Adult Services RFP Q & A

1. Can your group identify the definition of family formation?

   Federal funding sources take a traditional view of a two-parent household with children which creates stability, child wellbeing and developmental outcomes. Grandparents could be considered if raising children on a long-term placement/legal basis.

2. Are the Proposal Review Teams only comprised of agency personnel and no community members?

   Yes, agency personnel only serve on these teams.

3. Total funding for this RFP is $ 1,150,000 which is $50,000 less than the last Adult Services RFP. Is there a reason for this?

   This amount is based on what we know about the TANF allocation at this time.

4. If we have more than one program we would like to propose, do we need to duplicate the process for each?

   Yes, some information can be used for all like reference letters, but other items like Submittals A1-A3, and outcomes and deliverables would need to be different.

5. Where do you want references placed in organization of the proposal?

   References are considered an attachment as part of the Scope of Work. See pages 12 and 15 of the RFP.

6. If the amount of funding requested in the proposal is not something the agency wants to fund in full or is willing to fund more, will that disqualify the proposal?

   No, if the program is something DJFS would like to fund, the amount can be discussed during negotiations.

7. Are we able to propose a program that is based on unit cost reimbursement rather than direct cost reimbursement?

   The RFP addresses that either are allowable. See page 23 of the RFP.

8. Will Family First Prevention Act(FFPA) requirements be necessary?

   We are not incorporating FFPA requirements at this time. We are unsure of when these requirements are going to be imposed by the state.

9. For background checks, do you require BCI and FBI?

   Yes, currently both are required for all staff and volunteers that have direct service contact with children.

10. Do you require a sex offender registry check?

    Not currently, but that may be used in the future for the contracts/subgrants that involve children.

11. If this is a new program we are looking for funding for, how are we to supply resumes and names for these employees before knowing we were awarded the contract?

    List the qualifications and position description for these employees if they are not currently employed.

12. Will there be a conformation sent when the electronic copy of the proposal is sent?

    Yes, a generic e-mail will be sent once received confirming the receipt. A confirmation e-mail will also be sent when e-mails are received with questions during the Q & A period.

13. The case files that we keep with client information, do they need to be paper or electronic?

    Case files can be electronic or paper, whichever you prefer. However, if you maintain electronic files, you must take precautions such as encryption, password protection and limited access.

14. Under Contract Information - Article XVI - Assurances and Clarifications Numbers 15, 17 and 20 specifically: If awarded a contract, would our non-profit, faith-based organization be exempt from these statements regarding the employment application, because of our religious beliefs, as stated in our By-Laws, Statement of Faith and Principle, and Code of Conduct? Specifically, the wording of religion and sexual orientation.

    Unless otherwise disputed, Sections 15 and 17 apply to all employees and applicants, and not just employees or applicants who would be performing work under this specific contract.

15. How do we know if our administrative costs should be 10 or 15% for our proposal?

    Best to keep administrative costs under 15% and if it needs to be lower, that can be discussed during negotiations.

Any Questions Received After April 24th Were Not Addressed in This Document