

**Family Strengthening & Parent Education  
Request for Proposals  
Children's Services Council of Leon County (CSC Leon)  
Addendum No. 1**

Below are questions submitted in accordance with the RFP and during the virtual information Session held on Friday, March 31. The corresponding answers are provided immediately below.

1. *Would the CSC provide support for a planning year within the request for support? If a planning year is not possible, we would like to know if we would have the opportunity to apply at the 2-year renewal?*
  - a. Agencies who are implementing a new, research-supported program are permitted time for planning, scaling, staffing, etc. commensurate to the program they are proposing (e.g., six weeks of planning for a three-month program, three months of planning for a six-month program). Clear timelines and justifications for planning must be included in the proposal.
  
2. *May an organization choose to implement a research-supported program that is not currently being executed within our current facility? If so, what application category (research or grassroots supported program) should the organization designate for the program?*
  - a. Yes, an organization may choose to implement a research-supported program that is not currently being executed within an agency or site so long as the agency has experience providing similar services for at least three years. For this example, the agency should submit its proposal under the research-supported category.
  
3. *Are we required to only apply for programs that are currently active within our organization that has the data to support success?*
  - a. No, agencies may submit proposals for new programs if they are research-supported and the agency has experience providing similar services for at least three years. We will not accept proposals that plan to implement new programs or programming that are not research-supported.
  
4. *What is the total amount of funding available through this procurement?*
  - a. \$2,100,000.00 over 26 months.
  
5. *Will CSC Leon pick the assessments that are required or is a provider able to propose the use of assessments they are already using for the service being proposed?*
  - a. CSC Leon will provide the assessments and tools that will be required for use by the proposals selected for award.

6. *In the application portal, one question is "Describe the community need that your proposal seeks to address" but when you hover over the response box, it says "Demonstrate how the proposal is an expansion of an existing service." Further in the application, it asks, "Explain if this is a new program or an expansion." Please explain the difference between these two questions and how should they be addressed.*
  - a. The hover text in the application was an error and it has been removed.
  
7. *Where is the required budget form located?*
  - a. The required budget template is on the CSC Leon Website under Funding Announcements (<http://cscleon.org/announcements>). When selecting the Funding Opportunity for Family Strengthening & Parent Education, scroll to the list of "Resources" at the bottom and can click to download the CSC Leon Budget Template. It is an EXCEL file.
  
8. *Will we get a link to the recording to view later?*
  - a. This recording is available at this link: <https://youtu.be/rsW4KJkv0ek>. This is also posted on the CSC Leon website under Funding Announcements.
  
9. *Is it okay for an organization to apply for different programs and one may be Research Supported and the other may be Grassroots?*
  - a. Yes. However, you will have to submit two separate proposals. The application system will require two separate email addresses.
  
10. *Can more than one person from an agency enter information into the application?*
  - a. Yes. However, as an applicant "saves" and "comes back," it can only be accessed by the same device utilizing the same internet protocol (IP) with cookies enabled.
  
11. *Does the CSC have researchers and statisticians to assist grassroots organizations?*
  - a. CSC Leon does not have researchers or statisticians to assist agencies with their proposal. If an agency is selected for award under the Grassroots category, CSC Leon will provide support for evaluation services and statistical analysis.
  
12. *What is RBA?*
  - a. Result-based Accountability is a framework that CSC Leon will utilize with all proposals selected for award. CSC Leon will provide training.
  
13. *Are individual child names entered into the system and shared with DCF and DJJ?*
  - a. Funded programs will be required to collect some identifying information on the children and youth served. Parents must consent for that information to be shared with outside entities such as the Departments of Children & Families and Juvenile

Justice for system involvement tracking only. System involvement should not preclude families from receiving services unless dictated by the proposed program model.

*14. Describe the review process. Who is scoring? How are the groupings done? Will it be grouped by the six protective factors?*

- a. Exhibit 2 of the RFP clearly describes the review process. CSC Leon utilizes community impact panelists who are volunteers living in Leon County. Their names are not published until after scoring is complete. Proposals will be grouped by category: research-supported and grassroots. Protective Factors will not be utilized to separate or group proposals.

15. Does the application or proposed project need to include a parent education component or is it sufficient that it has good outcomes related to family strengthening?

- a. CSC Leon seeks to fund programs related to family strengthening and/or parent education.

*16. Are adult children of family members included in this?*

- a. CSC Leon seeks to fund programs that serve families with a qualifying child or youth. This is clearly defined in the RFP on page 10 (or page four of the Statement of Work).

*17. Some agencies are prohibited under our rules of practice from requiring such release of information in order to provide services; will that disqualify our proposal?*

- a. No, if an agency is legally barred from utilizing certain data collection tools, CSC Leon will not disqualify the proposal. However, the proposal will be evaluated using the same criteria as all other proposals in its category including its capacity to collect the required data and documentation. If selected for award, CSC Leon will work the agency to determine alternate compliance.

*18. Can applicants hear the evaluators discuss the evaluations, scorings and see the written comments with scores afterward? Will the names of evaluators be provided in advance to identify potential conflicts for the agencies with the reviewers?*

- a. Community Impact Panel discussions will be held during a public meeting on June 2. Members of the public are invited to view that discussion, as well as access score sheets as they are published. CSC Leon follows well-established procurement guidelines promulgated by the State of Florida. It is not the responsibility of the agency submitting a proposal to identify potential conflicts with the reviewers but rather it is the responsibility of the community impact panelists to disclose any real or perceived conflicts.