

25 SFY 05 Adult Services

Question and Answer Document

Q1: Is there a certain value that would make a purchase a fixed asset?

A1: Per 2 CFR 200.213, equipment with a fair market value of \$10,000 or less (per unit) may be retained, sold, or otherwise disposed of with no further responsibility to the Federal agency or pass-through entity. Purchases made over that \$10,000 threshold, will need to be returned to the possession of Board. Regardless, Department encourages awarded vendors to reach out should there be any doubt of whether a purchase is considered a fixed asset.

Q2: In the RFQ under Proposal Submission, the directions for paper submissions states that the original and all copies of the Technical and Cost Proposals shall be submitted in a separate, sealed envelope. Does this mean each proposal must be in different envelopes or is it permitted to put them in the same envelope?

A2: Department will not reject any proposal submissions that do not have their cost and technical proposals in separate envelopes. However, Proposers should ensure the original and copies are clearly marked, as well as ensure the technical and cost proposals are easily distinguished from one another.

Q3: Does the audit need to be included in the proposal itself or can it be included as an attachment?

A3: The Audit can be included as an attachment, but Department suggests including a note in the proposal where the audit is to be (according to the Format in the RFP), indicating where it can be found. This will ensure the Proposal Review Team can easily locate it within the documents.

Q4: If you are serving two different populations within the same program, will the funding differ between the two populations?

A4: The funding sources are the same regardless of the populations being served. Funding sources can be found on page 5 of the RFP. TANF funds is the main source of funding, and participants must be found eligible for Department to reimburse. Title XX is also a potential source of funding, however there is far less available.

Q5: Where can we find the insurance requirements?

A5: The insurance requirements can be located on the Certification of Compliance with County Insurance Requirements form on Department's website.

Q6: Are the insurance requirements the same as they always have been?

A6: Yes, there have been no changes to the requirements.

Q7: Are monetary stipends, such as a check, given to participants allowable?

A7: Perhaps, but only on a case-by-case basis. If awarded, subgrantee/contractor should consult with Department prior to asking for reimbursement for monetary stipends so Department can assess whether they are allowable.

Q8: On Page 18 under “Additional Documents” it states that proposals submitted may become part of public record and proposers should remove all personal confidential information, such as home address and social security numbers. The Non-Collusion Affidavit, for example, asks for a Social Security Number on the form. How should proposers handle that?

A8: Proposers should not include their Social Security Number in proposal. On the form, proposer can either not include their SSN or include only the last 4-digits.

Q9: On Page 6 it states case files must be kept for each direct-service program participant. Is that applicable for every participant or just PRC eligible participants? Does proposer’s own case file system suffice?

A9: Yes, each participant must have a case file regardless of whether they are PRC-eligible. Proposers can utilize their already established case file system to fulfill this requirement.