

**Family Resource Center Management
Invitation to Negotiate (ITN)
Children's Services Council of Leon County (CSC Leon)
Addendum No. 1**

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

- 1. Please provide a list of the agencies who participated in the mandatory bidder's conference and confirm that they are the only agencies who may submit a response to the ITN?**
 - a. The following agencies participated in the Bidder's Conference and are, therefore, the only agencies permitted to be the primary Vendor submitting a response.
 - i. Bethel Empowerment Foundation
 - ii. Capital Area Healthy Start
 - iii. Children's Home Society of Florida
 - iv. Florida Alliance of YMCAs
 - v. Whole Child Leon

- 2. Will the members of the Evaluation and Negotiation Team be announced or posted publicly for reference?**
 - a. The members of the Evaluation and Negotiation teams will be announced and posted on the CSC Leon after the due date. A Lobbying Prohibition remains in effect throughout the entire process as outlined in the ITN (page 3).

- 3. Can we provide more than three letters of references (Section III, B. 7)?**
 - a. You may provide additional letters of reference so long as they meet the criteria specified in the ITN (page 7). Including letters from greater than five years ago or are not materially substantive to the request in the ITN will not be considered.

- 4. Will you please detail all unallowable expenses?**
 - a. All purchases must be directly tied to the approved budget for the program and be a reasonable price for the item. In addition, CSC Leon funds shall not be used as a substitute for existing resources or for resources that would otherwise be available for the proposed services. If you are a nonprofit entity, CSC Leon will not pay Florida sales tax for any purchases made. Finally, under no circumstance will CSC Leon approve expenses that total more than the approved allocation for the contract.

- 5. What is the indirect percentage threshold?**
 - a. CSC Leon does not have an indirect percentage; rather, Vendors have a cap on their administrative expenses of 18%. Administrative expenses include any expenses that are not direct service related. More details are available in the

CSC Leon Fiscal Guidelines accessible at this link: <https://cscleon.org/wp-content/uploads/2023/02/2023-CSCLeon-CIP-Funding-Policy.pdf>

6. Will you share guidelines around what limitations may exist for incentives being provided to clients/ members?

- a. Incentives for families to boost engagement and participation is an allowable expense. How they are used should be included in the programming plan, including amounts, types, qualifications to receive them, etc. If concerns exist with what is proposed, the Negotiation team will address them with the Respondent before the “Best and Final Offer” is requested.

7. Will CSC Leon accept electronic signatures?

- a. Yes, CSC Leon will accept electronic signatures.

8. Is a sample contract available to review or will CSC Leon defer to the winning bidder to create and submit their own?

- a. A sample contract is available for respondents to review. It is posted on our website and identified as Addendum 3. It does not include a detailed timeline for deliverables or the statement of work. That will be discussed during the negotiation process as specified in the ITN.