

**Children's Services RFP #18-SFY-02**

**Q & A Document**

**Q1: Please clarify what “applications of stakeholder theory” means at the bottom of page 7.**

**A1:** The stakeholder theory is a theory of organizational management and business ethics that addresses morals in managing an organization and relates to the way in which stakeholder feedback is incorporated.

**Q2: Although the target population is ages 0-18, and ages 18-21 if emancipated from agency custody, would adults who could benefit the children qualify?**

**A2:** Indirectly, yes. But there needs to be a clear tie to the benefit of the child, and clearly relate to the following populations:

- Children ages 0 to 18 whose families need assistance to safely care for their children in their own homes;
- Children ages 0 to 18 whose families need services to maintain stability, prevent removal of the children from the home, or make reunification possible; and/or
- Children ages 0 to 18 whose parents/caregivers need services to promote healthy parenting.

**Q3: Do the outcomes need to be the same for both years of the program, or can they change between year one and year two?**

**A3:** Ideally, a vendor would have the same outcomes for both years to make the program's effectiveness easier to measure for future funding considerations.

**Q4: Do proposals need to include the Non-Collusion Affidavit (form 8.4)? Where do I find this form?**

**A4:** Yes. Form 8.6 must be provided with all responses. This form can be found here: <http://clarkdifs.org/DocumentCenter/View/828>

**Q5: What section will I put the financial audit?**

A5: The most recent audit or compiled financial statement should be included in the Financial Statement section of 3.1 (A), referenced on page 11 of the RFP.

**Q6: How would you like to see the Personnel section of 3.1(B) laid out?**

A6: Section 3.1(B) requires a brief description of each key position. This description must include the following elements listed on page 12 of the RFP:

- Name
- Position with company
- Role in the project (Including accountability for completion of components or deliverables of the proposal)
- Experience with the specific tasks being proposed
- Work history on similar projects
- Relevant Education, Licenses and/or Certifications
- Legal Relationship with the Prime Contractor (Such as full-time employee, part time employee, volunteer, or subcontractor)

**Q7: Will the points per section be made available? If so, when?**

A7: The points allotted per section are available as part of this document, Attachment 1.

**Q8: Are there any restrictions on the length a proposal may be?**

A8: There are no restrictions on length.

**Q9: Regarding the communications prohibition, if a vendor has a current contract, are they able to communicate with County employees while this RFP is active?**

A9: Current vendors may continue communication regarding their current contract, but not regarding this RFP.

**Q10: Will we get an email stating our electronic submission has been received?**

A10: Yes, an email confirming the electronic submission will be sent.

**Q11: On Submittal A1, if a staff member is 100% administrative, would that staff member still be listed on this form? If so, what would the direct and supportive allocations look like?**

A11: Time allocations should accurately reflect the employee's time on the project. If the staff member does 100% administrative functions with no direct or supportive service, these allocations will be 0%.

**Q12: If everyone working on the project is devoting 100% of their time spent to it, how would I break this out?**

A12: For smaller organizations whose proposed project comprises the entire organization, the percentage of time for all employees under Column E will be 100%.

**Q13: If an employee is spending 100% of the time to this project, but other funding streams are contributing to the program, do we change the percentage of that person's time allocation?**

A13: Any information that is put onto the submittal sheet will feed into the calculations totaling the Service Budget and Total Organizational Budget. On Submittal A1, Columns A and B should reflect the employee's full salary package. Whatever percentage of time they will be spending on this project will be reduced by the percentage other funding streams will be contributing.

**Q14: Can CCDJFS fund more than 50% of any given program? If so, will a request of more than 50% negatively impact the overall score?**

A14: Section 3.2 only requires disclosure from proposers. CCDJFS can fund more than 50% of any program, contingent upon Board approval. A score will not be negatively impacted by a request for a higher request for funding.

**Q15: Should the submittals reflect a total organizational budget, or just what we are asking for CCDJFS to fund?**

A15: The Service Budget line on the Submittal A3 summary sheet should match the overall ask.

**Q16: What mileage rate should proposals include?**

A16: CCDJFS will reimburse at the Federal Mileage Reimbursement Rate, .545 cents per business mile driven.

**Q17: Can you clarify the difference between the total operational budget and the program budget?**

A17: The total service budget is the total cost it takes to deliver the proposed program. The organizational budget includes the cost of this program, as well as the total costs for the overall operation of your organization and all other projects and services offered.

**Q18: In the prior contracts, there was an optional third year. Is this an option for these contracts?**

A18: The optional third year extension was to get the Adult and Child RFP's to expire on alternating years. There will be no third-year extension for this contract term.

**Q19: What is the administrative cap?**

A19: Generally, the total administrative expense should not exceed 15% of the total cost of the project (column K). Some funding sources cap administrative expenses at a lower percentage. If your proposal is selected, we will discuss the administrative cap requirements during the contracting phase.

**Q20: Do all proposals need to include form 8.1?**

A20: Yes. All proposals must include a completed 8.1 Contractor Assurances Form.

**Q21: When is form 8.4 required?**

A21: Form 8.4 is only required if the proposer is a sole-proprietor, corporation, or organization with less than five (5) full-time employees.

**Q22: When is the personal property tax statement required (Form 8.3)?**

A22: The Bidder's Personal Property tax statement is required of any successful bidder on a competitive bid award under R.C. 5719.042. This form must be included in all proposals.

**Q23: Please clarify which form is which?**

A23: Form 8.1. Contractor Assurances Form  
Form 8.2. Campaign Contribution Declaration  
Form 8.3. Personal Property Tax Statement  
Form 8.4. Independent Contractor Worker Acknowledgment  
Form 8.5. Certification of Compliance with County Insurance Requirements  
Form 8.6. Non-Collusion Affidavit  
Form 8.7 Submittals A1-A3 (Referred to as "Submittals")

**Q24: Will each proposal receive a request for a negotiation meeting?**

A24: Only proposals selected will be called in for a contract negotiation meeting.

**Q25: Where will resumes need to be included within the proposal?**

A25: There is not a required section for the resumes, so long as it is obvious where the resumes are located within the proposal. As such, if not placed within the Personnel Section, references with pagination are appreciated.

**Q26: Where do I place in kind contributions?**

A26: In kind contributions will be left off the Submittals, but must be included in the budget narrative.

**Attachments:** Children's Services Score Sheet

## CHILDREN'S SERVICES 2018 SCORE SHEET

Reviewer Name: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Program Name: \_\_\_\_\_

Rate the responses to each of the following categories using this scale:

**4 = Good; 3 = Acceptable; 2 = A few issues that would need to be addressed; 1 = Many issues that would need to be addressed; 0 = Non-Responsive**

Experience & Qualifications	Comments	Score
1. Rate the qualifications the vendor brings to this project. (Section 3.1.B, p. 11)		
2. Rate what differentiates the vendor's services from others. (Section 3.1. B, p. 11)		
3. Rate the vendor's projected contact points with CCDJFS and Board, including types of communications and level of interface. (Section 3.1.B, p. 11)		
4. Rate the vendor's capacity to undertake the scope of work based on demonstrated history of successfully completing similar or related work with the targeted service population(s). (Section 3.1.B, p.11)		

<p>5. Rate the vendor's experience working with families and children and knowledge of the needs of these individuals in Clark County. (Section 3.1.B, p. 12)</p>		
<p>6. <i>IF APPLICABLE</i> : Rate the vendor's past performance with the CCDJFS and if the vendor's outcomes were reached. (Section 3.1.B, p. 12)</p>		
<p>7. Rate the vendor's capacity to undertake the scope of work based on an organizational structure with adequate facilities, fiscal controls, staff, equipment, research tools, administrative and other resources. (Section 3.1.B, p. 12)</p>		
<p>8. Rate the vendor's position descriptions for each of the key positions, the work each performs, and the name of the individual(s) filling each position. (Section 3.B, p. 12)</p>		
<p>9. Rate whether each person's role is identified and documented in the format required in Section 3.1.B, p 12.</p>		
<p>10. Rate the organizational chart the vendor provided including all personnel assigned to accomplish the work described in the proposal. (Section 3.1.B, p. 12)</p>		

11. Rate the vendor's designation and identifying of the person responsible and accountable for the completion of each component and deliverable in the proposal. (Section 3.1.B, p. 12)		
Qualifications & Experience Total		

Scope of Work, Solution, Project Narrative	Comments	Score
1. Rate the purpose and scope this project related to the specific target population they propose to serve. (Section 3.1.C, p. 13)		
2. Rate the vendor's explanation of how their program contributes to the accomplishment of any of the agency Division's mission and work. (Section 3.1.C, p. 13)		
3. Rate the vendor's proposed solution to the needs identified by the County. (Section 3.1.C, p. 13)		
4. Rate the targeted population the vendor intends to serve and why. (Section 3.1.C, p. 13)		
5. Rate how the vendor's proposed solution will increase self-sufficiency or increase safety for the target population(s) indentified in question #4. (Section 3.1.C, p. 13)		

6. Rate how the vendor will prioritize the families and children served based on the various characteristics identified. (Section 3.2, p. 13)		
7. Rate how the vendor plans to engage and retain families and children in the targeted populations. (Section 3.1.C, p. 13)		
8. Rate how the vendor will ensure that direct-service are available to all eligible Clark County residents. (Section 3.1, p. 13)		
Scope of Work, Solution, Project Narrative Total		

Deliverables and Outcomes	Comments	Score
1. Rate the minimum of five (5) deliverables required in Section 2.3, described in specific and, to the extent possible, measurable terms. (Section 3.1.C, p. 13)		
2. Rate the minimum of three (3) outcomes required in Section 2.4, described, to the extent possible, in measurable terms. (Section 3.1.C, p. 13)		
3. Rate how the vendor will accomplish the outcomes listed in #2. (Section 3.1.C, p. 13)		

4. Rate how the vendor intends to measure the outcomes proposed and the measurement tools to be used. (Section 3.1.C, p. 13)		
Deliverables and Outcomes Total		

Methodology	Comments	Score
1. Rate the methodology the vendor will use to carry out the project and the reason for selecting this methodology. (Section 3.1.C, p. 13)		
2. Rate the detailed tasks to be undertaken in the vendor's methodology. (Section 3.1.C, p.13)		
2. Rate how the vendor will assess progress of their project while it is underway. (Section 3.1.C, p. 13)		
3. Rate how the vendor will adjust their program while it is underway to improve services based on their assessment of progress. (Section 3.1.C, p. 13)		
Methodology Total		

Project Management	Comments	Score

1. Rate the vendor's management approach and organizational structure, including reporting levels and lines of authority. (Section 3.1.C, p. 13)		
2. Rate the vendor's methods used in controlling project activities. (Section 3.1.C, p. 13)		
3. Rate the vendor's status reporting methodology, including details of written and oral progress reporting. (Section 3.1, p. 13)		
4. Rate the pertinent issues as well as potential risks and problems which in the vendor's experience occur on projects of this type. (Section 3.1. C, p. 13)		
5. Rate the steps the vendor intends to take to avoid or mitigate potential risks and problems and steps the vendor will take should a problem occur. (Section 3.1.C, p 14)		
6. Rate the vendor's activities in their project plan to reduce the occurrence, severity and impact of events or situations that can compromise the attainment of any project objective. (Section 3.1.C, p 14)		
Project Management Total		

Cost Proposal		
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<p>1. Rate the vendor's detailed narrative on how costs are related and why they are necessary for the proposed program . (Section 3.2, p. 15)</p>		
<p>2. Rate the narrative detail of the amount of money being requested from CCDJFS. (Section 3.2, p. 15)</p>		
<p>3. Rate the reasoning behind percentages of expenses allocated to this program and the percentage allocations to the Administrative, Direct, and Support categories for each expense. (Section 3.2, p. 15)</p>		
<p>4. <i>IF</i> the vendor is requesting to be reimbursed on a unit rate basis rate the desired unit rate and the methodology used in calculating the unit rate. (Section 3.2, p. 15)</p>		
<p>5. Rate whether the money being requested from CCDJFS represents more than 50% of the vendor's total program cost. (Section 3.2, p. 15)</p>		
<p>6. Rate the vendor's proposed schedule of payments. (Section 3.2, p. 15)</p>		
<p>7. Rate the trigger for payment for each cost (e.g. timing, deliverable). (Section 3.2, p. 15)</p>		

8. Rate the vendor's detailed narrative describing all non-Department funding received from any source that funds any part of the proposed project. (Section 3.2, p. 15)		
9. Rate the percentage of the total project cost of each funding source. (Section 3.2, p. 15)		
Pricing Total		

DEDUCTIONS		
a. Poor organization (0 if no deductions, 1 if deduction)		
b. Lack of proofreading (0 if no deductions, 1 if deduction)		
c. Unnecessary use of self promotional claims (0 if no deductions, 1 if deduction)		
Deductions Total		