**Request for Qualification (RFQ)**

**Date: October 27, 2022**

**Time: 12:00 P.M. [EST]**

 **RESPONSES TO WRITTEN INQUIRIES**

1. For Appendix-B- Narrative, can you verify that the provider will respond to these questions based on programs the agency offers solely in Miami-Dade and Monroe Counties? **Yes, all responses should be based on agencies that are physically located in Miami-Dade and Monroe County and not based on your agencies experience outside of these geographic areas.**
2. For Appendix-B- Narrative, if there is a section that does not apply to the provider (for example, if we are not a Coalition or provide Housing) is it appropriate to put “N/A” for those questions? **Yes. We have several types of agencies that may apply. Please only respond to the sections that apply to your agency’s services.**
3. For Appendix-B- Narrative Part 2 Program Description - Service Delivery Sites, should the provider list all agency site locations on the chart? Site locations throughout Florida? Or just agency site locations in Miami-Dade and Monroe Counties? **Please list locations in Miami-Dade and Monroe County.**
4. For Appendix-A-General Information, should the three reference letters come from organizational partners in Florida? Or can we use other kinds of references such as an individual who has received services from us or a foster parent? **They should be organizations you currently partner with in South Florida.**
5. Does SFBHN have any guidance or requirements regarding length or character count limitations for applicants’ narrative responses?

**• be written in English (avoiding jargon),**

**• Times New Roman, and**

**• unreduced 12-point font and 1" margins.**

1. Do we have to submit a letter of intent? **Yes, you do have to submit a letter of intent on or before the date/time listed in the schedule of activities in order to qualify as an applicant.**
2. We are now in the DCF funding system in our Broward location. We do have interest in contracting with Thriving Minds for our Miami location. Is this still a possibility? **As long as you a have a physical location in Miami-Dade County, you can participate in the RFQ process which will make it so your agency is able to contract with us should funding become available.**
3. I'm reaching out for more information on the written inquiries section that is due on the application timeline? **The written inquiries are just questions related to the RFQ. Applicants do not have to submit anything else except these questions, if they have any. All questions submitted on or before the deadline will be compiled into a document and posted on the procurement website for all applicants to view. Additionally, I will provide responses to all inquiries via email directly to the applicant.**
4. Can you tell me which components specifically apply to recovery community organizations that are providing peer support and case management services? **I would suggest reading the document in its entirety as it is all important information for the application process. If there is particular language that you may need clarification on, you can copy and paste it into an email and I can provide additional information on it.**
5. I wanted to know the deadline I have to send you our application, thanks in advance.

**All application deadlines can be found in the Request For Qualification (2022) Schedule of Activities section. You can find this document on the link below:**

[**Procurement - Thriving Mind | South Florida**](https://thrivingmind.org/providers/procurement)

**Also keep in mind these dates may change and an addendum will be released with any updates on this same page. I will announce all addendums via email.**

1. Is the RFQ only open to nonprofit entities? **Yes, the RFQ is only open to non-profits.**
2. I wanted to know the deadline I have to send you our application, thanks in advance. **All application deadlines can be found in the Request For Qualification (2022) Schedule of Activities section. Also keep in mind these dates may change and an addendum will be released with any updates on this same page. I will announce all addendums via email.**
3. We would like to check if any other steps or instructions are available to continue with our application process. **All steps can be found in the Request for Qualification documents found on the website below. Should you need any clarification regarding the document’s contents, please copy and paste the section and question in your email and I can provide additional information. Thank you!**

[**Procurement - Thriving Mind | South Florida**](https://thrivingmind.org/providers/procurement)

1. the elected officials that I have contacted, to get their Letters of Support are asking me about when is the deadline for the letters, please let me know, thank you in advance. **The application submission date/time deadline is in the schedule of activities in the RFQ. I would suggest giving the elected officials submitting their letters of support an earlier date so you get them with sufficient time. This would be a date of your choosing depending on how soon you wish to submit your application.**
2. We have a non profit organization which was never fully opened but it can be reopened if needed. Would that make it easier at becoming a provider? **Yes, if the location is in Miami-Dade or Monroe County it would make it easier, just keep in mind that all agencies not already in the network would have to go through the RFQ process. This is essentially a vetting process that our staff conduct to ensure that contracts are awarded, when available, to agencies that will be able to meet DCF and other requirements.**