

# Palm Beach County Youth Services Department

## RFP For Community Based Agencies FY2020

### QUESTIONS & ANSWERS

**Q1. This is for the Safety & Justice funding only, correct?**

**A1.** The Action Area eligible for funding under this RFP is: Ensure Safety and Justice: A) Providing intervention and alternatives to crime; and B) Strengthen prevention efforts to deter entry into the delinquency system.

**Q2. Can you please advise when the pre-proposal conference will be for the FY 2019 youth services RFP.**

**A2.** There will be a mandatory Pre-Proposal Conference held at the Clayton Hutcheson Agricultural Center, Exhibit Hall A&B, 559 N. Military Trail, West Palm Beach, Florida 33415, on March 19, 2019, at 9:00 a.m., for all Proposers submitting proposals. Confirmation of attendance must be received no later than Noon on March 18, 2019, to have your name on the confirmed list. Walk-in registrations will be accepted; however, space is limited so pre-registration is highly recommended and attendance by multiple representatives of the same agency is discouraged. Please reserve and confirm attendance by registering online at <https://ysd-rfp2020.eventbrite.com>.

**Q3. Are we able to submit a RFP since we are already funded for another action area? If so, can these funds be utilized on the same group of teens that are funded through the other RFP?**

**A3.** If an agency has an existing YSD contract, this does not eliminate them from applying; however, there can be no duplication of funding nor overlap in program service times. For example, an agency that is currently receiving YSD funding may request additional funding to add a new component to the same program at a different time. Additionally, agency should clearly show what YSD is currently providing for the existing program.

**Q4. I am attempting to view the RFP but unable to gain access to the PBC Vendor Self Services.**

**A4.** The RFP and all associated documents will be available on the County's on-line Vendor Self Service (VSS) system at <https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>. Registered agencies can sign in, or user may choose Public Access.

If you choose **Public Access**, wait for the page to fully load. In the Keyword Search field, search for **youth services**. The solicitation for *Request for Proposals for Community Based Agencies FY 2020* will appear. Click the **details button**, then click on the **Attachments** tab. The first file is the complete RFP, titled *Request for Proposal – FY 2020*.

Paper copies of the RFP package may also be obtained from the YSD, 50 S. Military Trail, Suite 203, West Palm Beach, Florida 33415; Monday through Friday, between 8:00 a.m. to 5:00 p.m.

**Q5. What exactly is this RFP for.... Your description does not match the page that the link takes you to.**

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- A5.** Please refer to Questions and Answers Q1/A1 and Q4/A4.
- Q6. Does this RFP affect our current YSD funding? Is this a renewal?**
- A6.** If you are currently being funded, but are not requesting additional services, and if you have a current contract and there is another year of eligible contract extension/renewal on it, you do not need to reapply under this RFP.
- Q7. We have had some staff changes and I am unable to log in.**
- A7.** Contact PBC Purchasing at [PBCVendor@pbcgov.org](mailto:PBCVendor@pbcgov.org) if you need help registering or activating your Vendor Account.
- Q8. I have checked your website, but cannot find info on the time for the Pre-proposal conference.**
- A8.** All information regarding the RFP and all associated documents are available on the County's on-line Vendor Self Service (VSS) system at <https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>. Refer to Q2/A2 for Mandatory Pre-proposal date, time, and location. Refer to Q4/A 4 for additional details/instructions on accessing the RFP document.
- Q9. I am on the PBC Vendor Self Services website, but do not know where to go to view the RFP.**
- A9.** Refer to Q4/A 4.
- Q10. I am checking in to see if you all might offer the pre-proposal materials in some other format. I never received my registration confirmation from Event Brite (perhaps registration did not go through properly) and did not make it this morning.**
- Do you usually only do one pre-proposal conference? Is there any other way for me to receive the necessary info?**
- A10.** All information regarding the RFP and all associated documents are available on the County's on-line Vendor Self Service (VSS) system at <https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>. Refer to Q4/A 4 for additional details/instructions on accessing the RFP document. **Please note that all agencies wishing to request funding under this RFP must have attended the mandatory Pre-Proposal Conference. Only one pre-proposal has been scheduled for this RFP, which took place on Tuesday, March 19, 2019 at 9:00 a.m.**

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#### QUESTIONS 11-16 ARE FROM MANDATORY PRE-PROPOSAL CONFERENCE ON MARCH 19, 2019

**Q11. In the eligible action areas do you have to address both areas or can you address only one?**

**A11.** Clarified there is only one Action Area (Safety & Justice), with two sections that can be addressed. An Agency does not need to address both sections.

**Q12. Of the overall grant amount, is there a maximum amount an Agency can request?**

**A12.** Total available funding is approximately \$500,000. There is no maximum request; however, an Agency should not request more than needed for the services. YSD wants to make sure the maximum amount of youth that can be served are served. In all likelihood one agency will not get all the money. Agency's should ensure they have an alternative plan to provide the services if not awarded the full amount requested in their proposal.

**Q13. Is an access code needed to upload the proposal?**

**A13.** No access code required. Just go to the Sharefile link. Reminder that upload must be completed by 5:00 p.m.; highly recommend that agencies not wait until last minute.

**Q14. Are matching funds required?**

**A14.** Matching funds are not required, but keep in mind there is a maximum amount that can be used towards administrative costs and towards Agency's complete program budget.

**Q15. Regarding the projected number of clients served, is that per year, or every class?**

**A15.** YSD is looking for the number served during the course of the year. Breakdown per class, etc. can also be provided. Also keep in mind, it's not just about the number of clients served, it is about tracking outcomes and making sure the program/services are making a difference in lives of the children you serve.

**Q16. Of the two categories under the Action Area, is there a priority of one over the other?**

**A16.** No. Just make sure the service is about Safety & Justice. We are talking about the population at risk of being involved in the juvenile justice system or already involved in the juvenile justice system.

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**Q17.** I have not received a notification of the orientation session for the new RFP. When will this be scheduled?

**A17.** Refer to Q2/A2 and Q10/A10.

**Q18.** Will there be another pre-proposal conference?

**A18.** Refer to Q10/A10.

**Q19.** Please allow "Agency" to submit a proposal for 2020. I was unable to attend the mandatory meeting as I was not feeling well and I did not communicate this...

**"Agency" has a collaborative project with the Sheriff's Office and DJJ that I think you will want to see. Please advise on how we should proceed.**

**A19.** Refer to Q10/A10. Please note that all agencies wishing to request funding under this RFP must have attended the mandatory Pre-Proposal Conference. Only one pre-proposal conference was scheduled for this RFP, which took place on Tuesday, March 19, 2019 at 9:00 a.m.

**Q20.** Can you please define what you mean by Deliverables Description?

**A20.** If referring to Attachment 7 - Unit Cost of Service Rate and Definition Template - deliverables are documents that your Agency plans to use in order to support reimbursement claims for program services provided (i.e., payroll reports, activity logs, attendance records, et al). Sample deliverables are provided in Exhibit B of the Sample Contract Forms of the RFP document (page 72 of the RFP).

**Q21.** The CBA FY 2020 RFP Pre-Proposal Conference Presentation – March 19, 2019 document, on the Palm Beach County Youth Services website, provides the submission link ([https://pbc.sharefile.com/r\\_r826a2df2e384649a](https://pbc.sharefile.com/r_r826a2df2e384649a)) which directs you to a page that states page not find, screen shot below. Can you please confirm the submission link? Do you have to be a registered user on the Palm Beach County Vendor Self Service website to submit a proposal?

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**A21.** The CBA FY 2020 RFP Pre-Proposal Conference Presentation from March 19, 2019 has been updated.

However, please access the official RFP document via the County's on-line Vendor Self Service (VSS) system at <https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>, which includes all working links. Registered agencies can sign in, or user may choose Public Access. If you choose Public Access, wait for the page to fully load. In the Keyword Search field, search for youth services. The solicitation for Request for Proposals for Community Based Agencies FY 2020 will appear. Click the details button, then click on the Attachments tab. The first file is the complete RFP, titled Request for Proposal – FY 2020.

Registration is not required in order to access the RFP document nor to submit a proposal. However, if funding is awarded, Agencies will have to register with the Palm Beach County Vendor Self Service system as a vendor.

**Q22.** I see that one of the requirements for the Grant is:

**Proposers seeking County assistance must be chartered or registered with the Florida Department of State, have been incorporated for at least one (1) agency fiscal year, and have provided services for at least six (6) months.**

**When it says Florida Department of State does that mean is our company incorporated and with Sunbiz?**

**A22.** Yes. Entities wishing to apply must be chartered with the State of Florida (municipalities) or registered as a corporation in Sunbiz (non-profit organizations).