



# Kankakee County Administration

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## **SOCIAL SERVICES RFP** **December 30, 2022**

### **Responses to questions related to the RFP:**

#### **RESPONDENT #1**

- 1) I have some questions from a partner that I would like to use on our proposal for the grant regarding the mandated trainings for Mental Health First Aid, Narcan and internal collaboration referral software.
  - What is the training?
  - How much of my staff would have to take the training?
  - How long the training is?
  - Where it is located?
  - What is the cost associated with it?

**Narcan:** The organizations can partner for the Narcan training with the following institutions Kankakee Public Health Department, Duane Dean Behavioral Health Center, Kankakee Coroner's Office. This is a 2-hour training. The training is free. The respondents are highly encouraged to identify staff with direct contact with the community to be trained and make recommendations for Narcan distribution within their organization or with their partners.

**Mental Health First Aid:** The organization can identify a local provider that has funding for Mental Health First Aid to train staff that have direct contact with the community. The organization is highly encouraged to host a mental health first aid training at least once per funding year to increase the number of Kankakee residents on the impact of Mental Health. If no provider is identified, then a commitment to have staff be trained on Mental Health First Aid would be noted and the Fiscal Agent will facilitate training to the applicant.

All information regarding Mental Health First Aid can be found at <https://www.mentalhealthfirstaid.org/>

**Referral software:** All applicants will agree to use the IRIS Software to make and receive referral. For more information <https://connectwithiris.org/why-iris>

## RESPONDENT #2

2) Though we do not have any financial relationships with County employees, we are a WIOA grant recipient and we send our monthly bills to the county for reimbursement. We also pay our property taxes to the county. Please let us know if these items should be disclosed on the form included in the RFP.

The WIOA grant receipts should be mentioned, but it is a non-direct relationship...meaning the board does not vote on WIA expenditures or award contracts. Property taxes need not be disclosed.

## RESPONDENT #3

3) Can you provide the budget template to me? I wasn't able to locate in the RFP packet. We'd also like to confirm that capital projects are eligible for funding, in addition to programming/operations.

Link to ARPA/Social Services Funding page: <https://www.k3county.net/CivicAlerts.aspx?AID=14>

- On that page, you can click on the link in the middle of the page that reads: “[Click Here to View the Budget Template](#)”.
- Click on the link and you will get an excel file name to download.
- Save that to your computer
- Open the Excel file

4) Can you confirm that capital projects are included in the scope of this RFP, OR is this funding intended strictly for programming/operations? [The RFP is only for social services and not for Capital Projects](#).

5) Finally, I don't see a prohibition against an NFP being awarded multiple grants. Our team, for example, is working with the Community Foundation of KRV, which may consider submitting as fiscal agent for multiple applications. Can you clarify the guidelines around that for me please?

[There is no prohibition to submit for multiple applications](#)

## RESPONDENT #4

6) In reviewing the Social Services RFP, we partner with the Kankakee County Health Department on numerous initiatives. Does the Kankakee County Health Department qualify as an eligible collaborative partner or are they ineligible given their fiscal relationship to the Kankakee County Board of Supervisors?

- [Health Department can be a listed partner to support services but not a recipient of funds. The intent is to collaborate with local non-profits to support existing programs that increase their overall impact in the community by listing them as sub recipients of the funding.](#)

7) If they qualify, do they meet the criteria of 1E of page 6 as a public 501c3 entity or do they have a different tax structure requiring us to find an additional partner?

- [See response to question 1.](#)

## RESPONDENT #5

8) I am working on a proposal for Social Services Funding and I am wondering if there is a budget spreadsheet template available online? The paperwork references a supplied Budget Template but I do not see it.

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#### **RESPONDENT #6**

9) When is the end date in 2026 for spending these funds? **12/31/2026**

10) What period will be the fiscal year(s)? **January 1 through December 31**

11) Can other County entities, such as the Regional Office of Education or Health Departments serve as the fiscal agent for the collaborative or must it be a 501(c)3 organization?

See response to #4 above question #6

12) Have you made available a list of other frequently asked questions from other potential applicants?  
**Yes, and those responses will be posted as of 12/30/2022. No questions after that date will be posted to allow all respondents the same information prior to the submission date of January 16, 2023.**