

**Request for Letter of Interest Solicitation #21-001**

**Forensic Services Team & Felony Post-Arrest Jail Diversion Program for Broward County**

**Bidders Conference to Submit Questions**

**Questions and Answers**

1. **Question:** Can you provide a list of current budgeted employee positions and salaries?  
**Response:** **No, the program being procured has been restructured. Each proposal will need to develop its own budget to provide services.**
  
2. **Question:** Are all budgeted positions currently filled? If not how many vacancies and in which roles?  
**Response:** **See above response.**
  
3. **Question:** Is there an expectation to assume all existing employees or can new provider evaluate those candidates and make independent hiring decisions case by case?  
**Response:** **The selected provider will be expected to interview and consider employees from the existing program.**
  
4. **Question:** What percentage of contract amount is currently allotted for incidental expenses? Is there a minimum/maximum allowable?  
**Response:** **The percentage amount allotted for incidentals will depend on the client's need. The selected provider will make that determination upon review of the budget & request BBHC approval.**
  
5. **Question:** Does BBHC have emergency funding available outside of contract incidentals for housing?  
**Response:** **BBHC expects that the funding for these programs sets aside funding for incidental expenses to support client's needs including housing.**
  
6. **Question:** What are the current rates for covered services billed via this contract?  
**Response:** **The covered services included will be as follows:**
  - **Intervention Individual: \$74.48**
  - **Intervention Group: \$18.62**
  - **Recovery & Support Ing Individual: \$60.41**
  - **Recovery & Support Group: \$ 15.10**
  - **Assessment: \$89.40**
  - **Incidentals: \$1.00**
  - **Outreach: 57.62**

7. **Question:** Under which covered service would CRT services be billable?  
**Response:** **Intervention Individual and Group**
8. **Question:** How many clients were served per year for the past 3 fiscal years?  
**Response:** **The program procured has been restructured and the target number will change. However, in previous years the number of Forensic Clients committed to the State Hospital was about 150; and approximately 200 clients received competency restoration training and care coordination services. The number of clients for the Felony Post-Arrest Jail Diversion Program will be negotiated.**
9. **Question:** Does the contract include a target number of persons served per year?  
**Response:** **See response above.**
10. **Question:** What is the role of Carisk Partners in this solicitation and in the program?  
**Response:** **Carisk is the RLI Manager and is contracted by BBHC for Billing, Contract Management and Data functions.**
11. **Question:** Do staff administering the required assessment tools have to be formally certified in the use of those tools?  
**Response:** **The staff administering the assessment tools will need to be trained.**
12. **Question:** Are the required assessment tools proprietary?  
**Response:** **No**
13. **Question:** Does BBHC want copies of all Medicaid contracts or can we demonstrate via another agreed upon methodology that we have a relationship with the MMA's? The contracts can be lengthy, and we have many of them.  
**Response:** **The proposal can include supporting documentation of the provider having an NPI number and a list of all current MMA contracts, including the services contracted therein. BBHC may request any of these contracts if needed for review.**
14. **Question:** The Proposed Program description indicates that BBHC requires a "salary payment system". Does this mean that we must describe our payroll and accounting process through which to pay staff?  
**Response:** **No. The Proposal must include a budget with salaries and fringe for each position in the programs.**
15. **Question:** How many Providers will be awarded this grant?  
**Response:** **The award will be for only one provider.**

16. **Question:** Can the Provider who is awarded the grant partner with another Provider?

**Response:** **No.**

17. **Question:** Can the Provider who is awarded the grant partner with another Provider through an MOU?

**Response:** **No.**

18. **Question:** What is the annual contract amount?

**Response:** **The amount is included in the RLI.**

19. **Question:** Is there a maximum amount an agency can budget in the incidentals cost center?

**Response:** **See response for questions number 4.**

20. **Question:** Are bus passes or ridesharing costs an allowable incidental expense?

**Response:** **Yes**

21. **Question:** Which cost centers will be included in the contract?

**Response:** **The covered services included will be as follows:**

- **Intervention Individual**
- **Intervention Group**
- **Recovery & Support Ing Individual**
- **Recovery & Support Group**
- **Assessment**
- **Incidentals**
- **Outreach**

22. **Question:** How many clients participated in the Post Arrest Diversion program in 2018-2019 and 2019-2020?

**Response:** **The program procured has been restructured and the target number will change. The number of clients for the Felony Post-Arrest Jail Diversion Program will be negotiated.**

23. **Question:** How many clients participated in the competency restoration training in 2018-2019 and 2019-2020?

**Response:** **The program procured has been restructured and the target number will change. However, in previous years the number of Forensic Clients committed to the State Hospital was about 150; and approximately 200 clients received competency restoration training and care coordination services.**

24. **Question:** How does the current provider identify clients for the Post Arrest Diversion program?  
**Response:** **The program procured has been restructured so the current process will be different.**
25. **Question:** Are virtual competency restoration training sessions permitted?  
**Response:** **At this time, virtual CRT sessions are allowed. However, the expectation is that these trainings will be delivered in person as often as possible.**
26. **Question:** Is BSO allowing visitors in the jail? If not, can assessments and other engagement activities be conducted virtually?  
**Response:** **BSO is currently not allowing visitors into the jails; this may change in the near future. In the meantime, telehealth/virtual assessments and screenings are acceptable.**
27. **Question:** How many staff does the current provider currently have assigned to facilitate competency restoration training?  
**Response:** **The program being procured has been restructured. Each proposal will need to develop their own budget & staffing necessary to provide services.**
28. **Question:** How many staff does the current provider currently have assigned to oversee case coordination services?  
**Response:** **The program being procured has been restructured. Each proposal will need to develop their own budget & staffing necessary to provide services.**
29. **Question:** What is the current process for review of referrals to the Post Arrest Diversion program by the offices of the Public Defender and State Attorney?  
**Response:** **The program procured has been restructured so the current process will be different.**
30. **Question:** Does BBHC expect the selected provider to monitor case management providers?  
**Response:** **The selected provider will ensure that the case managers are providing the services appropriately and that they submit updates as required by the court.**
31. **Question:** What recourse does the selected provider have if a case management agency is not responsive to requests?  
**Response:** **Case management agencies not being responsive or timely with their requests can be reported to BBHC. BBHC will take measure to ensure services are provided appropriately and timely.**

32. **Question:** How many locations does the current provider hold competency restoration trainings?  
**Response:** **There is no specific number of sites for CRT sessions, they should be made easily accessible to all clients enrolled.**
33. **Question:** Are there established case management, housing, and other providers the selected provider is required to work with?  
**Response:** **The selected provider will refer clients to the most appropriate BBHC network providers based on client's needs.**
34. **Question:** Can BBHC provide a copy of existing policies, procedures, tools, and forms utilized by the current provider in the delivery of forensic services?  
**Response:** **No**
35. **Question:** Will BBHC lead the transition from the current provider to the new provider?  
**Response:** **Yes**
36. **Question:** Can the selected provider bill for any case management services? If so, is there a maximum amount per client?  
**Response:** **No, the provider will bill for any service within the allowable covered services listed above, as needed by the clients.**
37. **Question:** Can the selected provider bill for time spent collaborating with case management and other social service agencies in case coordination efforts?  
**Response:** **Yes.**
38. **Question:** Do assessors need to meet BBHC Credentialing requirements.  
**Response:** **Yes**
39. **Question:** Is the expectation the selected provider work with Peer Support Specialists working with social services agencies in the community?  
**Response:** **The expectations is that peer support is provided by the selected provider.**
40. **Question:** Will clients exiting the jail in need of residential placement be given priority in review of application and placement?  
**Response:** **BBHC will follow the federal guidelines for priority access to services. Clients exiting jails will access residential service via the BBHC Utilization Management Program.**

41. **Question:** Can you please advise if the Forensic Team and Post Arrest Diversion Program are allowed to employ both FT and PT employees? We are concerned that many Peer Specialists may only be able to apply for PT positions due to their disability status. Anyone receiving SSI benefits are only allowed to work limited number of hours per week in order to continue to receive financial assistance.

**Response:** Staff on these teams should be full- time employees. Any part-time staff will need to be approved by BBHC.