

**CMA RFP Q&A**

**4/3/2025**

1. If the budget is over the award ceiling, is it an automatic disqualification for the RFP?
	* No, it is not an automatic disqualifier. However, proposals that do not exceed the award ceiling would be more competitive and potentially score higher in the financial area.

**4/7/2025**

1. Page 10 states that providers are expected to utilized Wraparound, Family Team Conferencing, or other evidenced based family engagement process with fidelity. Currently, FPOCF coordinates MDT and permanency staffings. Will the requirement of providers to conduct FTCs be in addition to, or in lieu of, the current process?
	* The providers will be expected to conduct FTCs or other evidenced based family engagement process to address family needs. This expectation is in addition to the MDT and Permanency staffings coordinated by FPOCF.
2. Page 10, Are providers able to determine the amount of client services dollars when developing the budget for the RFP, or will this be determined later by FPOCF? Also, will this include client travel (out of state visits, etc.) or will those expenses be managed by FPOCF UM?
	* FPOCF will determine the amount of client service dollars available to each provider pending funding. This amount will include all client travel.
3. Page 12 states that providers will service young adults who exit foster care and request extended foster care. Is FPCOF keeping Independent Living Services “in house” or is this transitioning back to CMAs?
	* FPOCF is keeping Independent Living Services in-house.

1. Page 13, #9 states that providers will arrange visitation within 72 hours of case staffing. Is this referring to the 72 hour timeframe that applies to shelters and visitation with the parents (which is completed by the CPI prior to CTS and completed by CMA post CTS, if a child is sheltered on an open case)?
	* Yes, that is correct.
2. Page 14, #19 states that documentation entries are made within 48 hours of contact with person served. Current FAC states within two business days. Is this an error?
	* Yes, this was an error. Documentation entries are to be made within 2 (two) business days.
3. Page 15, #2 states that supervisors can have a bachelor’s degree with exceptional experience/training in an independent/transitional living program. This does not align with FAC requirements. Is this an error?
	* Yes, the sentence should state depending on the certification, a bachelor's degree or higher may be required, with some certifications offering reduced experience requirements for those with a master's degree or higher. Specific work experience requirements vary by certification but often include a minimum number of years of experience in a related field.

**4/8/2025**

1. Can a response for 2 counties be submitted.  If so, should 2 separate responses be submitted?
	* + FPOCF intends to select a different CMA provider for each county. This does not preclude a respondent from submitting more than one response for more than one county.
2. Can you please provide the current contract amount for Orange East after the reduction that occurred in the fall?
	* + $3,431,442.00
3. Under the section entitled “CMA Staffing Organizational Chart”, it indicates proposals must adhere to the staffing pattern……   It later states “The following organizational chart should be implemented….   There is confusion between must and should, but can you clarify if the RFP requires only 1 Assistant Program Director per county or are more allowed based on the number CM teams as is the current model.
	* + Respondents must comply with the staffing pattern described in the RFP. This staffing pattern is driven by the successful experience with the implementation of this staffing pattern in Brevard County.
4. Will orange County still operate out of 2 service centers (East and West)
	* + Orange County is operating out of one service center at the present time.

**4/10/2025**

1. Are Purchase of Service or Client Related funds included in the contract? If not included what is the allocated amount?
	* Client Service dollars will be added to the contract amount ceiling referenced in the RFP. The amount will be determined by FPOCF pending funding.
2. What is the allocated funding for 2025?
	* The allocated funding broken down by county for FY25-26 is referenced on page 9 of the RFP.
3. What is the total number of full-time equivalents (FTEs) in the current staffing plan and total number of part-time equivalents?
	* The staffing pattern cited in the RFP is required, therefore the current number of FTE's is not relevant. There are no part time equivalents.
4. What is the staff-to-supervisor ratio?
	* Please see the staffing pattern cited in the RFP on page 10. 1 Supervisor to 5-6 Case Managers
5. Which party is responsible for covering the costs of equipment and cell phones?
	* FPOCF is responsible for providing computer equipment and cell phones.
6. What changes would you propose to improve the model currently in use?
	* + The model described in the RFP is the required model which includes current model improvements. This staffing pattern is driven by the successful experience with the implementation of this staffing pattern in Brevard County.

1. Where can we find the Exhibit A FPOCF Budget Template?
	* The budget template is posted to the website ([www.fpocf.org](https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fwww.fpocf.org&c=E,1,RDgTDAvOkBvsLZTIupYDWXhCgmB1UpUkLDCtqExudEySFgX6j22kT6dOxwdRSzA9H8jwaIpo_2ER0tXQDNZHFoBTP87D-SjIsqithUvkN4Kxw9gb98C6&typo=1&ancr_add=1)) right below the RFP.

1. Does another agency provide pre-service training?
	* Pre-service training is provided free of charge by FPOCF.

1. Does the RFP include adoption case management?
	* No

1. Who are the current case management providers in the three counties?
	* Camelot Community Care - Seminole and East Orange County
	* One Hope United - West Orange County
	* Gulf Coast Jewish Family and Community Services - Osceola County.
2. Could we do a sign-on bonus and retention stipend for staff?  If so, would we include these items in the proposed budget?
	* FPOCF cannot fund staff financial incentives.