

## Adult Services RFP #16-SFY-01

### Q & A Document

**Q1: Section 1.1 states that the RFP is released for multiple awards to qualified non-profit and faith-based community organizations as well as government entities. Does this mean that for-profit companies are not eligible to apply for this RFP?**

A1: Yes, the RFP is limited to non-profit or faith-based organizations and government entities. For-profit companies cannot submit proposals for this RFP.

**Q2: Can an organization submit proposals both as a primary and sub-contractor for this RFP?**

A2: Yes, an organization may submit multiple proposals as both a primary and subcontractor. Collaboration among organizations is encouraged.

**Q3: Are "Parent Aide" Services included in this RFP?**

A3: No, there will be a separate RFP released for Parent Aide Services.

**Q4: How should an organization determine whether it should respond to this RFP or the RFP for Children's Services?**

A4: The organization should evaluate its program to determine who is the primary beneficiary of the program services. If the primary beneficiary is an adult, then the organization should submit a proposal for the Adult Services RFP. If the primary beneficiary is a child, then the organization should apply for the Children's Services RFP. If the organization is unsure which RFP to respond to, the organization may submit proposals for both the Adult and Children's Services RFPs.

**Q5: Could a program that trains adults to work with children be included under this RFP (as opposed to the Children's Services RFP)?**

A5: Yes, a program training adults to care for or work with children may be included in this Adult Services RFP.

**Q6: Could a program that provides “family therapy” services be included under this RFP?**

A6: Yes, if the primary beneficiary of the program services is an adult. If the services are more focused on benefitting children, then the organization should submit a proposal for the Children’s Services RFP.

**Q7: In Section 1.6, Demonstration of Experience, could you please expound on what specifically you are describing as “key positions”?**

A7: Key Positions include any employees who are completing work relevant to your program. It includes any employee that you would list on Budget Submittal A1.

**Q8: In Section 1.6, Demonstration of Experience, could you advise whether or not resumes should be submitted for subcontracted artists under a program?**

A8: No. If the identities of the subcontractors are unknown at this time, simply refer to them as “artists.” You must inform the CCDJFS during the contract period, if awarded, prior to any subcontractors beginning work under the contract and receive approval from the CCDJFS.

**Q9: In Section 1.6, Demonstration of Experience, should an organization submit resumes for volunteers?**

A9: No. Resumes should only be submitted for key staff members.

**Q10: Section 1.8, Specification of Deliverables, gives a list of services that the specific deliverables must address. What if the program proposed does not specifically relate to a service on the list?**

A10: These lists are intended to be non-exclusive. This is why the language “provisions of services such as” is used. Organizations may add a service or change the wording of a service listed to make it more specific to their programs.

**Q11: Could you explain the distinction between “Deliverables” (Section 1.8) and “Outcomes” (Section 1.9)?**

A11: A “deliverable” is a statement of what you are providing under your program. An “outcome” is what you hope to achieve through your program. For example, if your

program is focused on adult literacy, then a deliverable could be “conduct assessments for referred clients to determine baseline reading level.” A possible outcome could be “80% of referred clients will increase 2 reading levels within one year of referral.”

**Q12: On page 23, section 3.4 Contractual Requirements, of the RFP there are listed 4 Attachments—A, B, C, D. The Format for Organization of the Proposal/Proposal Content does not include an Attachment page. Is it permissible / allowed / appropriate to have a response portion of the organized format to be titled “Attachments”? If an Attachment section is permitted to be a part of the proposal response format would this be where CCDJFS would like the Financial Statement (see page 8 & 9) of the Cover Letter?**

A12: The organization of the proposal is not defined by the CCDJFS. All required forms must be included.

**Q13: In SECTION A – INTRODUCTION, under Cover letter, it states that proposals must include the telephone number, name, and title of the person the County should contact regarding the proposal. ....plus Conflict of Interest Statement; confirmation of agreement to determine initial eligibility and re-determine eligibility annually; confirmation that it will develop, maintain, and update an individual case file; brief description of the organization including history... Additionally it appears that a Conflict of Interest statement; Contract Performance; Financial Statement; Table of Contents; and an Executive Summary is being requested. For clarity are all of the above noted items being requested to be part of the Cover Letter? If yes would it be OK to reference attachments for items such as the Financial Statement? And, is CCDJFS wanting these items in the order listed in the RFP?**

A13: The cover letter must include: the telephone number, name, and title of the person the County should contact regarding the proposal; confirmation that the organization will comply with all the provisions of this RFP; a conflict of interest statement; any exceptions requested to the County’s contract’s or sub-grant agreement’s general terms and condition; confirmation that the organization agrees to determine initial eligibility and re-determine eligibility annually for all direct-service program participants in accordance with the county’s current PRC plan; confirmation that it will develop, maintain, and update an individual case file for each direct service program participant; a brief description of the organization including history; number of years the organization has been in business; type of services provided; legal status of vendor

organization.

The order of the remaining information required is not defined by the CCDJFS.

**Q14: In Section 1.10(E), you ask for customer references for similar projects. Can an organization use CCDJFS employees be used as references?**

A14: No, you may not use CCDJFS employees as references.

**Q15: In Section 1.10(E), you ask for customer references for similar projects. Can an organization use clients as references?**

A15: Yes, you are permitted to use a client as a reference.

**Q16: For “prevention programs” listed in Section 1.8, will the organization be required to determine eligibility of participants in accordance with the county’s PRC plan?**

A16: Yes, if the prevention programs are funded with PRC.

**Q17: For the Budget Submittals A1-A3, is there a cap on Administrative costs?**

A17: That depends on the funding source. All contracts/subgrants that use TANF funds have a cap of 15% on administrative costs.

**Q18: On Budget Submittal A1, should an organization include staff members who are not working on this project?**

A18: No.

**Q19: For the Budget Submittals, which category should participant or volunteer recruitment costs be allocated to?**

A19: Participant or volunteer recruitment costs can be included as a “Direct” expense.

**Q20: For the Budget Submittals, should other funding be included on these forms?**

A20: No. Other funding should be included in the budget narrative.

**Q21: For the Budget narrative, should information about donations be included?**

A21: Yes.

**Q22: On Budget Submittal A1, should employees who review contracts be included?**

A22: Yes.

**Q23: On Budget Submittal A1, how should the salary for a direct service supervisor be allocated?**

A23: This salary should be allocated as Administrative, Direct or Support depending on the functions of the individual.

**Q24: On the Budget Template Instructions, why is evaluation listed as an Administrative cost instead of a Support cost?**

A24: A comprehensive evaluation of the entire program would be an Administrative cost. An evaluation of a client is considered a "Direct" cost, while an evaluation of a direct service employee could be considered a Support cost.

**Q25: How will the Pricing information be scored?**

A25: The Budget Submittals and the Budget Narrative will both be considered in the scoring process.

**Q26: On Budget Submittal A2, what should an organization do if there are not enough lines available for all of its expenses?**

A26: Additional costs may be listed in the Miscellaneous Costs Section (H).

**Q27: Should the Budget Submittals reflect the total amount of the organization's budget?**

A27: Yes, for all costs except personnel.

**Q28: Should anticipated funding from other sources be included in the budget narrative? What if that funding does not materialize?**

A28: Anticipated funding should be included in the budget narrative. Include information about the dates when the other funding will be awarded. If a contract or subgrant is administered under this RFP, the organization will be required to disclose the actual amount of funding that was awarded at that time.

**Q29: How will these Budget Submittals affect the invoicing process?**

A29: Future invoices will have three lines: Administrative, Direct, and Support. The funding awarded by CCDJFS will be allocated to each of these categories proportionally to the percentages of each category of the Budget Submittals.

**Q30: In Section 2.10, multiple funding sources are listed. Should an organization ask for specific funding in their proposal?**

A30: A bidder may recommend a funding source but all funding decisions will be made by CCDJFS.

**Q31: Have there been any recent changes to the County's PRC eligibility requirements?**

A31: No.

**Q32: Will TANF Funding also be included in the Children's Services RFP?**

A32: Yes.

**Q33: If an organization lists one of the TANF purposes in their proposal, can they assume that their funding will be TANF?**

A33: No. See A30.

**Q34: If an organization is required to determine PRC eligibility, what does that entail?**

A34: An application must be taken, eligibility determined, and required notice delivered to each participant. Please reference the PRC manual available at [Clarkdjfs.org](http://Clarkdjfs.org) for the specific program requirements.

**Q35: Have there been any recent changes to the County’s PRC eligibility requirements for undocumented aliens?**

A35: No

**Q36: Have there been any changes to Title XX funding? Specifically, can literacy programs be funded by Title XX?**

A36: No.

**Q37: Can TANF funding be used for a pregnant woman who is not yet a parent of a minor child?**

A37: Pregnant women with no previous children can be eligible for TANF funding in their third trimester.

**Q38: In section 2.1, please clarify what is being requested in the first row at the top of the table on page 14, which states “Deadline for request to be added to notification list (3:00 p.m.)”**

A38: This row refers to the February 27, 2015 release date. All vendors were notified who were a part of the notification list at 3:00pm on that date.

**Q39: During the communications prohibition period, would you prefer that all correspondence about current contracts be made in writing?**

A39: Communications about current contracts are an exception to the communications prohibition. The methodology used for communication is not restricted.

**Q40: In Section 2.6(A)(3), are seven copies of the assurances and certifications listed plus financial audit required? Or does the “one original and six copies” only apply to the actual proposal?**

A40: You must submit seven hard copies (one designated original and six copies) and one electronic copy of ALL documents required to be submitted with your proposal. This includes the required forms, certifications, and audits.

**Q41: If an organization submits the hard copies of the proposal on a different date than the electronic copy, when is the proposal considered to be “submitted?”**

A41: The submittal date will be the later date. A proposal will not be considered a complete submission until all required copies are received.

**Q42: Is there a Word template available for completion of Sections B, C, D, and E of the proposal?**

A42: No. The organization should use its own format for these sections of the proposal.

**Q43: In Section IV E, what is the reason for including the Records Retention Schedule?**

A43: The Records Retention Schedule is included because this policy must be followed. In Section 1.10(A), the responding organization is required to “confirm that it will develop, maintain, and update an individual case file for each direct-service program participant.” These files “cannot be destroyed without the written permission of the CCDJFS.” The Records Retention Schedule relates to these requirements.

**Q44: In Article IV of the sample contract (page 49) entitled “Access to Records,” what sensitive client information will be required to be released to CCDJFS? Will that information remain confidential?**

A44: The client information required will depend on the source of funding. The information will remain confidential.

**Q45: For Budget Submittals A1-A3, where can an organization find a list of allowable/unallowable costs?**

A45: <https://www.cfda.gov/programs> for TANF and Title XX. There is no specific list of allowable/non-allowable expenditures under the Children’s Services Levy.

**Q46: This question relates to Budget Submittals A1-A3 and the Budget Narrative. During the bidder’s conference, it was stated that an entire Agencywide Budget must be allocated throughout the Submittals and the Budget Narrative. Please clarify if ALL Agencywide expenses must be allocated on the Submittals and be included in the Budget Narrative even if the expenses DO NOT support the proposed program, or if**

**the Submittals and the Budget Narrative should only contain expenses directly funding the proposed program.**

A46: Personnel costs attributed to the program are to be included on Submittal A1. All agency costs and the specific allocation to the program are to be included on Submittal A2 and A3 (when necessary).

**Q47: What is the CCDJFS approval process for a sub-grantee/contractor and or sub-contractor?**

A47: The approval process for a sub-grantee/contractor is outlined in this RFP document. All interested sub-grantees/contractors should submit a proposal for approval by CCDJFS. The term "sub-grantee" refers to an organization which will receive federal funds through an agreement where CCDJFS will serve as a "pass-through" entity. The terms "sub-grantee" and "contractor" both refer to the primary recipient of funds under these agreements. The term "subcontractor" refers to a secondary recipient of funding, where this organization would be reimbursed for services rendered by the primary recipient. Interested subcontractor organizations should partner with a primary organization to be included in that organization's proposal. Subcontractors will be approved by CCDJFS as part of the primary organization's proposal.

**Q48: What are the specific critical decision steps that an organization should use to determine whether it is a "sub-grantee/contractor" or a "sub-contractor"?**

A48: As explained in question 47, if the organization intends to contract directly with CCDJFS, then that organization is a potential "sub-grantee/contractor." If the organization plans to receive funds from another organization that will contract directly with CCDJFS, then that organization is a "subcontractor" and should be included as such in the primary organization's proposal.

**Q49: Given the response made from question 48, what further items are needed, besides Attachment A- Contractor/Subgrantee Assurance Form, for an organization to submit an acceptable response as part of their RFP submission packet to CCDJFS?**

A49: Regardless of whether an organization submits a proposal as a potential "sub-grantee/contractor" or is included in another organization's proposal as a "subcontractor," all information requested by the RFP document must be included in

the proposal. This includes all information requested in Section 1.10, and all required Attachments.

**Q50: The top page of the RFP indicates \$1,063,734.00 is available and that the contract period is from July 1, 2015 through June 30, 2017. Is that the amount available for the total two years, or is that amount available EACH of the two years?**

A50: The amount of \$1,063,734.00 is the total amount available for the two-year contract period. The amount for each year will be \$531,867.00.

**Q51: If an organization received an award of \$50,000 under this RFP, would that be a two-year total (\$25,000 each year), or would it receive \$50,000 EACH year (for a total of \$100,000)?**

A51: The amounts of funding awarded will be for the entire two year period. If an organization is awarded \$50,000, this will be an amount of \$25,000 for each year.

**Q52: Are costs related to renovating a building or rooms allowable?**

A52: No.

**Q53: Are staff expenses allowable?**

A53: This question doesn't provide enough detail to support a response.

**Q54: Would funding cover services to undocumented persons?**

A54: No.

**Q55: Our proposed program would include an education component and a direct health service component. Is this allowable, or would we need to submit separate proposals for each of these components?**

A55: Both services may be included as one proposal.

**Q56: Can the insurance requirements in the sample sub-grant/contract be waived?**

A56: In Section 3.3 of the RFP, proposers are not required to submit insurance certificates in order for their proposals to be considered. The insurance requirements are set by the County and can only be waived with County approval. If a provider would like to request a waiver of the insurance requirements, this can be done after the proposal is selected, but before the commencement of the contract/subgrant. However, there is no guarantee that this request will be granted. If the organization fails to submit the required insurance certificates prior to the commencement of the contract, the County, in its sole discretion reserves the right to (1) select another provider's proposal, or (2) cancel and/or reissue the RFP.

**Q57: On page 9 of the RFP, paragraph 2, it states that "Proposals must confirm that the organization agrees to determine initial eligibility and re-determine eligibility annually for all direct-service program participants in accordance with the county's current PRC plan." Under the PRC plan it seems as though proof of income is done on a form that requires a self-declaration (see pg. 66 of PRC plan). Will that be the designated proof of income that we will use or what will be required as proof of income and how often will it be required?**

A57: Self-attestation of income is permissible. Proof of income is required when the organization becomes aware of an income change. If no change occurs, proof of income must be re-determined annually.

**Q58: On page 9 of the RFP, paragraph 3, it states that "the organization must confirm that it will develop, maintain, and update an individual case file for each direct service program participant. Case files cannot be destroyed without the written permission of CCDJFS." For an organization that provides mental health counseling, can this organization keep two files for each individual: one file with name, identifying information, income verification and consent form which will be subject to audit by CCDJFS; and a second file confidential (not subject to audit by CCDJFS) that will contain progress notes, assessments, etc. to protect sensitive patient information? If this is permitted, is there any other information that would be required in the file that would be subject to audit?**

A58: The case file for audit purposes must contain information and forms necessary to verify program eligibility, applications (as required by funding source), required notices,

participation information, etc. Mental Health diagnosis and HIPAA-protected information need not be included.

**Q59: Are “fatherhood programs” included in this RFP?**

A59: No.