



**Response to the Inquiries to the  
Invitation to Negotiate  
For Case Management Organization (CMO) Services  
Advertising Number: ITN-023-CMO**

Date: October 24, 2022

To: Prospective Respondents to ITN-023-CMO

From: Chris Hughes, Manager, Contracts and Compliance

Subject: Response to the Inquires

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- 1. Will you be sending out the required attachments (certifications, intent, etc.) in Word or fillable forms?**
  - a. No.
- 2. The ITN references that our proposal should align with the FSS Strategic Plan, but I can't locate the plan on the website. Could you please send that out?**
  - a. The FSS Strategic Plan is reviewed by the FSS Board and can change annually. It is now listed on the following website ([www.fssjax.org/procurement](http://www.fssjax.org/procurement)).
- 3. Page 32, Section 11.2.c. of the ITN references "implementation of the FSS System of Care and Strategic Plan initiatives." Can you please provide the Strategic Plan Initiatives referenced or a location where we can access them?**
  - a. The FSS Strategic Plan is reviewed by the FSS Board and can change annually. It is now listed on the following website ([www.fssjax.org/procurement](http://www.fssjax.org/procurement)).
- 4. Is there a standard caseload size expectation for STEPS? Also, can you provide copies of the STEPS Policies and Procedures referenced at the top of page 26, section 10.11.12, or a location where we can access them?**
  - a. Caseload size expectations are currently at 20 but can fluctuate based on need. The STEPS Policies & Procedures are now posted on the following website ([www.fssjax.org/procurement](http://www.fssjax.org/procurement)).
- 5. The projected CWCM FTE for 2023-2024 has been reduced from 81 to 66. Is it anticipated that the projected annual client census will decrease proportionately?**
  - a. CWCM FTEs will be based on the need of the system of care and case load sizes which can fluctuate. There are no future predictions at this time.
- 6. On page 34 of the ITN, 5.a. states "provide the following information for each position identified in the budget: a. Name, b. Title, c. Time commitment in hours, d. Duties and responsibilities in relation to the goals and objectives, e. Salary". Is it necessary to include d. for all individuals to be funded or will one job description for each position type be sufficient?**
  - a. Submitting one (1) job description per job title/type is sufficient.
- 7. Are the certification forms available in Word or a fillable form?**
  - a. No.