



**Pre-Bid Conference Question and Answers
June 9, 2022
For
Food Insecurity Mitigation 2022
Including the following Request for Proposals:**

- **Summer BreakSpot Enrichment (21-22-PAOD-007)**
- **School Break Supplemental Meals (21-22-PAOD-009)**
- **Markets (21-22-PAOD-008)**



Please note that this Q & A document is intended to provide comprehensive answers to the questions asked verbally during the Pre-Bid Conference and submitted in writing after the Pre-Bid Conference. Questions and answers may have been amended to ensure clarity. As such, the content of this document is not a word-for-word transcript of the Pre-Bid Conference.

The Food Insecurity Mitigation 2022 RFP Pre-Bid Conference Questions and Answers (Q & A) document takes precedence over what you may hear in the recorded Pre-Bid conference. Please review the Pre-Bid Q &A document.

The Pre-Bid Conference for the Food Insecurity Mitigation 2022 RFP was opened at 1:00 PM on June 9, 2022.

The following items are provided with the Pre-Bid Questions and Answers (Q & A) and are posted in CAPS under the "Solicitation Attachments" section of each RFP area.

- Verbal and Written Questions and Answers (Q & A)
- Attendance Sign-In Information

The following questions were asked during the Pre-Bid Conference or were submitted in writing by 4:00 PM June 10, 2022. The questions have been grouped by topic for easier reference.

ORDER OF TOPICS:

- I) CONTRACT ADMINISTRATION AND PROCUREMENT SYSTEM (CAPS)
APPLICATION SUBMISSION AND REVIEW PROCESS
- II) FOOD INSECURITY MITIGATION PROGRAM OVERVIEW & PROGRAM
REQUIREMENTS
- III) FISCAL/BUDGET
- IV) PERFORMANCE MEASURES AND DATA MANAGEMENT
- V) GENERAL QUESTIONS

I. CONTRACT ADMINISTRATION AND PROCUREMENT SYSTEM (CAPS) APPLICATION SUBMISSION AND REVIEW PROCESS

Note: The link to the video on how to apply for an RFP through CAPS can be found here: <https://www.cscbroward.org/ProcurementsFundingOpportunities>

Q: If you are applying for multiple, do you need multiple financial viability tests?

A: If you're applying for multiple, you need to submit the financial viability section in at least 1 application. For the others you apply for, you can state that CSC already has your financials. Refer to "how to apply" video listed under solicitation attachments.

Q: Will subcontracting be permitted under this procurement?

A: This procurement may allow for subcontracting, pending written approval of the Chief Equity and Community Engagement Officer (CECEO). Please refer to the RFP Section IV, X.

II. FOOD INSECURITY MITIGATION OVERVIEW AND PROGRAM REQUIREMENTS

Q: Background Screenings. We are proposing to provide "Markets." In addition to the staff members that we will include in our budget, there may be additional volunteers that may be on site at our agency's main location during food distribution events OR volunteers who will assist at "pop-up" events. Will all potential volunteers need to complete a background screening? IF they are not forward facing, like truck drivers.

A: If not forward facing, they will not be required to have Level 2 background screening. Please refer to Section IV, Q. and R. of the RFP.

Q: Page 16 #Q Does this mean all volunteers need to be screened if they do not work directly with children and families? Can we just screen our key volunteers? There is a large percentage of volunteers in November who interact with students in Broward County Schools who are involved only in the process of packing.

A: If not forward facing, they will not be required to have Level 2 background screening. Please refer to Section IV, Q. and R. of the RFP.

Q: If our volunteers are volunteering in schools and they have been cleared by the school system, is that enough or does everyone need a level 2?

A: If the volunteer is screened by the school for volunteering on school property for your program, that could suffice for the purposes of this procurement and then will be reviewed in contract negotiations.

Q: FL Statutes only require volunteers with more than 20 hours per month direct contact to get a level 2. Also, if there is a Level 2 staff with / near the volunteer at all times, they don't need a Level 2.

A: The CSC reserves the right to apply stricter criteria regarding background checks for the programs it funds.

- Q: Will an organization be penalized if the rated questions do not apply? Would inhibit what we do. Staffing doesn't apply. Will we be rated down because we have volunteers covering?**
- A:** For the purposes of defining staffing, we do not penalize if an agency is staffed by volunteers.
- Q: Under other requirements - Since we have only one part-time employee, we do not have all of these requirements in place, is that going to be a problem?**
- A:** Please refer to the RFP Section I., H regarding staffing requirements. For the purposes of defining staffing, we do not penalize if an agency is staffed by volunteers.
- Q: Will Harvest Drive be deducted points if we can not answer specific questions related to staffing but we can describe our systems that are in place?**
- A:** Every submission will be rated independently of the agency that submits it, on its merits. Please answer as thoroughly as possible and remember that there will be additional opportunities to discuss specific aspects of your program during the interview process. Please refer to each respective Rating Tool for each application under Staff Information for guidance.
- Q: Memorandums of Agreement for community site use if the site locations are not under the direct control of the applicant. If we are proposing to provide "Markets," must we include MOA's for "pop-up" locations in which we will provide a self-contained program and will just be using another organization's parking lot for a drive-thru or walk-up event? (i.e. not entering their building)**
- A:** You can provide a letter of support or agreement at this time. At the time of contract negotiations, we will review MOA requirements.
- Q: Each school participating in our program does so on a voluntary basis and the Harvest Drive becomes part of their school program. We serve as advisors and provide food and physical support. We do not need an MOU with the schools because the schools are in charge of their part of the program. Is it mandatory to have an MOU?**
- A:** Please refer to the applications and corresponding rating tool, under program sites question #1, where a school principal's authorization letter is sufficient documentation to provide the program on site.
- Q: Fatal Flaw - Food Permit and Sanitization - what if we use a caterer who has the inspection and permit? Is the location or the agency applying?**
- A:** If you have a caterer that has the inspection and permit that is not a fatal flaw. Please refer to the Florida Dept. of Health in Broward County guidelines for food safety preparation and distribution.
- Q: What is defined as a Community Effort as opposed to a formal or informal partnership?**
- A:** Please refer to the rating tools under the section Organizational Capability, questions #2 and #3. Per the rating tool, question # 2 refers to how an agency fits in the food insecurity mitigation system and their participation in countywide efforts, while # 3 is specific to how the partnerships, both formal and informal, support your agency's program participants.
- Q: What is defined as a Community Effort?**
- A:** Please see previous answer.

- Q: When writing about our program are we writing about elements of our program relevant to the RFP?**
- A:** Please refer to the rating tool section. The program design component should be relevant to the requirements of the RFP.
- Q: BreakSpot - will Swim Central be contractually bound to the program?**
- A:** Please refer to the Summer BreakSpot application and rating tool, under the Program Design section, question #8. No agency has been designated to provide the water safety component. Further information regarding Swim Central negotiations may be discussed during contract negotiations.
- Q: FYI - BreakSpot Sponsors have to re-apply annually to FDACS and are not necessarily going to be approved for next year. It wouldn't be possible for them to commit to 2023.**
- A:** Please refer to question #1 in Program Design as to whether the agency is currently certified with the intention of continuing to be certified in the following year. If unable to be certified again for the program year, the funding will be discontinued. The question is rated on SBS current and past experience, not future.
- Q: Under Program Sites - If we are not site-specific, can we answer N/A to the question?**
- A:** Program site refers to location where the distribution is staged from.
- Q: Under Program Design- Page 5 #4 - What is a Market Model? Does this refer to our current programs?**
- A:** Please refer to RFP for a description of "Market model" Section H, #3, p.7
- Q: Under Program Design - #4 page 5 Will we get points off if we do not provide fresh fruits and vegetables since our programs are strictly non-perishable food?**
- A:** Please refer to the rating tool. It entails providing nutritious foods, with fresh fruits and produce being scored higher. Every submission will be rated independently of the agency that submits it, on its merits. Please answer as thoroughly as possible and remember that there will be additional opportunities to discuss specific aspects of your program during the interview process.
- Q: If we do another food program (school pantries) but not asking for funding should we include that in our RFP answers?**
- A:** Please refer to RFP requirements in formulating your answers. The program design component should be relevant to the requirements of the RFP.
- Q: Would our November Harvest Drive and our Helping Hands Box & Bag Program count as one program? They both give out food bags to families.**
- A:** Please refer to the RFP Section E, the applications, and their corresponding rating tools for guidance.
- Q: Can we answer the questions about our two food programs, the November Harvest Drive and the Helping Hands Box & Bag Program at the same time?**
- A:** See previous answer.

Q: Harvest Drive is taking this RFP Grant process very seriously and we are completing the questions to the best of our ability. After reading through the RFP we are not assured that we meet all the criteria of each section for the Food Insecurity Markets Application For Funding. There is a handful of areas where we will need to put n/a. Based on the information and our Harvest Drive questions today about our organization and its programs will that be acceptable?

A: Every submission will be rated independently of the agency that submits it, on its merits. Please answer as thoroughly as possible and remember that there will be additional opportunities to discuss specific aspects of your program during the interview process. Please refer to the RFP the applications, and their corresponding rating tools for guidance.

III. FISCAL/BUDGET

Q: Rather than Salaries and Wages, my organization would like to pay staff stipends through Expense Line 1300 - "Contractual Services/Consultants." Is that ok?

A: Expense line 1300 is for contractual staff, consultants, or contracted services. You can list the position title, the name if known, the services to be provided, rates of pay, work products, and method of payment, e.g., hourly rates, daily rates, price per deliverable, etc., and justification of the need for the contractual service(s). Salaries and Wages are for those positions that are direct costs to the Program; these positions perform activities that are exclusively associated with the CSC Program. For youth employment programs, salaries and fringe benefits for the youth should be included under budget section 1700 Expense line.

Q: What if we don't have an audit financial?

A: Agencies with annual revenues greater than \$500,000 are required to provide audited statements completed by an independent Florida Certified Public Accountant (CPA). Smaller agencies (those with annual revenues less than \$500,000) may submit unaudited Financial Statements reviewed by a CPA; If selected for funding, the agency must agree to provide an audit by an independent Florida CPA within 180 days after the end of the agency's fiscal year. See RFP Section IV, S.

Q: What if we don't have a review?

A: Agencies with annual revenues greater than \$500,000 are required to provide audited statements completed by an independent Florida Certified Public Accountant (CPA). Smaller agencies (those with annual revenues less than \$500,000) may submit unaudited Financial Statements reviewed by a CPA; If selected for funding, the agency must agree to provide an audit by an independent Florida CPA within 180 days after the end of the agency's fiscal year. See RFP Section IV, S.

Q: And if our FY end is December?

A: The most recent audit is defined as an audit that covers the agency's latest fiscal year end and must be completed and available within 180 days from the date of the agency's fiscal year end. For example, if your fiscal year ends on December 31, 2020, the most recent audited financial statements would have been completed and audited no later than June 30, 2021. See RFP Section IV, S.

Q: Do in-kind donations (food donations) and volunteer hours count in our revenue? Do they have to?

A: CSC evaluates the amounts indicated on your Financial Statements by your CPA as revenues.

Q: Contract and Method of Payment - #3. Transportation. Please clarify why transportation costs are limited only to the Summer Breakspot providers? If we are proposing to provide "Markets" – will we be permitted to include vehicle rental fees/gasoline purchases to provide pop-up locations? If so, would we include this under 1300 Contractual Services or 1200 - Local or Out of Town Staff Travel. Or, should we use this as part of the 5% match?

A: Per the CSC Provider Single Site Budget Guidelines, under section 8030 Transportation, on page 10, "this expense is limited to client transportation." Summer BreakSpot is the only program that may transport clients for approved purposes. Transportation relating to costs such as vehicle rental fees and gasoline may be listed in your budget under 1600 Expenses/Supplies.

Q: Am I correct that current approved Fiscal Sponsors need to only submit the certificate, w9, and 211 info by June 17th?

A: If you are currently funded by the CSC and utilize a Fiscal Sponsor, or if the CSC does not currently fund you, but you already know your agency will require a Fiscal Sponsor, you do not have to submit your agency's financial statements. However, you must indicate the agency is using or will be obtaining a Fiscal Sponsor by checking the appropriate box in CAPS in the "Agency Financial Viability" section by June 17th, 2022 by 4pm. See RFP Section II, D.

Q: BUDGET: can you just add a yearly salary instead of an hourly rate?

A: If the position or staff member filling the position is a "salaried" staff member, then annual salary should be noted. If the position is paid using an hourly rate, then the hourly rate should be noted

Q: In calculating annual revenue, are non-cash donations (food, services, etc) included.

A: CSC evaluates the amounts indicated on your Financial Statements by your CPA as revenues.

Q: The RFP asks about other agency contracts. What about funding through agreements that are not really contracts? Should these be listed as well?

A: CSC evaluates the amounts indicated on your Financial Statements by your CPA as revenues.

Q: What if you score well on the viability test but don't have a review or audit of financials.

A: The Financial Viability Test will be completed for Agencies that submit the required audited or reviewed financial statements. See RFP Section II, D.

Q: Budget - what if we don't have the staff names, can we leave blank?

A: If the position is vacant, then insert "Vacant" in the name field

Q: REQUIRED MATCH: Are you required to have the 5% if you have a fiscal sponsor?

A: Yes, there is a funding requirement of a 5% match for all funding provided through the CSC.

Q: For the 5% required match, we would like to include our volunteer director and other staff. Would you please suggest an acceptable hourly rate for "volunteers" in Broward County that the CSC would be comfortable with.? Thank-you

A: This is negotiated during the contract time.

Q: Is a reviewed financial statement be the same thing as the financial statement produced by our accountant as we file taxes each year?

A: Reviewed Financial Statements will include an Independent Report that indicates the statements where reviewed. See RFP Section IV, S.

Q: Documents / information to be submitted: Non-CSC reports and/or outcome performance data, funding history, program performance, Organizational Capacity – whose information would go in here? The Fiscal Sponsor or agency being sponsored?

A: The agency being sponsored.

Q: Is the Reviewed Financial for last year January 1, 2021 - December 31, 2021?

A: Depending on the fiscal year of the Agency, it is the last complete year. Reviewed Financial Statements will include an Independent Report that indicates the statements where reviewed. See RFP Section IV, S.

Q: For the Financial Viability Test, who prepares it? The accountant? Can it be done on an excel spreadsheet?

A: The Financial Viability Test can be performed by your fiscal departments or accountant. It does not need to be submitted with your proposal response. The CSC Financial Viability Test is included in the "Attachments" section of this procurement.

Q: Is it a problem if we do not do units of service? What type of units of service are you looking for?

A: These contracts will be cost reimbursement based only.

Q: Does the Reviewed Financial Statement completed by a CPA need to have anything specific in it, that would be relevant to this RFP?

A: No, the reviewed financial statements by the CPA is sufficient.

Q: Do we need to fill out supplemental schedules regarding the budget guidelines?

A: No.

Q: Under Financial Ratios - What is considered Liquid Net Assets?

A: Liquid Net Assets are Unrestricted Net Assets less Property Plant and Equipment less Property Plant and Equipment Related Debt, divided by Average Monthly Expenses, where Average Monthly Expenses are calculated as Annual Expenses divided by twelve.) This test determines the number of months of expenses that can be covered by existing assets without restrictions attached to them. See RFP Section IV, S.

Q: Page 19 #B - Current Ratio - Can we have more explanation on what you are looking for.

A: Current Ration reviews the current assets an agency has which can easily be converted into cash to pay current expenses. The higher the ratio, the easier it is to pay expenses. Current assets are defined as cash, cash equivalents, accounts receivable, prepaid expenses, inventories and other items of value that are reasonably expected to be sold or consumed within one year. See RFP Section IV, S.

Q: On Funding History- How many of our funders do we need to include?

A: Up to your discretion.

Q: We have very few contracts. We have more grants and unrestricted donations. When listing grants if there is no contract, do we list one year from receipt of grant or just January 1 - December 31?

A: List them by Fiscal Year.

IV. PERFORMANCE MEASUREMENTS AND DATA MANAGEMENT

Q: Identify and describe the population(s) to be served and why. Please identify how many children and families will be served and why. Describe how you determined the number of participants to be served and why. If we are proposing to provide “Markets”, please confirm how you would like us to “count” the number of children and families who will be served. Must we maintain a sign in sheet that includes an adult’s name and signature along with the number of children and the number of adults in each household?

A: Counts of children and families served (e.g., via sign-in, ticket count, or other type of record) should reflect your mode of service delivery and capacity. Individual names and demographic information are not required, but a count of family/children served is required. Expectations for more detailed data collection will take place during contract negotiations and will aim to fit the mode of service delivery.

Q: What if we do not take families information?

A: Counts of children and families served (e.g., via sign-in, ticket count, or other type of record) should reflect your mode of service delivery and capacity. Individual names and demographic information are not required, but a count of family/children served is required. Expectations for more detailed data collection will take place during contract negotiations and will aim to fit the mode of service delivery.

Q: Do we have to collect family's data?

A: Counts of children and families served (e.g., via sign-in, ticket count, or other type of record) should reflect your mode of service delivery and capacity. Individual names and demographic information are not required, but a count of family/children served is required. Expectations for more detailed data collection will take place during contract negotiations and will aim to fit the mode of service delivery.

Q: Page 10 #5-NON CSC monitoring reports or outcome data-What specifically are they looking for? Our distribution numbers are families we serve?

A: Regarding outcomes, you can provide outcome data that you collect for other purposes that reflect your service delivery. Counts of children and families are required.

Q: Page 6 #4 - To what extent would this demographic information be needed if our company does not track it? We work with the School Board and other Agency case managers who have direct contact with the families, not us. Would this count against us? We can give general information based on the county/school board records.

A: Counts of children and families served (e.g., via sign-in, ticket count, or other type of record) should reflect your mode of service delivery and capacity. Individual names and demographic information are not

required, but a count of family/children served is required. Expectations for more detailed data collection will take place during contract negotiations and will aim to fit the mode of service delivery.

Q: The Harvest Drive are rule followers with strong relationships with the schools and our partners. We have a unique model that enables us to assist families in the schools and the community with minimal paperwork by working through school social workers and other reputable agencies. We have demonstrated adaptability while delivering on all of our commitments through agencies and schools who maintain the family records. If they maintain will we need to provide full demographics?

A: Counts of children and families served (e.g., via sign-in, ticket count, or other type of record) should reflect your mode of service delivery and capacity. Individual names and demographic information are not required, but a count of family/children served is required. Expectations for more detailed data collection will take place during contract negotiations and will aim to fit the mode of service delivery.

V. GENERAL QUESTIONS

Q: Will the recording from today be available to view at a later time? Hoping to share with some board members who could not be in attendance.

A: Yes, it will be available as a Resource in CAPS.

Q: Could CSC post all on call contact details to collaborate?

A: A participant list is attached to this Q&A document for reference.

END OF QUESTIONS AND ANSWERS

Pre-Bid Food Insecurity Mitigation RFP Sign- In
June 9, 2022 Q&A

Name (Original Name)	User Email
Danielle Bachelder @CSC Broward (CSC PAOD)	zoompaod@cscbroward.org
Connie Mcgirt	ladymcgirt@bellsouth.net
Michael Farver	mfarver@sfhc.org
Andrew Leone/CSC Broward (Andrew Leone)	aleone@cscbroward.org
LeAnna Leyva	lleyva@sfhc.org
Christine Heft	cheft@mhs.net
Holly Stracquadaine	holdaine@gmail.com
Marissa Greif-Hackett	mgreif-hackett@cscbroward.org
Tim Dwyer	tdwyer@hispanicunity.org
Dr. Sharetta Remikie-CSC Broward (Sharetta Remikie)	sremikie@cscbroward.org
Mark Adler - Meals on Wheels (Mark Adler)	madler@mowsoflo.org
Renee E Herman	reho7@aol.com
Connie Mcgirt	ladymcgirt@bellsouth.net
Pooja K. Yajnik - CSC (Pooja Yajnik)	pyajnik@cscbroward.org
BRINAIRE "BJ" JEAN (BRINAIRE JEAN)	bjean@alexanderrebb.com
Michael Farver	mfarver@sfhc.org
Candy Tree	candy@deliverlean.com
Kathleen Campbell	kcampbell@cscbroward.org
Ariel Blanding	admin@alexanderrebb.com
Joel	joel@dfbcommunitycares.org
Maxine Goldson	mgoldson@cscbroward.org
Lynne Kunins	lkunins@flipany.org
Janet Spencer	jspencercec@gmail.com
Jill Denis-Lay	jdenislav@cscbroward.org
Allyson Vaulx - Feeding South Florida (Allyson Vaulx)	avaulx@feedingsouthflorida.org
Zeina Zein-Wolland	zeina@mobileschoolpantry.org
Amy Freund	afreund@bellsouth.net
Jalezah Shoats	jalezahshoats@gmail.com
Nadine McCrea	nmccrea2014@gmail.com
Marlando Christie	mchristie@cscbroward.org
CONNIE MCGIRT	ladymcgirt@bellsouth.net
joel smith	joel@dfbcommunitycares.org
Ivy Pierre	ipierre@cscbroward.org
Connie Mcgirt	ladymcgirt@bellsouth.net
Tim Dwyer	tdwyer@hispanicunity.org
Robert Holroyd	rholroyd3@gmail.com
Kristine Perez-Carrion	kperezcarrion@flipany.org