

**Invitation to Negotiate (ITN)
Assets & Needs Assessment
Children's Services Council of Leon County (CSC Leon)
Addendum No. 1**

Below are questions submitted in accordance with the Section 2.B of the ITN. The corresponding answers are provided immediately below.

1. *On page 11, the ITN states "Do not include any appendix or attachment beyond these sections. Attachments within sections are permissible, e.g., resumes within Tab B ... A Response should not exceed 45 pages." Does the 45 page limit include attachments within the tabbed sections?*
 - Resumes and other attachments do not count toward the page count.
2. *"Project Governance Documents" is referenced on page 23. Please provide a description of this deliverable.*
 - This deliverable will be consistent with disciplined project management practices recommended by organizations such as PMI, AAPM, IPMA, etc. It will be consistent with the proposed project scope, budget, and schedule. It will include details beyond those in the statement of work to help guide the project to successful conclusion.
3. *Will there be an applicant interview for eligible applicants during the Evaluation Phase during the week of September 27-Oct 6th?*
 - No. Applicants selected to move forward from the evaluation period will meet with the Negotiation Team on Monday, October 11.
4. *Is there a budget format to respond to Item E on page 13?*
 - There is no required budget format or form. We recommend the detailed budget be tied to the expectations outlined in the payment schedule affiliated with the draft statement of work.
5. *Given the uncertainty of people's availability to work from in-person office locations, would the [state] consider accepting electronic submission of a vendor's bid via email or other electronic means?*
 - Applicants must submit their proposal as instructed in Section 2.D. of the ITN.

6. *Depending on the response to the previous question, if hard copies are still required to be shipped, will the state accept electronic signatures as part of a vendor's hard copy submission?*
 - Yes.

7. *What is the timeline for the Contract? Is the 150 days mentioned in the ITN the end of the contract?*
 - The timeline is negotiable. The one offered in the ITN is the ideal suggestion.

8. *Can you please clarify under the scope of work 2.D "Measure racial equity and document disparities in provision of programs and services, including contact with and within the system of care" that the request is to document the disparities related to racial equity?*
 - Racial equity is achieved when people, including people of color, are owners, planners, decision-makers and recipients in the systems and services accessible and available to them in their lives. Data suggests that minority children, youth and parents do not have the same level of access to many programs and services. Conversely, additional research suggests that some programs and services (e.g., juvenile delinquency prevention) are overrepresented by minority children and youth (i.e., disparate racial involvement). Section 2.D. requires the respondent to explain how they will identify and document these disparities (access and availability), measure their degree (owners, planners, decision-makers), and document disparate racial involvement with the systems of care (overrepresentation). System of care for our purposes should be defined as the services and programs included in the inventory of services required in Section C.2. of the Draft Scope of Work.

9. *[Section 3] indicates that we may be able to have resumes as an attachment -- Do the resumes count towards the page count?*
 - Resumes and other attachments do not count toward the page count.

10. *Will CSC of Leon County consider an extension of the response deadline?*
 - Applicants must submit their proposal as instructed in the ITN.

11. *Does CSC of Leon County have any flexibility with the contract budget highlighted in Section 3, Subsection E. Financial Terms of the ITN?*
 - The budget is negotiable within reason. CSC Leon is interested in the real cost of completing the Statement of Work within a similar timeline to the one provided in the ITN.

12. *Is CSC of Leon County open to proposals that present a timeline recommendation for submission of deliverables that is different than the timeline outlined in Exhibit 1 – Draft Statement of Work?*
- The timeline is negotiable. The one offered in the ITN is the ideal suggestion.
13. *Will CSC of Leon County accept submission of responses electronically via e-mail?*
- Applicants must submit their proposal as instructed in the ITN.
14. *Will Leon County CSC accept a proposal with an alternative timeline?*
- The timeline is negotiable. The one offered in the ITN is the ideal suggestion.
15. *Will Leon County CSC facilitate local community meetings?*
- CSC Leon will facilitate local community meetings, as needed. It is respondent's responsibility to provide the details required in Section 3.D.1.d., specifically detailing how the respondent proposes to engage the community throughout the needs assessment process to ensure representation of programs, providers and services from all neighborhoods.
16. *Has Leon County CSC entered into any data sharing agreements with any governmental and non-governmental entities? If so, can that data be shared with the contracted entity? Will Leon County CSC facilitate any necessary agreements between the contractor and any governmental and nongovernmental entities?*
- CSC Leon has not entered into any data sharing agreements at this time, but will assist in exploring such agreements to further the goals of the Assets and Needs Assessment to the extent possible.
17. *On page 4, it states, What programs and services are currently available for Leon County children, youth and parents? On page 19 under definitions, it states--- Child: Unless otherwise specified, "Child" or "Children" refer to young people (all genders) prenatally up to, but not including, age 12, including those with special needs. Question: Will the services in review be for children from the ages of prenatal to age 11?*
- "Youth" is also defined in the ITN.

18. *What analyses, data sources, and years of data does the CSC Planning Committee already have available?*

- CSC Leon has not completed any analyses to date. We do have access to the final report prepared by the Leon County CSC Planning Committee, dated 2019, which includes some data but is not comprehensive.

19. *Can the Committee offer insights as to what data elements (variables) are already available in these data?*

- CSC Leon has not completed any analyses to date. We do have access to the final report prepared by the Leon County CSC Planning Committee, dated 2019, which includes some data but is not comprehensive.

20. *Will the selected vendor be provided access to previous data and analyses already obtained by the CSC Planning Committee?*

- CSC Leon has not completed any analyses to date. We do have access to the final report prepared by the Leon County CSC Planning Committee, dated 2019, which includes some data but is not comprehensive.

21. *Considering the large scope of the project, does the CSC Planning Committee have any flexibility to extend timeframe for completion of the individual deliverables? If so, which deliverables?*

- The timeline is negotiable. The one offered in the ITN is the ideal suggestion.

22. *If there are any delays in the ITN process, will the project timeframe be expanded accordingly?*

- The timeline is negotiable. The one offered in the ITN is the ideal suggestion.

23. *Does the maximum number of 45 pages include the relevant CVs/resumes?*

- Resumes and other attachments do not count toward the page count.

24. *Does the maximum number of 45 pages include any other attachments other than CVs/resumes?*

- Resumes and other attachments do not count toward the page count.