition, location, etc.

**Answer:**

No.

**Question:**

If there are current properties related to the operation of the Drop In Centers is the vendor required to use these or may they use their own facilities?

**Answer:**

There are no current facilities, so the Network Service Provider would need to acquire their

own.

**Question:**

Where do referrals come from for the Drop In Centers i.e. Continuum of Care, FQHCs?

**Answer:**

Community Behavioral Health Providers/ Private providers/ Peer run organizations.

**Question:**

Why are people coming? Do they come voluntarily? Are they mandated to attend the Centers or referred by providers as part of discharge planning, etc.?

**Answer:**

Drop-ins are for persons struggling with behavioral health issues that need community support.

**Question:**

Would the Centers in Arcadia and Sarasota have to be operating simultaneously or could one be open certain days of the week and the other the alternate days?

**Answer:**

Two different counties have to be open at the same time. They have different needs. The hours that each county is open could be different, but they cannot alternate.

**Question:**

Is there a minimum number of hours per week that the Center must be open?

**Answer:**

The hours should suit the community. Monday-Friday is usually not the answer. It's typically off-hours, 6-8 hours per day, with the occasional weekend day.

**Question:**

Is there a format for the budget?

**Answer:**

Yes, please refer to the RFP for instructions to download from the Agency Shared Documents site SharePoint.

**Question:**

Can overhead be included in the budget, in addition to the service unit rate of \$65.92?

**Answer:**

Administrative costs can be included in the cost reimbursement, if approved, but are included in the service rate of \$65.92. It cannot be billed as a separate unit.

**Question:**

How is a service unit defined?

**Answer:**

2. Non-Direct Staff Hour.

a. This measure indicates the time spent on activities that cannot be directly associated with an individual or group of individuals receiving services, but are integral to the program and described in the program description. This includes preparation for services and travel time, if travel is integral to a Covered Service allowable under this rule.

b. Covered Services that are measured by this standard shall be reported on the basis of utilization, except paragraph (4)(i), Drop-in/Self Help Centers, which shall be reported on the basis of availability.

(i) Drop-in/Self-Help Centers.

1. Description – These centers are intended to provide a range of opportunities for persons with severe and persistent mental illness to independently develop, operate, and participate in social, recreational, and networking activities. This covered service may not be provided to a person less than 18 years old.

2. Programs – Community Mental Health.

3. Measurement Standard – Non-direct staff hour as defined in subparagraph (3)(a)2. of this rule.

4. Data Elements:

a. Service Documentation:

(I) Number of Days;

(II) Time Sheet; and,

(III) Staff name and identification number.

b. Audit Documentation:

(I) Time Sheet; and,

(II) Staff name and identification number.

**Question:**

When are operations expected to commence from the time of contract award?

**Answer:**

July 1, 2021.

