



ITN – CNHC-CPA-FY26-29

Official Response to Written Questions

These are the official answers to written questions submitted in accordance with the conditions of the ITN		
Questions		Answers
1	To clarify, CNHC is seeking providers for Level II and Level V foster homes <u>only</u> ?	At a minimum, Respondents must be licensed as a Child Placing Agency (CPA) for Level II and Level V foster homes in Hillsborough County.
2	What is the caseload ratio expectation?	The minimum caseload ration for a Licensing Specialist position is a 1:25.
3	Is there a minimum number of homes and/or newly recruited homes required to maintain compliance?	A minimum of 36 new foster homes must be licensed each fiscal year.
4	Are we required to staff all positions as outlined in Section VII-C?	Yes. The provider shall employ adequate staff to comply with all contract requirements.
5	Will the annual funding amount be split evenly amongst the three agencies?	The anticipated annual funding amount for one contract awarded under this ITN is approximately \$900,000. This amount is an estimate only and does not guarantee payment of any minimum or maximum amount. All payments are subject to the availability of funds and compliance with contractual requirements.
6	Is it possible that only one or more than 3 agencies will be awarded the contract?	The purpose of this Invitation to Negotiate is to contract with three agencies to provide Level II and V Foster Home Recruitment, Licensing, and Support Services in Circuit 13.

7	Is there a template for the letter that needs to be submitted on our letterhead? If no template, are there details that need to be included?	For submission details, please refer to the ITN posted on the website at https://childrensnetworkhillsborough.org/procurement
8	Unit-Cost Payment Model and Service Volume Expectations - Please clarify the definition of the "unit of service," whether CNHC anticipates a minimum number of units to be purchased annually, and whether adjustments to the fixed-price/unit-cost structure will be permitted in response to changes in volume or scope of work.	A service unit is one service month. Payment for services rendered shall be issued upon completion and verification of each service month. Awarded contracts will have 12 service months for each fiscal year.
9	<p>Allowable & Restricted Budget Cost Categories – other than the administrative cost limitation specified in Section VII.D, please clarify:</p> <p>a) whether CNHC allows salary adjustments or COLA during the contract term;</p> <p>b) whether marketing, advertising, and recruitment outreach expenditures are allowable, and any associated limits;</p> <p>c) whether operational tools (e.g., computers, mobile phones, software systems) will be provided or reimbursed by CNHC or should be fully budgeted by Respondents; and</p> <p>d) whether there are additional required or</p>	<p>a) COLA adjustments for salaries will be determined annually. COLA adjustments would be updated in the subsequent year budget.</p> <p>b) all are allowable costs and should be maintained within reason based on a specific activities or plan</p> <p>c) CNHC will not supply operational tools under this contract and should be budgeted by respondent.</p> <p>d) respondents will need to comply with allowable costs as outlined in Division of Accounting and Auditing Bureau of Auditing Reference Guide for State Expenditures, Florida Statutes, Children and Families Operating Procedures (CFOP), and Uniform Guidance</p>

	prohibited cost categories not identified in the ITN.	
10	Funding Sources – Can CNHC confirm whether contract funding derives from federal, state, or local sources, or a combination thereof?	Funding derives from Federal and State Sources
11	Performance Framework: Benchmarks, Incentives and Penalties - Can CNHC clarify whether performance standards in Section XXVII.C are based on historical Circuit 13 data, statewide benchmarks, or another standard, and whether CNHC intends to apply performance-based incentives or financial consequences related to achievement or non-achievement of required outcomes?	<p>The performance standards are derived from 65c-45, CNHC-DCF contract QJ015, and CNHC agency standards to ensure system of care needs are met.</p> <p>Fulfilment of contractual obligations is anticipated as part of the executed agreement; performance incentives will not be implemented.</p> <p>Financial Penalties for Failure to Comply with Requirements of Corrective Action are outlined in Children’s Network of Hillsborough, LLC Standard Contract. Please refer to ITN-CNHC-CPA-FY26-29 – Appendix 1: Standard Contract.</p>
12	Definition and Tracking of “Preferred Beds” - For purposes of the 85% monthly retention requirement, can CNHC clarify how “Preferred Beds” are defined, designated, and tracked?	<p>Licensed beds are identified on the Foster Home License issued by the Department of Children and Families.</p> <p>The Preferred beds are the numbers of beds that the Child Placing Agency have identified as beds for utilization in the Licensed Foster Home.</p> <p>The number of Licensed beds and Preferred beds are tracked by the Child Placing Agency and submitted to CNHC.</p>



13	Performance Measurement Timeline and Ramp-Up Expectations - At what point in the contract term will CNHC begin applying performance metrics, and will new providers receive a transition or ramp-up period prior to full accountability?	Performance measures are discussed at provider meetings.
14	For the contracts that the Children's Network of Hillsborough currently has executed with providers for Foster Home Recruitment, Licensing and Support Services, what methods of payment (e.g., daily rate, unit cost per newly licensed home cost reimbursement, etc) are currently being utilized and what are the corresponding rates for those methods?	<p>Payment methods for current contracts include a fixed-price (unit cost) and a program-specific service fee.</p> <p>Contracts awarded through this ITN will be a fixed-price (unit cost) contract. A service unit is one service month.</p>
15	What methods of payment (and rates) does the Children's Network of Hillsborough anticipate using with the selected applicants for ITN-CNHC-CPA-FY26-29?	See response to question 14.