

APPENDIX IV: QUESTION SUBMITTAL FORM

Each Vendor shall complete the form provided based on its questions relating to this ITN. The completed form shall be submitted in accordance with the instructions provided in **Section 2.7** of the ITN. The electronic response must be submitted as a Microsoft Word 2007 version file format. This form may be expanded as needed to facilitate response to this requirement.

Vendor Name: Catholic Charities Bureau, Inc.

Question Number	ITN Section Number	ITN Page Number	Question/Comment
1	3.1.4.2	6	<p>Could you please give examples of reasons that could lead LSS to alter or adjust service locations?</p> <p>LSS will not alter or adjust locations for ESOI services. We reserve the right to have open dialogue and make suggestions about best locations for classes to be held, but will not make any changes.</p>
2	3.1.8.8	10	<p>Could you please clarify what you mean by approval?</p> <p>LSS is only asking that the Vendor have open communication with them and will not need to grant approval.</p>
3	3.1.8.10	10	<p>Under terminations of client services, one of the reasons to close a file, states: "<i>client participated but the application was denied.</i>" Is this about Cubans or Haitians who are in removal proceedings? If not, what are you referring to? It also states that a reason for unsuccessful closure is "<i>client participated but the application was denied, and a decision was made not to appeal it.</i>" Is this also a reference to Cubans or Haitians in removal proceedings?</p> <p>Yes.</p>
4	3.1.9.5	11	<p>To our understanding, the vocational services are currently under the Employment Program; is there going to be a change in which we will also provide vocational study?</p> <p>No, we do not foresee a change. This will remain under Employment Program.</p>
5	3.1.9.6	11	<p>The limit of three enrollments in a single level is based on the semester system of the upper level students. In this system, three enrollments last for a year. However, lower level students in an unvouchered program can have three enrollments in a span as short as three months. Considering that a year in an unvouchered program is equivalent to three enrollments in a vouchered semester system, can this limit be modified to one year instead of three enrollments for the lower level students? The limit of three enrollments could remain for the upper level students in a vouchered program.</p> <p>Yes, the limit can be modified to one year instead of three enrollments for the lower level students,</p>
6	3.19.7	11	<p>Do you mean the Framework developed by the Florida Department of Education?</p> <p>Yes.</p>
7	3.1.11	12	<p>If there's a staff member who resigns from a position and we need to hire a replacement, do we need to obtain pre-approval from LSS before starting the replacement process? Once we find an appropriate person to hire, must we also gain approval from LSS before we can offer this person the position? If this is the case, how quickly will we receive responses?</p> <p>Again, LSS will not require giving approval, but does ask for open communication about any staffing changes. Sending LSS an email of changes will suffice.</p>

8	3.1.15.1	12	The non-vouchered classes are not on a term basis; it is open enrollment. How often do we have to submit a schedule of our non-vouchered classes? No, the vendor does not have to resubmit.
9	3.1.16.5	13	Could you provide clarification and guidance about this section such as defining "other projects"? Could you also explain whether the written LSS approval needed to transport client records from our office location to one of our class locations for the purposes of testing and intake can be given in any future contract or will have to be on a case by case basis? This is an ear marked area for potential future services,
10	3.1.19.8 3.1.20.8	17 18	How will LSS determine the total number of arrivals that do not speak English and that are over 18 residing in Duval County? LSS should be able to generate reports through intake information entered into WebRS.
11	Part O, Service Unit Table	25	We see that on the Service Unit Table on page 25, you have included as service units the following: <i>number of client intakes, number of initial assessments administered, and number of post-test assessments administered.</i> Approximately a year ago, DCF decided to remove these service units as deliverables in response to the extremely reduced number of refugee arrivals. As the situation with arrivals has not improved and could even deteriorate, could LSS remove these service units from the reporting criteria? Yes, each of these deliverables have been removed.
12	Part E, Initial Assessment & Part I, Post-Test Assessment	23 & 24	We see that in Part E (Initial Assessment) on page 23 and Part I (Post-Test Assessment) on page 24 that LSS requires a copy of our assessments. We use standardized diagnostic tools from CASAS following the lead of Florida's DOE. CASAS testing corporation expressly forbids us from copying any of their assessments. Since the assessments are copyrighted, could we provide a detailed description of our CASAS assessments in lieu of copies? Yes.

Lauren Weedon Hopkins, Regional Director

*Name and Title of Authorized Representative

*This individual must have the authority to bind the Vendor.