



Solicitation 2018-002-005
Community Action Teams

2018-002: Bradford, Baker, Union, Nassau

2018-003: St. Johns

2018-004: Gilchrist Levy Dixie

2018-005: Citrus Hernando

Responses to Written Questions

May 21, 2018

Q1. The deadline is now May 28, 2018, which is Memorial Day. Is this correct?

A1. Due to the Memorial Day holiday the due date for LSFHS to receive proposals will be May 29.

Q2. If a proposal was overnighted on Friday, May 25, would anyone be available to accept over the weekend or on Monday, May 28?

A2. No, our offices are not staffed on the weekend and we will be closed on Memorial Day.

Q3. Regarding Costs, is it defined as what is included as Administrative Costs and Indirect Costs?

A3. For the purposes of this procurement, the terms administrative costs and indirect costs are used interchangeably. Administrative or indirect costs are all expenses that are not directly attributed to the direct delivery of services specifically funded by the program. These can be general operating expenses that are related to the overall business operations of the organization and are allocated out to various programs but exist independently from any one program. We cap allowable administrative or indirect expenses at 10% of the total contract amount.



Q4. Is there a specific budget format/template required?

A4. The ITN does not specify a budget format but the Exhibit C, Projected Operating and Capital Budget template and Exhibit D – Personnel Detail Report from the standard contract are encouraged and can be found on the LSF website under Resources/Contract documents. Here is the link: <https://www.lsfnet.org/lsf-health-systems/contract-documents/>

Q5. The reimbursement methodology is 1/12th and reconciled quarterly against actual expenses, correct?

A5. That is correct

Q6. Are client incidentals/support funds allowable?

A6. Yes, the CAT team attachment language reads:

“The Network Service Provider may provide Incidental Expense services, as defined in Ch. 65E-14.021, F.A.C., to or on behalf of specific individuals receiving services under this contract, to the extent the primary need for such services demonstrably supports the individual’s recovery or resiliency goals as documented in the individual’s plan of care. Examples of allowable types of Incidental Expense services are included in the Department’s CAT Program Guidance. The DCF Region or where assigned Managing Entity will establish a process for the review and approval of Incidental service requests.”

Q7. Is the ITN available in a Word format/template?

A7. No.

Q8. What is the expected service delivery date? Is there a standard start-up period?

A8. The anticipated contract effective date is July 1, 2018. There is no standard start-up period, we will be looking for providers who can implement services as soon after that date as possible, understanding that there will be time needed to recruit, train and onboard staff.

Q9. Is it allowable to apply a percentage of the first year annual budget to program start-up costs?

A9. This is a subject that can be discussed in negotiations.

Q10. If LSF has a sub-contracted provider’s current signature authority letter on file, is



it still required to complete and submit Appendix II? Or, can that signature authority letter be referenced in the proposal?

- A10. Current providers may include a copy of an existing signature authority letter.
- Q11. Does Response Content or Organization, 1. Title Page, 2. Table of Contents, 3. Narrative Program Description, 4. Proposed Budget with Narrative Description and 5. References, go under tab #4?
- A11. Yes, the information listed above specific to Services Approach and Solution go under Tab #4.
- Q12. Will there be a staff person to receive sealed replies at the LSF Office on Monday, May 28, 2018 before 5:00 PM (Memorial Day)?
- A12. No, our offices will be closed on May 28 in observance of Memorial Day. Proposals will be accepted on May 29 due to the holiday.
- Q13. The LSF Standard Contract is not assessable by the Link provided in the Table. When will the LSF Standard Contract be available?
- A13. Our contract has been under revision for FY 18/19 updates. The new contract documents are not available on our website using the same link: <https://www.lsfnet.org/lsf-health-systems/contract-documents/>.
- Q14. Regarding formatting are there guidelines on; 1. A Page Limits; 2. A Word Count; 3. Margins; or 4. Fonts?
- A14. Replies must be typed, single-spaced, on 8½" x 11" paper. Pages must be numbered in a logical, consistent fashion. Figures, charts and tables should be numbered and referenced by number in the text. The reply must be bound, labeled and submitted as described in Section 4.2 for the Programmatic Reply and Section 4.3 for the Financial Reply. There are no other formatting requirements regarding page limits, word count, margins or fonts.