

Children Services RFP #22-SFY-02

Q&A Document

Q1: How do we report on outcomes and deliverables for families that cycle through the program more than once?

A1: Department advises providing an explanation in the Additional Information section at the end of the Quarterly Report. However, keep in mind that families/clients cycling through more than once does not eliminate the need to meet each outcome or deliverable (i.e., if the deliverable states proposer will assist 15 clients, proposer should aim to serve 15 different clients). Additional information explaining unmet deliverables and outcomes does not negate the proposer from performing to the best of their ability in the contract which could have financial repercussions.

Q2: Are reference letters permitted even with the communication prohibition?

A2: Yes. Proposers may provide a total of one (1) reference letter from another County agency to include in their proposal. The reference letter cannot be from Department.

Q3: On page 14 of the RFP, there is a section that states “Program Administration and Resources” where proposers are required to describe their management approach and organizational structure. Below that on page 14 there is a section that asks proposers to identify personnel. Is this redundant or is the Personnel section just requiring more detail?

A3: The personnel section is requiring proposers to provide more detail regarding key positions within the proposed program. The Program Administration and Resources is asking proposers to clearly but succinctly describe their administrative structure, personnel and physical and other resources that will help proposer carry out the proposed program.

Q4: Can the organizational structure included in the PowerPoint presentation at the Bidder’s Conference be included in this Q&A document?

A4: Yes. Please see attachment.

Q5: The RFP asks for some portions of the RFP to be in Word and PDF. This can sometimes upset the required order of the proposal. Are proposers allowed to include attachments to ensure the organizational format is followed?

A5: Yes. Please reference the attachment(s) in the section with which they belong.

Q6: Can you clarify what the required order of the proposal should be?

A6: The order of the proposal begins on page 11 with the Technical Proposal. The Cost Proposal begins on page 15. Proposers should put their proposal in the order it is written in the RFP beginning on page 11.

Q7: Sometimes it is not possible to include all attachments in one email when submitting the completed proposal. Are proposers able to send multiple emails to ensure the email can be delivered?

A7: Yes. Proposers may submit multiple emails if necessary. Proposers should ensure to include a note stating “Email 1 of 2” (or something similar) to indicate more than one email is expected. Proposers may also send their proposal in a zip file.

Q8: When is the Independent Contractor Worker Acknowledgment Form required?

A8: Please see page 12, footnote 4. It is only required if the proposer is a sole-proprietor, corporation, or organization with less than five (5) full time employees.

Q9: Does the insurance liability certificate need to be included with the proposal?

A9: No, it is not required that proposers submit their liability certificate with the proposal. However, it is required that proposers indicate they can comply with insurance requirements on the form "Certification of Compliance with County Insurance Requirements."

Q10: Does the budget for the entire proposer's agency/company need to be included in the submittals?

A10: The submittals will ask for the total budget, but proposers will then need to provide what percentage of each item is being allocated to the proposed program. Example: A staff position earns \$800.00 per week and \$50.00 per week in fringe benefits. However, that position only spends 10% of their time on the proposed program. Proposers need to indicate this in their submittals. This is the same for any operating costs, occupancy costs, etc. Please refer to the instructions located with all required forms on Department's website: <http://www.clarkdjfs.org/156/RFP-Related-Documents>.

Q11: If a proposer has a question about the Submittals after the Q&A period ends, can proposer call or email Department and receive an answer?

A11: No. Questions will not be answered after the Q&A period ends.

Q12: Should proposals include a statement detailing proposer's PRC application process?

A12: No, this is not required. However, please note that on page 7, section 2.4.1 it states, "Proposers must confirm the organization agrees to determine initial eligibility and re-determine eligibility for all direct service participants in accordance with the County's PRC plan." This may not be required for every participant, but proposers should be willing and able to comply.

Q13: Are proposers allowed to include training and certification costs in the contract?

A13: Possibly. If proposer is receiving other funding to potentially pay for the trainings and certifications, this could interfere with Department being able to reimburse for them. Department will attempt to obtain more information.

Q14: When a proposal is submitted electronically, will a confirmation email be provided?

A14: Yes. A confirmation email will be sent via email when a proposal is received.

Q15: If a proposal is submitted electronically, do proposers also need to provide a hard copy?

A15: No, a hard copy is not required if submitting proposal electronically.

Q16: Do outcomes and deliverables need to be separated yearly or for the whole two-year contract?

A16: Outcomes and deliverables should be represented as a yearly goal as well as a total contract goal. Proposers should include what they hope to accomplish the first year of the contract as well as the second year and as a cumulation of the contract as a whole.

Q17: The COVID pandemic has over the past several years had a significant impact on several components of our Children's Services deliverables. Only recently, have these programs begun to rebound but will likely still fall short of original projections. Will this mitigating factor (the pandemic) be taken into consideration when "historical performance" is reviewed?

A17: Yes, the pandemic will be taken into consideration when historical performance is reviewed. Department understands the impact the pandemic has had on all programs the past two years.

Q18: Is Family Children First Council involved in the development of this RFP or selection of contractors?

A18: No, Family Children First Council is not involved.

Q19: Can a proposer use Family Children First Council as the one allowable county reference without violating the Communication Prohibition?

A19: Yes, Family Children First Council is not considered a county agency. It is a separate entity from Department. Proposers could use Family Children First Council and still be allowed to submit a reference letter from a County agency (i.e., Sheriff's Department, Courts, Prosecutor, etc.).

Q20: Can a proposer provide a synopsis of their proposal to a potential reference without violating the Communications Prohibition?

A20: Yes.

Q21: Should subcontractors whose work is only incidentally related to the work of the program be included in the Subcontractor Identification and Participation Information section (in 3.1.3)? For example, a vendor is expecting they should include the catering company that will provide meals during the proposed program as a subcontractor, and list contract employee(s) who will provide transportation as employees rather than subcontractors.

A21: Department asks that subcontractors be identified if the service they are providing is a part of the program methodology Proposer is including in their proposal.

Employees who are on the proposer's payroll who are identified as key personnel in the proposed program should be listed as proposer's employees. Key personnel who are not on proposer's payroll, but on the payroll of a company proposer is contracting with, should be identified as a subcontractor.

Q22: Can a proposer submit two separate proposals for two unconnected programs to be considered independently of each other?

A22: Yes, if the proposer has two programs that offer two different methodologies, proposer may submit two separate proposals for consideration.

CLARIFICATION: The contract period will be for two full years. There will not be 1-year with a 1-year extension, as with this current contract period. However, the performance of each contract may be reviewed at the end of year one to determine if it is meeting Department's standards.

Proposal Content and Organization

Proposer must use the format listed below in order to submit a proposal.

Technical Proposal:

Required Vendor Info and Certifications

- Cover Page
- Cover Letter
- Table of Contents
- Conflict of Interest
- Mandatory Disclosures
- Financial Statement
- Executive Summary
- Required Forms

Scope of Work

- Program Overview
- Program Methodology
- Deliverables and Outcomes
- History of Successfully Completing Similar or Related Programs
- Program Administration and Resources
- Personnel
- Program/Project Control
- Risk Management & Mitigation
- Reporting Requirements
- Subcontractor Identification and Participation Information

Cost Proposal:

- Submittals
- Narrative on Related Costs
- Payment Schedule
- Narrative Describing Non-Department Funding Streams