

Broward County Board of County Commissioners

**Human Services Department  
FY 2009 Services RFP**

**Written Questions  
Received by 5:00 PM, June 20, 2008**

1. **Question:** I was at the Proposal Workshop this afternoon and have another question to ask: p 55 Youth Development: Definition of Unit of Service. Is this saying that the reimbursement for a 2-4 hour group session with other youth is up to \$25 per youth per 2-4 hour group or is the reimbursement up to \$25 for the provision of the group? For example, for a 3 hour group of four youth, would the reimbursement be  $\$25 \times 4 = \$100$  or would the reimbursement be \$25 because one group was delivered?

**Response:** It is per client. So your example of a 3 hour group of four youth would be reimbursed at \$100.

2. **Question:** We currently use a 1-1 staff to client ratio for our in-home respite services, however many client caregivers continue to inform us that they can not access this service unless they can leave one typical sibling, or a second sibling with special needs at home with the service recipient with special needs under our care. Is it possible to accommodate these special cases on occasion if it is deemed appropriate, safe, and not detrimental to the standard of care to the served?

**Response:** Per the target population under the Special Health Needs category the advertised in-home respite services are for children with special health needs and do not cover in-home respite services to typical children. The staff ratio is negotiated during contract negotiations and is based on the needs of the population served.

3. **Question:** We currently have a Center based Respite program under contract with CSAD that serves children with special needs, which includes serving those with Bipolar Disorder and ADHD children. Children with these specific diagnoses were approved for service delivery during the negotiations of the 2008 respite Home Contract with the County. Is there anyway to include clients with these primary special needs within the CSHCN Support Services Respite taxonomy?

**Response:** In-Home respite is advertised in the Special Health Needs funding category and must fit the target population as noted on Page 49. "The definition excludes children who shall be served through the

Behavioral Health system of care". Children diagnosed with Bipolar Disorder or ADHD would not be eligible under this RFP.

4. **Question:** Are there minimum and/or maximum limits on the units of service that can be provided for individual clients?

**Response:** The RFP does not require minimum and/or maximum limits on the units of service.

5. **Question:** If we are applying for two separate taxonomies within the same Funding Category; same Program Category; and same Service Category do we complete one application, *One part 1 and two part 2s* or do we complete *one part one and one part 2* (one for each taxonomy)?

**Response:** Proposals requesting funds for two (2) or more taxonomies advertised in the same Funding Category, Program Category and Service Category should be completed by submitting one (1) Part I and one (1) Part II.

6. **Question:** If an agency has received notification of alleged allegations against two former employees which are pending investigation, would an agency still be eligible to apply?

**Response:** Yes.

7. **Question:** If an agency has filed civil charges against a former volunteer accused of embezzling agency funds which has resulted in the former volunteer filing of counterclaims, would an agency still be eligible to apply?

**Response:** Yes.

8. **Question:** If the agency is currently contracted with BC-CSAD funding for a particular program, can the agency apply for program expansion funding under this RFP?

**Response:** Yes, if a current agreement with the County includes services that are advertised in this RFP and the agreement has option year(s) remaining, Page 61, instructions # 47 explains that an applicant can apply for a program expansion.

9. **Question:** Most of our budget and annual expenditures are related to pass through dollars used to directly pay child care centers. When you consider the ratios will those pass through dollars be considered in the formula?

**Response:** All financial information utilized to complete Section A, Review of Audited Financial Statements (AFS) (page 115 of the RFP) of the Financial Review is derived from the Applicant Agency's submitted AFS.

10. **Question:** In providing therapeutic services for children in child care centers or in schools, it is sometimes very important (according to best practice) to include teachers, directors, principals in sessions to assess a child's behaviors, identify therapeutic needs, develop a plan for the teacher to use to provide therapeutic support to the child in the classroom milieu. This is part of the development of an effective plan for the child. This type of meeting and extension of counseling services is not included in your taxonomy for mental health. Does that mean that you will not pay for those services and that we shouldn't include those in our proposal?

**Response:** Only the taxonomies listed and defined in the RFP are available for funding.

11. **Question:** I attended the workshop on Tuesday and our team wanted clarification on a specific issue. Will case management services be reimbursed as a service or should funds be allocated within the budget for case management positions?

**Response:** Case Management services are not eligible for funding in this RFP.

12. **Question:** I have a question regarding the BEHAVIORAL HEALTH/MENTAL HEALTH category outlined on pages 31-32 of the RFP.

In determining the needs of youth who require INDIVIDUAL, GROUP, and/or FAMILY COUNSELING, an initial assessment must be performed to 1) ensure their eligibility under the guidelines of this RFP, 2) complete the necessary intake forms, and 3) develop an appropriate treatment plan.

Under the taxonomies listed, there is no mention of assessments/intakes. **Where (or how) would this be included in the grant application as a billable service?**

**Response:** Assessments cannot be included as a billable service in the Mental Health Service Category.

13. **Question:** One unit of my organization, St. Luke's Addiction Recovery, is currently pending receipt of an outpatient license for Broward County. St. Luke's currently has one in Miami-Dade, has had one in previous years in Broward, and fully expects to receive the license. Kindly advise how we should address this in our application in the event that we do not receive it by the grant deadline.

**Response:** If you cannot submit a copy of the license with the Proposal, then information about the application for the license should be included. Omitting the license when submitting the proposal is not a fatal flaw, however, if required, the certificate of licensure for from the State of Florida, Department of Children and Families the appropriate level of Substance Abuse services must be submitted to the County before the applicant Agency can be recommended for funds to the Broward County Board of County Commissioners.

END OF WRITTEN QUESTIONS