

Adult Services RFP #17-SFY-11

Q & A Document

Q1: Should Budget Submittals A1-A3 reflect the total amount of an Organization's budget or only the requested amount?

A1: Budget Submittals A1-A3 should reflect the total amount of the budget for all costs except personnel.

Q2: For the Budget Submittals A1-A3, is there a cap on administrative costs?

A2: That depends on the funding source. All contracts/subgrants that use TANF or Title XX funds have a cap of 15% on administrative costs.

Q3: Multiple funding sources are listed in the RFP. Will all of the listed funding sources be used?

A3: It is possible to utilize multiple funding sources, however, all funding decisions will be made by CCDJFS.

Q4: Will there be a separate RFP released for Fatherhood?

A4: No, Proposals for Fatherhood programs can be included in response to this RFP.

Q5: Does Form 8.1 Contractor/Subgrantee Assurances Form or Form 8.4 Independent Contractor Worker Acknowledgment Form need to be signed and properly executed?

A5: Yes, all forms should be complete prior to submitting the RFP response.

Q6: Is an Organization permitted to use Form 8.1 Contractor/Subgrantee Assurances Form or Form 8.4 Independent Contractor Worker Acknowledgment Form as provided as part of a prior RFP response?

A6: No, all forms should reflect current information.

Q7: Should operational expenses that are provided “in-kind” be included in Budget Submittals A1-A3?

A7: No “in-kind” operational expenses may be excluded from the Budget Submittals A1-A3, but should be included in the budget narrative.

Q8: Should different proposals be submitted for each free-standing service provided by an Organization?

A8: If each free-standing service is part of a continuum of services provide by the Organization then there is no need for multiple proposals, but if each free-standing service has a separate and distinct purpose then an Organization should evaluate its programs to determine if submitting multiple proposals is necessary.

Q9: What if the same participants attend more than one program provided by an Organization?

A9: If an Organization is requesting reimbursement for more than one program, care should be taken to document that the participant is receiving distinct services upon each visit.

Q10: Should operating cost expenses for multiple programs run by the same Organization be separated?

A10: Budget Submittal A1-A3 will be evaluated based on the program services contained in the proposal. Operating costs should be allocated appropriately based on each specific proposed service.

Q11: Under Section 1.1 Purpose on Page 3 of the new RFP there is a list of 9 types of programs listed. In the previous Adult Services RFP this list was 11. Number 10 was "Providing assistance to promote the formation of two-parent families".

However, "family formation" is mentioned a number of times throughout the current RFP - under 2.1.5 on page 7 and 2.4.8 on page 9 and 3.2.B.d. on page 15.

Please clarify whether or not "family formation" will be a covered service under the current RFP and, if so, which of the 9 remaining program types it would fall under.

A11: Family formation is a covered service under the current RFP. The types of programs listed are examples only. We look to the bidders to establish how their proposal meets the needs of the target population. The specific program type which would cover family formation will be dependent upon the services detailed in the proposal. Care should be taken to ensure the Outcomes and Deliverables are tied to any of the specific program types.

Q12: How can an Organization make sure that all members of its staff are receiving RFP related email communications from CCDJFS?

A12: Anyone interested in receiving RFP and related email correspondence from CCDJFS may subscribe by entering an email address on the CCDJFS website at <http://www.clarkdjfs.org/list.aspx> and choosing the "All Contracts and RFPs" list.