

Answers to Questions – Updated 7/11/2024

Question 1: Does the program need to be open and staffed the same hours/days as the resource center?

Answer: Not necessarily, it is up to the proposer to put together a schedule. It is an open concept space that will not be blocked off or closed. Accessibility and supervision are required.

Question 2: Please confirm: Staffing can be dynamic : different specialists can be swapped out when new disciplines are offered? For example: dance, music, singing/voice.

Answer: Yes, be creative and design proposal based on intent and proposer content expertise.

Question 3: Objective Question: How to determine # of participants if it is an open space for the community to use?

Answer: Classroom occupancy is 84 maximum. The Family Resource Center(FRC) is not under restricted communication, you are encouraged to visit and ask them questions.

Question 4: Should we ask FRC staff to give us an estimated # of youth per day/month?

Answer: Yes. See the answer to Question #3.

Question 5: If we are not collecting demographic data, what will need to be entered in CATS? Do we need to track youth by name, address, etc.? Keep individual files on them?

Answer: Demographic data is not required for this RFP, aggregate data and collaboration with data collected by the CBFRC will be determined at time of award.

Question 6: What does audited paperwork on proposer's end need to be?

Answer: A review of data will be determined based on outcomes and measures proposed and will be negotiated at time of award.

Children's Board of Hillsborough County
PRO 2024-10
Level (3) Leading Grant
Exhibit Space at Children's Board Resource Center in Plant City

Question 7: Does a financial review serve as an audit?

Answer: Depends. An audit is required if your most recent fiscal year and expenses are at least \$300,000. A review is required if they are less than \$300,000.

Question 8: Will you share the results of the survey you have for the families in Plant City that assisted in the RFP?

Answer: Yes, the information will be posted on the Children's Board website.

Question 9: If awarded, the contract start date for the grant is October 1st. Given that this grant is intended for an exhibit, we anticipate that setting up the exhibit and initiating related programs will require some time. Could you please provide guidance on your expectations for when the exhibit should be fully set up and the associated programs operational?

Answer: Information related to set up and initiating services should be included in the implementation plan of the proposal.

Question 10: Staff was not in a position to provide numbers of participants (adults and children) currently involved in the programming at the FRS which would be helpful for both Attachment 1 where we list the number of participants served, and for Attachment 2 where we detail our program objectives. Are these numbers something that the Children's Board can provide?

Answer: At most classroom capacity is 84 individuals.

Question 11: On Attachment 3, we see that the dates for the first-year operating budget are listed as October 01, 2023, to September 30th, 2024. We just want to confirm that the first-year budget is for October 01, 2024, and not for 2023.

Answer: Correct. Addendum with updated attachment will be posted.

Question 12: Finally, we see that there are decals and wall hangings currently in the exhibit and we'd like to confirm that we are able to hang things on the wall. Also, are there any restrictions around that?

Answer: It is a priority for the Children's Board Operations Department to maintain the condition of the walls, floors, ceilings, etc. in their current condition. Exceptions may be made for exhibits based on the nature of the request, amount of potential damage, and length of time place. Proposers must have a mechanism in place following any changes/damages (if granted) to return the space to its original condition when item(s) are removed. All requests for exceptions must be approved by The Children's Board Director of Operations.

Question 13: When we enter the Excel file to plug in our budget numbers to your form, we're being asked for a password to unlock it. If you're able to do so, can you please help guide us through this process so we can complete our application for submission?

Answer: We have tested the budget form, and it is working as designed. The New Funding Budget Summary Tab 1 will auto-populate as the Budget Narrative Yr1 Tab 2 and Budget Narrative Yr2 Tab 3 numbers are entered.