CITY OF SPOKANE HUMAN SERVICES DEPARTMENT

2012 HSAB HEATLH CARE RFP

FREQUENTLY ASKED QUESTIONS

Please note: FAQ's will be updated daily the last week of the application period. Applicants are encouraged to check the website daily for updates. No additional email alerts regarding updates will be sent.

January 25, 2012

Question: I would like to know if the margins can be minimized on the RFP in order to allow more space for information provided in the body of the proposal.

Answer: I'm afraid not. In fairness to all applicants, applicants need to follow the preparation and submission of proposals as outlined in Section 3.4 of the RFP.

January 24, 2012

Question: Is there a Excel template for Section D: Logic Model you wish us to use?

Answer: Yes, both the Word document AND the Excel documents have Section D: Logic Model that need to be completed. Section D in the Word document asks two narrative questions for your logic model. These questions are in addition to the Excel document. The Excel document has a tab at the bottom for the logic model that needs to be completed. This is more of a table format.

Question: Proposal Contents note Section G: Agency Information. There is no form for this in the RFP. What constitutes Agency Information and what are the requirements?

Answer: The RFP (pg 7) mistakenly lists Section G: Agency Information. There is no Section G for this RFP. Section 4.2 lists out the required attachments. I would encourage you to also review the checklist that is provided on the very last page of the application.

Question: Are we to have only one Excel document, with three separate tabs for Section D: Program Logic Model; Section E: Program Budget; and Section F: Budget Narrative? (A response in the FAQs states, "For example, the logic model and budget are in one excel document with separate tabs at the bottom for each section. BOTH tabs need to be completed and included in your hard copy submission.")

Answer: The Excel document has two tables, one tab for the budget and one tab for the logic model, both of which need to be completed, copied and included in your hard copy submission. Section F: Budget Narrative is toward the bottom of the page for the budget, if you scroll down you'll see Section F as well as a place to provide information on your audit.

January 23, 2012

Question: In reviewing the guidelines from the application packet our Finance Director was wondering if a national fee and printing (the program has some paperwork) can both come out of the Administrative Expense line?

Answer: Yes

Question: Please clarify the difference between the number of unduplicated persons served with funding vs. TOTAL unduplicated persons to be served in this program/project. (pg. 1 of RFP)

Answer: Here is an explanation of the difference between the two questions.

Number of **unduplicated persons to be served with this funding**: Here you would state the number of unduplicated clients that will benefit from services provided WITH city funding from this RFP.

Total **unduplicated persons to be served in this program/project**: Here you would state the TOTAL number of clients served by your program.

Question: Can you please confirm that the City Human Services Health Care grant is not federal pass through dollars from the state to the city or from the federal government to the city. It is my understanding that the funds for this grant and other City Human Services grants are from tax payer dollars from the city budget.

Answer: The funds made available for this RFP are one-time, city general fund dollars.

January 20, 2012

Question: Could we have a list of things the Human Services Board considers allowable as an indirect cost for the HSAB Healthcare RFP?

Answer: Please see page 4 of the application document under Section E for the definition of direct, in-direct and administrative expenses.

Question: In reading the grant budget guidelines, pasted below:

Indirect Expenses: This classification includes indirect costs/expenses or overhead (not to exceed 5%) for central administrative functions supporting a specific program or project. Typical indirect costs include accounting, budgeting, personnel and legal services.
Administrative Expenses: Indirect Expenses or General and Administrative (not to exceed 10%) are the remaining costs incurred delivering the specific program or project. Examples include Administrative, HR and IT salaries and benefits, lease expense, utilities, depreciation and professional fees.

It isn't clear if the percentages noted are of the individual expense category or a percentage of the total budget. Can you clarify this please.

Answer: Please see rows 21 and 22 on the program budget page. Row 21 states that indirect expenses can be up to 5% of the total program costs as shown in line 20. Row 22 states that administration costs can be up to 10% of the total program costs as shown in line 20.

To summarize, indirect costs can be up to 5% of total program costs (line 20). Administration can be up to 10% of total program costs as shown in line 20. Line 20 is the sub-total of your expense budget for program costs prior to the addition of indirect and administrative costs.

Below is a copy of the budget page that shows the explanation for how indirect and administrative costs are to be calculated.

Program/Project Name: ____

Instructions: *This budget is for* ***your total program****. Show* ***all revenue and expenses*** *related to the entire program, not just your request to the City.*

Column A: List all funding sources for this program (not your entire agency) (lines 1 through 10)
Column B: List the dollar amount from each source you have written commitments' from
Column C: List the dollar amount of funding of other requests pending at this time.
Column D: Add amounts in columns B and C

Total Revenues must equal total expenditures

Column A	***Column B***	***Column C***	***Column D***

	Revenue Sources/Type	Committed	Requested/Pending	Total (Add B+C)
1	HSAB REQUEST			$0
2		$	$	$0
3		$	$	$0
4		$	$	$0
5		$	$	$0
6		$	$	$0
7		$	$	$0
8		$	$	$0
9		$	$	$0
10		$	$	$0
11	**TOTAL FUND SOURCES** (add lines 1 through 10)	$0	$0	$0
	Column E: Eligible expenditure activities Column F: Estimated expenditures (HSAB funds only) Column G: Estimated expenditures (other than HSAB) Column H: Totals			
	Column E	**Column F**	**Column G**	**Column H**
	Expenditure Activities	**HSAB Funded Expenditures**	**Other Expenditures funded from revenue sources listed in Column A**	**Total (Add F+G)**
15	Program wages and benefits FTE ___	$	$	$0
16	Direct program costs (non salary)	$	$	$0
17	define ____________			
18	define ____________	$	$	$0
19	define ____________	$	$	$0
20	**Total Program Costs** (add lines 15 through 19)	$0	$0	$0
21	Indirect (5% of total program costs, line 20, maximum)	$	$	$0
22	Administration (10% of total program costs, line 20, maximum)	$	$	$0
22	**TOTAL Expenditures**	$0	$0	$0

Question: In 2010, we were instructed that Articles of Incorporation, Corporate Bylaws, and IRS determination letter need to be submitted every year. Is that the case for this RFP?

Answer: If you have confirmed with the department that these documents are on file, they do not need to be resubmitted FOR THIS RFP. Please do not go by information from 2010 as each RFP has its own requirements, which may or may not be the same.

Question: I do see the instructions in the grant RFP stating that we need to submit: One copy of the most recent audit or certified financial statement. What we want to know is if we can, or should

submit both the audit <u>and</u> the most recent financial statement. The instructions seem to indicate that we should submit one of the other. Can you please clarify this for us. And, as additional background, it looks like in the past, we have submitted the 2008 audit only, but again, I want to be sure that is still the correct thing to do.

Answer: If your 2008 audit is on file it does not need to be re-submitted unless you have a more recent audit. Certified financial statements are typically done by an outside accountant (someone independent of your organization). If you have a certified financial statement conducted by someone outside of the organization that is more recent than your 2008 audit, do submit that with your application. Either the 2008 audit, or an independent certified financial statement, will suffice for the purpose of this RFP.

In either case, I strongly encourage you to have a second set of eyes review your proposal to ensure it is complete prior to submission. For example, the logic model and budget are in one excel document with separate tabs at the bottom for each section. BOTH tabs need to be completed and included in your hard copy submission.

Question: I noticed that the "period of performance of any contract resulting from this RFP is tentatively scheduled to begin on or about March 1, 2012 and to end on December 31, 2012." Does that mean that the budget we submit needs to match that period, or should it be, or can it be, a budget for the full calendar year?

Answer: The budget you submit with your application should match up with contract period.

Question: If I bring our documentation down to City Hall, can city staff review to confirm it meets the requirements of the RFP?

Answer: City staff can confirm for you which agency documentation we have on file for your agency. Staff is unable to review any other agency documentation or proposal documents prior to submission to confirm your proposal meets the requirements of the grant. Perhaps there is someone else within your organization that can review your submission packet for you to make sure it is complete.
If you carefully follow the instructions in the RFP and submit a complete application your application will be considered by the board.

Question: Can City staff confirm that our agency fully meets the requirements of the grant?

Answer: City staff is unable to confirm for an agency that the agency fully meets the requirements of the grant. If you carefully follow the instructions in the RFP and submit a complete application your application will be considered by the board.

Question: In the budget under Revenue Sources: Are we to include the total grant dollars we have received or are pending for the entire timeframe of each grant, or are we to include an itemized portion of each grant that would fit into the 10 month time frame that this RFP would fund if we were awarded funds?

Answer: Please provide an itemized portion of each grant for the 10 month timeframe that the RFP covers.

Question: Please let me know how many proposals were funded for this same RFP last year and which agencies or programs were funded?

Answer: This funding source was not available last year. It is an additional $100,000 that city council approved for a one-time RFP.

January 13, 2012

Question: Will this current grant cover any costs incurred beyond the contract period of December 31, 2012.

Answer: No, page 2 of the RFP states that the period of performance for this award will be from March 1, 2012 to December 31, 2012. Any costs outside of this period are not allowed.

Question: Since the regular HSAB funding is now in a two year cycle, is it correct that organizations that did not receive funding in the regular grant cycle will not have an opportunity to receive HSAB funding in 2013, unless the City Council votes to add this additional grant cycle again next year?

Answer: That is correct. Funding for this RFP is one time funding. Agencies awarded funding through this RFP should plan for the sustainability of their programs beyond this funding opportunity.

Question: Does access to Chemical Dependency Treatment meet the definition of physical health in the RFP?

Answer: Yes

The following questions and responses are for agencies working on a multi-agency/collaborative application.

Question: For the attachment list, would you need those attachments (resume of ED/BOD) for each member of the collaboration or just the lead applicant?

Answer: Only the lead applicant

Question: If we want to make HMIS forms at intake and exit (tracking the change in the lives of our clients most accurately) part of our reporting process would the city be willing to make a grant option in HMIS specifically for this program?

Answer: If the question is, can HMIS expenses be charged to the grant, the RFP doesn't specify if it is or is not an allowed expense. My recommendation would be to include it in your budget and budget narrative as well as to explain in your narrative how HMIS will be used for tracking the change in the lives of your clients. The board would then determine through their evaluation process if it is an expense they would approve for funding.

Follow-up Question: The HMIS question isn't about money. The question is if the city would be willing to make a grant category in our HMIS user account that would allow us to track the data from this

program separately from that of our other programs? We believe our proposed project will really make an impact in the lives of the participants it serves and need a comprehensive way to track this. Since we already use HMIS to track these changes in other programs we thought using it for this was a natural fit.

Response: It's hard to provide a definitive yes or no to the question without knowing the details of what all you'd like to track; how many agencies would be entering in the data, do they already have licenses, how many clients are you estimating to serve, etc. Setting up the grant program should be fairly straight forward, it's the other pieces that we'd have to sit down and go over with you if your program is funded. We are appreciative of your interest in using HMIS to track the program and would do what we can within the resources we have to make that happen.

Question: I know the committee is strict about attachments and format but would we be able to include a signed MOU as a good representation of the commitment of the partners and the detail going into the planning process and want to include it in our attachments list.

Answer: A signed member/partner MOU is fine.

January 3, 2012

Question: What funds are being utilized to fund the 2012 HSAB Health Care RFP?

Answer: City general fund dollars.

Question: Why the short turnaround time on the application?

Answer: Typically our turnaround time for RFP's is a bit longer however in the interest of getting these dollars out to the community the turnaround time was shortened by about a week. The application has been somewhat condensed to accommodate a shorter turnaround time.

Question: Why are the funds to be used in less than one year?

Answer: The funds supporting this RFP are one-time funds provided by the City Council through the 2012 budget. Typically funds provided in one fiscal year do not carry over to the next fiscal year. Additionally, given the small amount of funds it was anticipated that it would not be a problem to expend the funds within the contract period.

Question: Can the funds be used for prescriptions?

Answer: Yes.

December 27, 2011

Question: Regarding the Health Care RFP, will only one bid be accepted or will the city be contracting with multiple providers?

Answer: The board has no pre-determined number of proposals it intends to recommend for funding. The amount of funding available for this RFP is extremely limited, therefore the board will continue the philosophy of funding fewer projects at a higher level rather than multiple small awards.

Question: If collaboration wishes to only tackle the physical health component, will that be a problem?

Answer: Funding awarded through this RFP will only be for proposals that address access to physical and mental health care.