

## **FAQs: Full Service Schools 2022 Request For Proposals**

**Q: How did United Way come up with the funding amounts for each Full Service Schools (FSS) site?**

A: Historical funding over the years, referrals and consent data, Medicaid availability, private insurance available in a community, make-up of the feeder pattern (school size, magnets schools and PLUS school designation).

**Q: When submitting a proposal, do we submit one for each school or one for each Full Service Schools site?**

A: You will submit one proposal per FSS site, which serves all schools within that neighborhood feeder pattern.

**Q: What are the required documents for each proposal submission?**

A: You will need to submit the following in order to be considered for a contract: agency leadership demographics table, agency IRS tax return, most recent agency audit, proof of Medicaid eligibility, certificate of insurance, budget form and letters of support. Note: The budget form and leadership demographics table are included in the online application to download and complete.

**Q: Do non-licensed therapists qualify to provide services as mental health therapists?**

A: A therapist must be licensed or license-eligible in the State of Florida in order to deliver services. Those who have a master's degree from an accredited college or university in mental health counseling, social work, psychology or marriage/family counseling are eligible for licensure in the State of Florida. This also includes registered interns who have finished their master's and are obtaining hours working under a licensed supervisor to take their state licensure exam.

**Q: If our plan is to serve multiple FSS sites, do we include one budget per proposal or should they be combined into one comprehensive budget for all sites?**

A: A separate budget for each FSS site must be supplied for each proposal submission. No combined budgets will be accepted during evaluations. However, if awarded contracts for multiple sites, your budget/award will be combined at that time into one budget.

**Q: Is there an opportunity for providers to sub-contract services?**

A: Yes, a lead provider can sub-contract services with an additional organization in order to strengthen their own proposal.

**Q: With the Medicaid billing, is the expectation to exceed the minimum therapist staffing requirement?**

A: Yes, we are asking the providers to be creative with their use of external resources in order to strengthen their proposal.

**Q: For the PLUS schools (schools with a dedicated on-site therapist), if they are low-referring can that therapist fluctuate between schools?**

A: The goal of FSS is to provide mental-health care in the most effective way possible. If a PLUS school is not as active as predicted, there will be flexibility in that the therapist can service other schools with higher referral numbers in that feeder pattern.

**Q: Where are services expected to be rendered (identified school or zip codes)?**

A: Therapists will work within Duval County public schools for in-person service rendering. Each therapist will be assigned to specific schools, and FSS staff will work with Duval County Public Schools to ensure there is a suitable office available for mental-health therapy sessions.

**Q: Are the PLUS therapists included in the minimum staffing requirements?**

A: Yes. The PLUS therapists are considered part of your team of service providers to meet the minimum therapist requirements at each FSS site.

**Q: If my organization is not a Medicaid-eligible provider, can we still submit a proposal?**

A: Only Medicaid-eligible providers will be considered for awarded contracts. However, if your organization still wants to participate, we recommend you seek a Medicaid-eligible organization with which to partner for a joint proposal on an RFP submission.

**Q: Should providers separate their responses for each site under “Provider(s) experience and capacity to provide services,” or should they describe their experience in serving collectively?**

A: Only speak to the individual site you are bidding for. Each application must have a response pertaining to the feeder pattern you are applying for even if you currently provide services to more than one site.

**Q: Who do we need to submit job descriptions and/or resumes for?**

A: For current providers, you can include all staff you are proposing to utilize in the particular sites you are applying for. For new providers, you can include key staff and those currently on payroll who would be necessary to assist in the direct support of services.

**Q: Is the expectation of 30 clients listed in the RFP referring only to individual cases, or does this include a caseload of 30 individuals and groups?**

A: The caseload minimum is expected to be 30 students receiving individual services. We encourage providers to utilize groups as needed to provide additional services to those 30 individual students and to other youth who might benefit from the group sessions.

**Q: What is the deadline for follow-up questions or clarification regarding the RFP and the application process?**

A: We recommend you reach out to us no later than March 23, a week before the submission deadline (5 p.m., March 31).

**Q: What is the best way to reach out with follow-up questions not answered in the information sessions?**

A: You can reach out to FSS Director Keto Porter at [ketop@uwnefl.org](mailto:ketop@uwnefl.org) or to FSS Grant Manager Jacqueline Stallone at [jacquelinest@uwnefl.org](mailto:jacquelinest@uwnefl.org).