Request for Proposals

RFP #CN2026-01

Independent Living Services for Young Adults in Broward County

Questions and Answers

https://www.childnet.us/request-proposals

1. Current caseload: How many young adults are currently receiving PESS, Aftercare, and EFC-related independent living services? What is the anticipated annual volume?

A. Currently there are approximately 106 young adults receiving PESS services and Aftercare; however, this number fluctuates from month to month. It is currently broken down as follows, 97 PESS recipients and 9 Aftercare recipients.

2. What is the anticipated annual number of young adults requiring services for the next contract period?

A. See question 1.

3. Can ChildNet provide the current and anticipated number of young adults to be served annually, preferably broken out by Extended Foster Care, PESS, and Aftercare, as well as the current average active caseload at any given time?

A. This contract will not require serving the Extended Foster Care (EFC) population. This contract is limited to only the reinstatement of EFC clients, PESS, and Aftercare. Currently, there are 97 active PESS recipients, and 9 active Aftercare recipients; this number will fluctuate from month to month. The current average caseload is 21.

4. Can ChildNet provide an estimate of the number of independent living cases/referrals that our organization could expect serving Broward County?

A. Currently there are approximately 106 young adults receiving PESS services and Aftercare; however, this number fluctuates from month to month. It is currently broken down as follows, 97 PESS recipients and 9 Aftercare recipients.

5. Can ChildNet provide a percentage breakdown by referral/case type (% aftercare, % extended foster care, % post-secondary education)?

A. This contract will not require serving the EFC population. This contract is limited to only the reinstatement of EFC clients, PESS, and Aftercare. Currently, there are 97 active PESS

recipients, and 9 active Aftercare recipients; this number will fluctuate from month to month. The current average caseload is 21.

6. Can ChildNet provide the current participant census by service category (PESS, Aftercare, and EFC Re-Entry), including average monthly referral volume and the geographic distribution of youth served?

A. The monthly referral volume varies based on the number of youths aging out of the foster care system. The number of EFC re-entry varies based on eligibility requirements and young adults enrolled in a qualifying activity such as school or work and an approved living arrangement. Currently there are approximately 106 young adults receiving PESS services and Aftercare; however, this number fluctuates from month to month. It is currently broken down as follows, 97 PESS recipients and 9 Aftercare recipients.

7. Can ChildNet provide historical service-volume information for the most recent 12 months, including the number of young adults served, average length of service, number of service contacts or units delivered, and, if available, current staffing/caseload ratios?

A. Service volume information is not currently tracked as all young adults in need of service are provided with services. The ratio is approximately 1 to 21.

8. Because the RFP contemplates transitioning Independent Living Services from ChildNet to the selected respondent, can ChildNet identify which functions are currently performed directly by ChildNet versus other providers and provide the approximate number of active cases expected to transfer at implementation?

A. This includes transitioning active PESS, and active Aftercare clients as well as young adults seeking reinstatement into EFC. Please refer to questions 3 to 5 for active cases expected to be transferred at implementation.

9. While no required caseload ratio is identified, what caseload expectations or benchmarks does ChildNet consider appropriate for effective service delivery?

A. Respondents are expected to serve all eligible clients. The current ratio is approximately 1:21, which may serve as a baseline but that can fluctuate.

10. Please provide the current staffing structure supporting the program, including position titles, FTE counts, and primary responsibilities.
11. Existing staffing: How many ChildNet employees currently administer these services, and what are their positions and responsibilities?

A. For questions 10 and 11: ChildNet currently has one supervisor of IL Aftercare and five Aftercare Specialists that support this service type. All responsibilities are outlined in the RFP. Generally, respondents must provide young adults with transition assistance in preparation for life on their own, meet with young adults to assess progress with independent living and transition responsibilities, work with community partners and local service providers to coordinate support for young adults, and maintain proficiency in new and pending laws concerning youth in Florida Independent Living Programs.

12. What minimum staffing levels, educational credentials, or certifications are required?

A. ChildNet currently has a supervisor and five specialists that support this service type. Respondents must develop a program structure, identifying education credentials to deliver this service with minimally a bachelor's degree in a human services field and experience in social services. Certification as outlined in Chapter 402.40, Florida Statutes is not currently required.

13. Will existing ChildNet Independent Living staff be eligible for transition to the selected provider, and are there expectations regarding retention of incumbent personnel?

A. See RFP CN2026-01, page 11, Section h.

14. Funding structure: Does the $750,000 allocation include direct financial assistance to young adults, or is that funded separately?

A. Direct financial assistance to young adults is funded separately.

15. Can ChildNet provide an estimate of the average education stipend that is typically provided to eligible clients?

A. Pursuant to Chapter 409.1451, Florida Statutes, PESS clients receive $1,720 per month.

16. Please clarify whether temporary financial assistance and Aftercare support payments—including emergency housing assistance, security deposits, utilities, food, transportation, and other approved client supports—are paid directly by ChildNet from funds outside the respondent's proposed $750,000 service budget, or whether respondents must include any such assistance in their proposed unit costs and budget.

A. Temporary financial assistance is paid outside the amount stated in the RFP and facilitated in coordination with and by ChildNet.

17. Who decides whether a client is eligible for education stipends?

A. Pursuant to RFP CN2026-01, page 9, Section 2(a), respondents are expected to understand eligibility determination for each program and have the ability to make a recommendation based on the young adult's eligibility.

18. Who decides whether a client is eligible for housing assistance?

A. Pursuant to RFP CN2026-01, page 9, Section 2(a), respondents are expected to understand eligibility determination for each program and have the ability to make a recommendation based on the young adult's eligibility.

19. The RFP requires housing assistance, including locating housing opportunities and coordinating with housing-related community resources. Please clarify whether the selected provider is expected only to provide housing navigation and coordination, or whether the provider is expected to directly secure, subsidize, lease, or otherwise financially support housing using contract funds.

A. Respondent is expected to work closely with FLITE Center who has staff dedicated to identifying and working with landlords in the community or wherever the young adult may be residing.

20. Are there established eligibility criteria, maximum assistance amounts, or limitations on the frequency and duration of housing-related financial assistance for young adults participating in EFC, PESS, and Aftercare? Do these requirements differ by program?

A. There are established eligibility determination for each program and have the ability to make a recommendation based on the young adult's eligibility.

21. The RFP states that temporary financial assistance to prevent homelessness should be provided as expeditiously as possible. Are there established response timelines, approval

procedures, or protocols for addressing emergency housing needs, including situations involving imminent eviction or homelessness?

A. Requests are evaluated and responded to as deemed appropriate and necessary. There are no established protocols to expedite these requests over any other crisis request.

22. Does ChildNet currently have established partnerships or agreements with landlords, property management companies, transitional housing programs, or other housing providers that will be available to the selected respondent during the transition?

A. No.

23. Can ChildNet provide historical data for the past 12 months regarding the number of young adults who required housing assistance, the types of assistance provided, and the total amount expended on housing-related financial assistance?

A. In Broward County, FLITE Center takes the lead on this responsibility.

24. Beyond locating housing and coordinating community resources, is the selected provider expected to provide ongoing housing stabilization services, such as landlord mediation, budgeting assistance, lease compliance education, and eviction prevention? Are there specific housing-related performance measures, such as housing placements or housing retention, that the provider will be required to achieve?

A. This solicitation is for the eligibility determination and support for young adults in the PESS program, response to aftercare needs for youth who have aged out for the foster care system, as well as support for those seeking reinstatement into EFC, this is not a primary housing solicitation.

25. Is ChildNet seeking one provider to assume the entire Independent Living program, or would ChildNet consider awarding individual components to multiple providers?

26. Will RFP be awarded to one provider or multiple providers? If multiple, would the $750,000 be split across multiple providers?

A. For questions 25 and 26: The RFP is not for the entire Independent Living Program. The procurement scope only includes PESS and Aftercare support. One agency is strongly preferred; however, if more than one provider is selected the total annual budget for this service is $750,000.

27. The REOI references current annual expenditures of approximately $600,000, while the RFP identifies funding of up to $750,000. Should respondents develop budgets based on a maximum annual contract value of $750,000, or does ChildNet anticipate a different funding level for contract execution?

A. The $750,000 is based on the current staffing delivering services to the PESS and Aftercare population.

28. Reimbursement: Which administrative activities, unsuccessful outreach attempts, virtual contacts, and eligibility-related activities are reimbursable?

A. All of the above-mentioned activities are reimbursable.

29. What expenditures qualify as Temporary Financial Assistance, and are there funding caps, participant limits, or approval requirements associated with these supports?

A. Pursuant to RFP CN2026-01, page 9, Section 2(a), respondents are expected to understand eligibility determination for each program and have the ability to make a recommendation based on the young adult's eligibility and need for temporary financial assistance.

30. Existing program expenditures: Can ChildNet provide historical program expenditures and service utilization to support development of a realistic unit-cost proposal?

A. This contract will not be a unit cost.

31. Which responsibilities will remain with ChildNet versus transfer to the selected provider, particularly around EFC, court involvement, eligibility determinations, and financial benefits?

A. ChildNet will have primary responsibilities for active EFC clients. This includes court involvement, eligibility determinations, and financial benefits for active EFC clients.

32. We would like to confirm that this contract would not require our agency to find extended foster care homes or place youths in extended foster care homes. We would like to confirm that we will not be making room & board payments to foster families

A. This is confirmed.

33. Service geography: What proportion of current participants reside outside Broward County, and how are providers expected to address those participants' needs?

34. Can ChildNet provide historical information regarding the number or percentage of eligible young adults currently residing outside Broward County and, if available, the geographic distribution of those young adults?

A. For questions 33 and 34: Currently, there are 26 PESS clients residing outside of Broward County and 1 out of state. Respondent is expected to describe how services will be delivered to young adults whose case originated in Broward County regardless of their current address.

35. For young adults whose dependency case originated in Broward County but who currently reside outside Broward County, what are ChildNet's expectations regarding in-person service delivery? May services be delivered virtually when appropriate, and may extraordinary travel associated with serving young adults outside Broward County be incorporated into the proposed unit rate or billed separately?

A. Virtual visits would be appropriate for PESS clients residing outside of Broward County. This contract will be fixed price and supported by a budget that meets the needs of the service delivery.

36. Transition support: What training, FSFN access, case data, and technical assistance will ChildNet provide to the selected organization?

37. What participant records, historical data, and electronic systems will be transferred to the selected provider during implementation, and will ChildNet provide transition support and training related to these systems?

A. For questions 36 and 37: Contracted providers are granted access to FSFN or the Comprehensive Child Welfare Information System (CCWIS) for the State. Any training required or agreements to use the system would be provided. Case data or participant records will be discussed during transition meetings.

38. Performance standards: How are the 99.5% education and contact compliance requirements calculated, and what exceptions are permitted for circumstances outside the provider's control?

A. The standard was established in alignment with the eligibility requirements for PESS and any allowable exceptions outlined in administrative code.

39. Are there required minimum frequencies for in-person visits, home visits, or life skills training beyond the monthly visual contact requirement for PESS participants?

A. Respondents are expected to make monthly contact with young adults enrolled in the PESS program. All monthly contacts must be visual and can be in person or virtual, using virtual meeting platforms or video conferencing.

40. Is the provider responsible only for locating housing and making referrals, or also for securing and funding placements?

A. Yes, provider responsible for locating housing in conjunction with FLITE Center and making referrals. No, provider is not responsible for securing and funding placements.

41. Are mental health and substance use services expected to be delivered directly, or can the provider refer to existing community partners?

A. These services can be provided in-house if the respondent carries the appropriate licenses and certifications or referrals can be sent to existing community providers.

42. Life Skills: Is there a required curriculum, minimum number of sessions, or participation target?

A. No

43. Does ChildNet require or prefer a specific independent-living assessment instrument, or may the respondent propose a validated assessment appropriate to the population? Are there existing ChildNet assessments or service plans that must be continued or incorporated following transition?

A. ChildNet does not have a preferred independent living assessment instrument. Respondents are expected to propose an assessment instrument that is appropriate for the population being served. There are no existing ChildNet assessments or service plans that must be continued or incorporated into the transition.

44. Can ChildNet clarify the requirement for full implementation by June 30, 2027, given the anticipated contract execution by July 1, 2027?

A. It is ChildNet's goal to have the program fully established by June 30, 2027 and to fully implement with a contract no later than July 1, 2027.

45. Can ChildNet clarify the anticipated contract payment methodology (cost reimbursement, fixed price, unit rate, or other) and any applicable indirect or administrative cost limitations?

A. This contract will be both fixed price and cost reimbursement. Administrative costs must be proportionate to the program delivered and capped at 10% of expenditures for a total contract amount not to exceed $750,000.

46. Section II.C requires respondents to define all units of service and identify the cost of each unit. Can ChildNet provide examples of acceptable units of service for this procurement

(e.g., per young adult per month, individual contact, group session, assessment, or another unit), and clarify whether ChildNet has a preferred unit structure? Additionally, will this contract be paid based on units of service earned, cost reimbursement, or another payment methodology?

A. A fixed price unit for one month of independent living services is an example of a service unit. This contract will be both fixed price and cost reimbursement.

47. Is an all-inclusive per diem rate acceptable as a unit type or must providers propose separate units/rates for specific services and activities?

A. Neither; this will be a fixed price and cost reimbursement contract.

48. Is it possible for ChildNet to directly reimburse providers for stipends and direct assistance provided to clients?

A. ChildNet provides stipends directly to the young adults.

49. Is existing office space currently utilized by the Independent Living program available for assignment, lease, or transition to the selected provider? If so, please provide additional details regarding location, terms, occupancy costs, and any associated furniture, equipment, or technology resources.

A. Current space could be available to co-locate with ChildNet. Terms of its occupancy can be addressed during contract negotiation.

50. What key transition risks, implementation priorities, and critical success factors should prospective providers address within their transition and implementation plans?

A. Continuity of services to young adults without any disruption is a priority and will be a critical success factor.

51. Salaries-Benefits, E13:E26 These salary calculations use 17 months, although the workbook does not clearly explain that budgeting period. Can you please clarify?

A. The budgeting period is for one Fiscal Year. Adjust the calculation to reflect 12 months. The website document has been updated to reflect 12 months.

52. Salaries-Benefits, E14:E26 These formulas calculate annual salary ÷ 12 × 17 but omit the FTE allocation in column D. Row 13 includes FTE. This could cause issues for FTEs that will be partially attributed.

A. See question 51

53. Salaries-Benefits, E27:E58 Later rows calculate annual salary × FTE, without the 17-month adjustment used above. Should this be a 12 month budget or a 17 month budget?

A. See question 51

54. Proposed Budget, H11 Other-funded benefits are calculated using a fixed 26.71% rate, while requested benefits flow from the Salaries-Benefits worksheet. What are we supposed to use?

A. Respondents are expected to adjust the calculation to reflect the correct allocation for positions that are funded by other sources.

55. Proposed Budget, G53 The other-funded insurance percentage calculates total insurance cost ÷ other-funded insurance, rather than other-funded insurance ÷ total insurance. This may cause a problem with final calculations.

A. The budget calculation is accurate. If some portion of the expense is funded by another source, respondent must update the Agency Requested percent so that the amount remaining defaults to the Other Amount column.

56. Proposed Budget, G62 and G67 Other-funding percentages for the client-cost and other-cost subtotals are fixed at zero. This could pose a problem with final calculations.

A. Respondents must adjust the Agency Requested percent to demonstrate whether the entire Budget Amounts are fully or partially allocated to the ChildNet budget.

57. Proposed Budget, F70; Admin tab. Is the proposed 10% required/maximum/assumption?

A. Yes

58. Proposed Budget, B27 The travel subtotal is labeled Total Personnel. Do you want the personnel total repeated in this cell or should this be total travel?

A. Naming of cell B27 has been updated to reflect Total Travel. The website document has been updated to reflect 12 months.

59. Instruction tab Instructions refer to "Budget Detail" and "Indirect-Admin," while the actual tabs are "Proposed Budget" and "Admin." They also direct agency/program-name entry through references that do not clearly align with the actual layout. Does proposed budget = budget detail? Does indirect-admin = admin?

A. Yes, Indirect-Admin = Admin and Budget Detail = Proposed Budget.

60. Section II.C states that an agency will not be paid for clients who do not attend sessions. Does this restriction apply only to scheduled face-to-face/group sessions, or are documented activities performed on behalf of an enrolled young adult—such as case coordination, housing searches, benefits assistance, referral coordination, employer/education coordination, outreach, and attempted re-engagement—eligible billable units when the young adult is not physically present?

A. All services provided to eligible clients will be reimbursed.