



ADDENDUM #1 TO ITN 2018-2021

The information below clarifies the ITN information provided in the Bidder's Conference. If applicable, information removed from ITN has a strikethrough; Information added to ITN is underlined.

1. Updated, Purpose, Page 5, 2nd paragraph

The expected contracting period for this ITN is ~~nine (9)~~ six (6) months, with a potential of up to two (2), one-year renewal options contingent but not limited to availability of funding, history of performance outcome achievement, past programmatic performance, agency viability, and successful negotiation of programmatic and budgetary issues. The current amount of expected funding identified for this ITN is approximately ~~\$2 million for the 9 month period from October 1, 2018,~~ \$1.3 million for the 6 month period from January 1, 2019, through June 30, 2019. There will be two potential renewal periods, July 1, 2019, through June 30, 2020, and July 1, 2020, through June 30, 2021. BHSC may at its sole discretion choose to do one-year renewals beyond June 30, 2021.

2. Updated Financial Ratios, Page 18, Last Bullet Page 18

If the cumulative score falls less than ~~7~~ 9 points, the applicant is NOT qualified for an award

3. Updated, Section 12 Budget Narrative and Justification, Page 18

Provide a narrative that explains the amounts requested for each line in the budget. The budget period is ~~nine (9)~~ six (6) months for the period of ~~October 1, 2018~~, January 1, 2019, through **June 30, 2019**. The budget justification must clearly describe each cost element and explain how each cost contributes to the successful provision of services. Be very careful about showing how each item in the "other" category is justified. **The budget justification MUST be concise.** We are also requesting that an annualized budget for a twelve (12) month period be provided for the renewal period.

4. Updated Budget and Narratives, Attachment G

12 Months Budget
12 Months Narrative
~~9 Months Budget~~ Updated to 6 Months Budget
~~9 Months Narrative~~ Updated to 6 Months Narrative

5. Update Section 13, Collaboration, Note, Page 19

Note: ~~Healthy Start funds should be the last fiscal resource for care services; if a patient is insured or eligible for third-party reimbursement, the project, and all its contractors must bill/utilize those resources first. Any re-budgeting out of approved Patient Care costs must have prior BHSC approval.~~

Note: Healthy Start is the funder for the Healthy Start Program which includes the Intervention Pathways and Interconception Care Counseling. Clients may benefit from additional wraparound supportive services. If a client is insured, there should be coordination to ensure those services are utilized and supported by that funding source. Example: a client needs psychosocial counseling and has health insurance coverage. Client should be referred to the insurance provider for that particular service versus being provided that service through Healthy Start.

6. Updated Section 14 Proposed Award Distribution-a. Agreement Term, page 19

Agreement Term

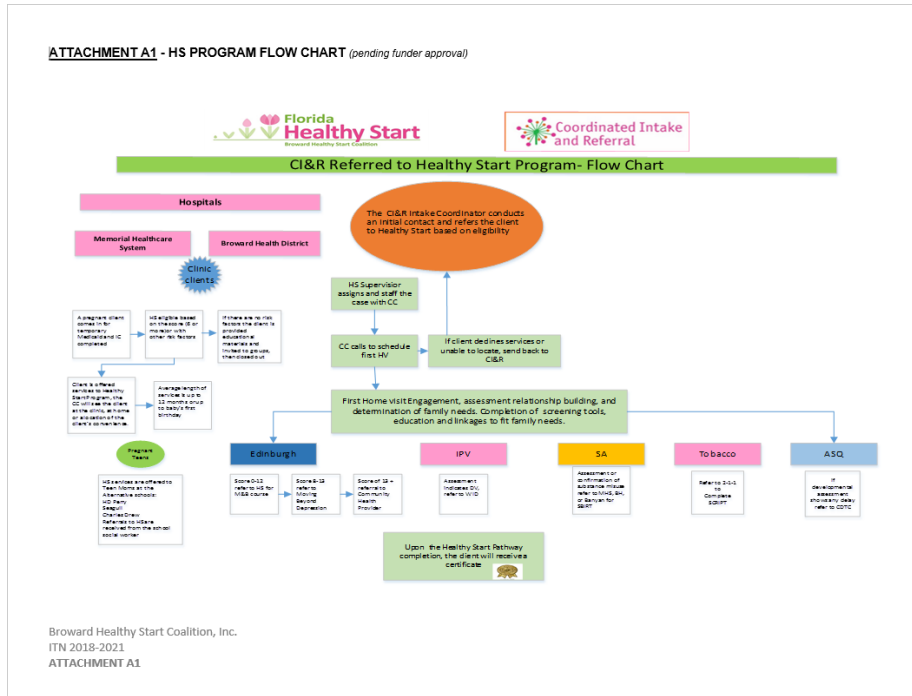
The agreement term is expected to be an initial nine-month six-month term, with two annual renewal options and it is anticipated to be effective ~~October 1, 2018~~, January 1, 2019, through potentially June 30, 2021. Awardees will be required to submit an annual budget for review.

7. Updated, second paragraph, Page 20 (Under Section c.)

This ITN is being advertised pending the execution of contracts with FDOH and the Healthy Start MomCare Network, Inc. Effective ~~July 1, 2018~~. January 1, 2019. Applicants are advised that certain elements of the Healthy Start Pathway model may change based on the final agreement with those funders.

8. Updated Attachment A1

UPDATED



9. Added Attachment J to the Web

<p>ITN 2018-2021 ITN Attachment D Checklist ITN Attachment E Florida Statutes ITN Attachment F ITN Application ITN Attachment G Budget template ITN Attachment H Financial Viability</p>	<p>ITN 2018-2021 ITN Attachment D Checklist ITN Attachment E Florida Statutes ITN Attachment F ITN Application ITN Attachment G Budget template ITN Attachment H Financial Viability <u>ITN Attachment J Zip Codes</u></p>
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10. Added Cultural Competence and W-9 to the Attachment D-Checklist

ATTACHMENT D

ITN RESPONSE CHECKLIST
(INCLUDE THIS CHECKLIST WITH YOUR RESPONSE)

1. Providers table of contents including ITN attachments and required appendices in the following order:

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Original List	Updated List
Attachment E - Signed Florida Statutes on Program Incentives Form	Attachment E - Signed Florida Statutes on Program Incentives Form
Attachment F - Grant Application	Attachment F - Grant Application
<ul style="list-style-type: none"> • Application for Funds fully completed 	<ul style="list-style-type: none"> • Application for Funds fully completed
<ul style="list-style-type: none"> • Signed Certification of Accuracy and Compliance 	<ul style="list-style-type: none"> • Signed Certification of Accuracy and Compliance
<ul style="list-style-type: none"> • Signed Performance and Outcomes Measures 	<ul style="list-style-type: none"> • Signed Performance and Outcomes Measures
<ul style="list-style-type: none"> • Proposed Staff Information 	<ul style="list-style-type: none"> • Proposed Staff Information
<ul style="list-style-type: none"> • _____ → 	<ul style="list-style-type: none"> • <u>Cultural Competency Plan</u>
Attachment G - Program Budget Summary and Narrative	Attachment G - Program Budget Summary and Narrative
Attachment H - Financial Viability Test	Attachment H - Financial Viability Test
Appendices	Appendices
<ul style="list-style-type: none"> • Organizational Chart 	<ul style="list-style-type: none"> • Organizational Chart
<ul style="list-style-type: none"> • Most Recent Audit and Audit Management Reports 	<ul style="list-style-type: none"> • Most Recent Audit and Audit Management Reports
<ul style="list-style-type: none"> • Certificate of Incorporation 	<ul style="list-style-type: none"> • Certificate of Incorporation
<ul style="list-style-type: none"> • _____ → 	<ul style="list-style-type: none"> • <u>IRS Form W-9</u>
<ul style="list-style-type: none"> • Resumes or Biographical Sketches of Key Staff 	<ul style="list-style-type: none"> • Resumes or Biographical Sketches of Key Staff
<ul style="list-style-type: none"> • Responding Organizations QI/QA Plan 	<ul style="list-style-type: none"> • Responding Organizations QI/QA Plan

11. Updated Attachment F Section B. Organizational Capacity, Question 6.

Describe the organization's experience in the implementation of intakes, assessments, screenings tools to identify specific risk factors that involve mental health, depression, domestic violence, substance abuse, and developmental delays. (~~Limit to 150 words-approx. ¼ page~~)(Limit to 250 words-approx. ½ page)

12. Updated Attachment F Section B. Organizational Capacity, Question 7.

Describe the organization's experience in the provision of Interconception Care Counseling including curriculum being used. (ICC). (~~Limit to 150 words-approx. ¼ page~~)(Limit to 250 words-approx. ½ page)

QUESTIONS FROM BHSC BIDDER'S CONFERENCE HELD MAY 17, 2018

INVITATION TO NEGOTIATE FY18-2021

1. **QUESTION:** There is a list of documents required at the time of contract execution as listed in the last page of the Attachment F- ITN Application. Can applicants submit the copies of documents required at time of application?
WRITTEN RESPONSE: Yes.
2. **QUESTION:** Regarding the two components listed at the bottom of page 5 including the Healthy Start Prenatal and Infant Pathway and Interconception Care Counseling (ICC), are applicants expected to apply for both components?
WRITTEN RESPONSE: Yes. The components are expected to be provided concurrently.
3. **QUESTION:** A history of corrective actions and performance improvement plans (PIP) must be provided. Is this a requirement only regarding Healthy Start performance history or do you also require other corrective actions and PIP for similar services, such as home visiting or case management programs?
WRITTEN RESPONSE: Yes. Please provide materials for any corrective action plans or performance improvement plans for Healthy Start performance as well as similar services from another funding source.
4. **QUESTION:** Do hospitals need to do a viability test?
WRITTEN RESPONSE: No. The public hospital systems are exempt.
5. **QUESTION:** There was a question regarding the requested 6 months and 12 months annualized budgets? The budget was originally requested for 9 months and 12 months in the ITN.
WRITTEN RESPONSE: ITN Updated, see addendum.
6. **QUESTION:** Clarification was requested for **Note** on page 19 in the ITN;
WRITTEN RESPONSE: Please see Addendum for the answer.
7. **QUESTION:** Question regarding Attachment J- Zip codes to be served?
WRITTEN RESPONSE: Attachment J was added.
8. **QUESTION:** Should we add the Cultural Competency plan to the Checklist?
WRITTEN RESPONSE: Yes, ITN Attachment D-Checklist Updated, see addendum
9. **QUESTION:** Regarding the budget and 10% administrative cost, what does that mean for QA, Supervision and Reflective Supervision, oversight, administrators?
WRITTEN RESPONSE: Generally, QA is funded under indirect/administrative category. It is performed as a separate function outside of daily program operations. The immediate supervisor performs a program component of quality assurance through reflective supervision and it would be included under the direct costs. If the Supervisor is also responsible for QA beyond program supervision, that percentage of their time should be identified and noted as part of the 10% Administrative Cost.

- 10. QUESTION:** Can the W-9 be added to the Attachment D Checklist?
WRITTEN RESPONSE: ITN Attachment D Updated.
- 11. QUESTION:** Without having specific numbers of cases to QA or known caseload numbers, what are the expectations for the QA plan to get to the required outcomes?
WRITTEN RESPONSE: Applicants can create a QA plan based on minimum requirements for home visitation programs that enable the supervisor to assess what is happening in the program in terms performance and productivity. Specific guidance will be provided at the time of contracting.
- 12. QUESTION:** Regarding Performance Outcomes you are asking applicants to describe how they will comply with the outcomes?
WRITTEN RESPONSE: This can be described in the applicant QA plan and what data will be pulled and from what sources, such as the Well Family System. (Healthy Start Data System). Explain how the supervisor will monitor the performance outcomes data points, including duration and intensity.
- 13. QUESTION:** Regarding duration and intensity of services, what are the expectations?
WRITTEN RESPONSE: See Attachment B- the Healthy Start Pathway (pending funder approval) for general guidance.
- 14. QUESTION:** What is the billing requirements?
WRITTEN RESPONSE: Historically, HS has been using a unit of service model and expect to continue with that model of reimbursement. Specifics will be provided at the time of contracting.
- 15. QUESTION:** Is the ICC component part of the 12 visits described in the Healthy Start Prenatal and Postnatal Pathway, or is ICC a separate visit?
WRITTEN RESPONSE: Remains to be determined by our funders; it may or may not be included in the pathway visits, or it may be a separate visit, but it is a very important component of the HS model. Completion of the ICC home visit is a high priority with linkage to a family planning method.
- 16. QUESTION:** Are the 12 visits described in the Healthy Start Pathway based on entry into the program?
WRITTEN RESPONSE: Yes. The expectation is to start at the point of entry into the program and follow the model from there.
- 17. QUESTION:** Can applicants include support or clerical staff in the budget?
WRITTEN RESPONSE: Support staff can be included in the administrative costs, up to 10% of the direct services portion of the budget.
- 18. QUESTION:** What it is expected with regard to the provision of psychosocial counseling to pregnant and parenting moms?
WRITTEN RESPONSE: The provision of the psychosocial counseling is optional and should be based on the applicant's experience providing this specialized service. Funding for psychosocial counseling within the Healthy Start model will be based on the availability of funding.

WRITTEN QUESTIONS RECEIVED MAY 22, 2018

- 1. QUESTION:** Will there be a start-up period? If so, what are the estimated dates?
WRITTEN RESPONSE: No. There will be no be a start-up period. Services will launch the day the contract starts.

- 2. **QUESTION:** Should training be included in the budget?
WRITTEN RESPONSE: No. The coalition is responsible for providing training in all core requirements of the model.

- 3. **QUESTION:** What is the estimated caseload?
WRITTEN RESPONSE: There is no capitation of caseloads due to HS being a safety net program; however the expectation is that home visitors will carry an average of 35 to 45 cases at any given time.

- 4. **QUESTION:** What is the current salary range for in-home counseling staff?
WRITTEN RESPONSE: For a Master’s level therapist, the range is approximately \$35 to \$45K; for a Bachelor’s level home visitor, the range is approximately \$33 to 38K.

- 5. **QUESTION:** Can the ITN be posted in Word format?
WRITTEN RESPONSE: ITN has been posted in Word and PDF formats.

**End of WRITTEN RESPONSES, CLARIFICATIONS and UPDATES TO
BHSC INVITATION TO NEGOTIATE (ITN) FY18-2021**