

TANF Summer Youth Employment Program RFP #16-SFY-09

Q & A Document

Q1: In Section 2.4 on page 9, Outcome number 1, will participants increase their pre-evaluation score by 75% or to a score of 75%?

A1: Participants should increase their pre-evaluation score to a score of 75% or higher. This change has been reflected in the Amendment to the RFP document.

Q2: In Section 2.4 on page 9, Outcome 5, when is a youth considered a participant?

A2: A youth is considered to be a participant once the youth is accepted into the program.

Q3: The RFP states that services shall begin on May 1, 2016. Is this the date that the youth applications will be given to the selected provider?

A3: Applications will be provided to the selected provider on April 27, 2016, which is the date the contract will be awarded by the Board of County Commissioners.

Q4: In Section 3.1(A) on page 11, the "Financial Statement" section asks for proposers to submit "the name, address, and telephone number of a contact in the company's principal financing or banking organization." Is this different from the name of the accounting firm that prepared the audited financial statements?

A4: Yes. This is for the principal bank that your organization utilizes.

Q5: In Section 3.1(B) on page 5, footnote 4 indicates that the Board reserves the right to approve or disapprove any change in project personnel. What is the process to approve a personnel change after the contract period has begun?

A5: Requests to change personnel during the contract must be made in writing. The Department Business Administrator reviews the request to determine if the new employee has qualifications and experience which are similar to the previous employee. The Business Administrator will issue a written approval or denial for the requested change.

Q6: In Section 3.1(D) on page 14, letters of reference must be included in this section. What information should be included in a letter of reference?

A6: The letter of reference should include the name and telephone number of an individual who can be contacted for additional information. It can also include a recommendation of your services based on similar projects you have completed.

Q7: In Section 3.2 on page 14, should every outcome be allocated a portion of the 10% contract value as an incentive payment?

A7: Yes. This contract will have five required outcomes. Each of those outcomes should be allocated a percentage amount.

Q8: In Section 3.2 on pages 8 and 9, if the selected contractor is receiving other funding, can that other funding be used to pay for expenses that are unallowable costs under TANF?

A8: Yes.

Q9: In Section 4 on page 16, prompt 5, will a receipt be given for proposals that are hand delivered?

A9: Yes.

Q10: In Section 3.2 on page 15, the Narrative on Related Costs must include the reasoning behind the “percentage allocations to the Administrative, Direct, and Support categories for each expense.” What is sufficient to meet this requirement?

A10: For each expense, submit a brief statement of why it was allocated to the administrative, direct, or support category. As an example, if you are allocating 50% of the office supplies for this program to the direct service category, you could simply state “approximately half of all office supplies are used by direct service staff.”

Q11: What is the total number of youth that will be included in this program?

A11: It is estimated that there will be between 100-120 youth included in this program.

Q12: The State is awarding funding to Department. Is Department seeking to contract with providers to provide certain services?

A12: Department intends to contract with one entity to manage the TANF Summer Youth Employment Program and provide all aspects of the service requested in this RFP.

Q13: Will the youth application process be kept open once a contract is awarded?

A13: Department will keep the enrollment process open through June of 2016.