



RFP Bidder's Conference - 12/1/2022

Questions and Answers

1. Is a Financial Viability Test required if we are a government agency?

Answer: Yes, all applicants must complete a Financial Viability Test prior to submitting their proposal. This will ensure the applicant organization qualifies for an award prior to putting in the work to complete a full proposal.

2. Is there a due date to submit the Financial Viability Test and if so, what is the date and who should it be sent to prior to the grant proposal due date?

Answer: We are not requiring applicant agencies to submit the Financial Viability Test results in advance of the submission of the proposal. The results of the Financial Viability Test are to be included as an attachment with the proposal and must reflect the date completed. It is up to the applicant agency to complete and review their own Financial Viability Test results to determine if the agency would qualify for an award based on the details included within the RFP. BHSC's fiscal department will also review the results for the same purpose upon receipt of the proposal.

3. Will you consider applications for programs that specialize in teen maternal care, or do you need responding agencies to serve all ages of populations?

Answer: Responding agencies must be able to serve all ages of the population; therefore, applications specializing in teen services only will not be considered.

4. For clarification, is there an expectation of 48 home visits per month per FTE?

Answer: Yes, the productivity expectation for direct services home visiting staff is a total of 48 successfully completed home visits (or face to face visits at an alternate location) per FTE each month. This requirement does not include unsuccessful home visit attempts; therefore, a home visitor may need to complete additional home visit attempts to meet the required 48 successful visits each month.

5. Page 8 of the application requires a signature. Does the authorized official need to sign?

Answer: Yes, anywhere there is a signature required in the application, it must be signed by the agency's authorized official. The authorized official is determined by the applicant agency.

6. What are the standards for Work Safety during home visits?

Answer: Responding agencies should have policies and procedures in place to implement a comprehensive home visiting program. These policies and procedures must include the agency's plan to ensure staff safety while out in the community performing home visiting or face to face services in other locations. While home visitors are expected to complete personal



safety learning modules as part of their training and onboarding process, work safety standards and requirements are determined by the subcontracted provider agency.

7. How many current providers do you have? Do you anticipate that some current providers will reapply?

Answer: We currently have a total of 9 subcontracted providers, with 7 of those providers facilitating Healthy Start home visiting services. We anticipate funding 6 to 8 applicant agencies as a result of this RFP and anticipate that current providers will reapply for funding in response to this RFP.

8. Are zip codes going to be assigned for this RFP?

Answer: Applicants may detail on their application the zip codes they propose to serve. Applicants may also include specific locations they propose to serve such as specific clinic sites or other community locations where the applicant would be the lead agency providing Healthy Start services. Each zip code in Broward County is weighted differently based on need and depending on the historical number of positive Healthy Start screens and birth outcome data, therefore zip code assignment is tied to each subcontracted provider's overall funding. Final zip code and/or service location assignment is part of the contract negotiations process after funding awards are determined.

9. Do government agencies have to submit Program Director salary?

Answer: Yes, the application includes a specific section to provide the Program Director salary for government agencies. For budget submission purposes, the Program Director's salary would only need to be provided if any portion of their salary is to be funded under the administrative costs which can be up to 12% of the overall program budget.

10. May we submit the Certificate as Corporation licensed to do business in Florida for 2022 instead of 2023 since it takes several weeks to be generated once the new year starts?

Answer: Yes, the Certificate as Corporation licensed to do business in Florida for 2022 will be acceptable to submit with the application. Awardees will be required to submit their Certificate for 2023 as part of the contracting process.

11. Our most current audited financial statements available are for 2021 based on when our fiscal year closes. Will that be acceptable?

Answer: Yes, the most recent financial audit available must be included with the application along with the details on the agency's schedule for financial audit completion.