

## **RFP Bidders meeting 6/24/19**

### **Questions/Answers**

**Q1:** In reference to the attachments mentioned (E, F, G, H) that must returned, does everything with an asterisk have to be included, or just these particular items?

**A:** Yes everything with an asterisk must be included in the completed proposal packet.

**Q2:** When addressing the standards in the completed proposal, what format should we follow?

**A:** The standards should be written in a format that will clearly identify what services will be provided and how you plan to provide them.

**Q3:** On page 10 #4, in the statement of work and operation plan, would you put the purpose that's listed in the quality assurance standards and objectives and then the operational plan?

**A:** When you write this statement, it should be clear to the rater that you have a clear plan and know how you will meet these objectives for the stated activities. This should be written in a way that the rater will know that your agency has the staff necessary to meet the particular objectives.

**Q4:** Where do you get the DUNS #?

**A:** Each agency is assigned an individual DUNS #. You have to apply for it through the SAM system at [www.sam.gov](http://www.sam.gov).

**Q5:** Are all the services provided on the website open for submitting a RFP?

**A:** Yes, proposals are being accepting in each service area listed. (See website for listing)

**Q6:** For some cities, the fidelity bonds and other insurance packets are very thick (large files). Does each of the 5 required copies need to have all of this information as well?

**A:** Yes, you have to include all the required documents in each copy to ensure the raters have all required information in order to provide accurate scoring.

**Q7:** Is the organization table on page 10 the same as the organizational chart?

**A:** Yes. This table also allows you to include a narrative about how your staff fits into the project.

**Q8:** Is the client contribution portion equal to a minimum of 1% of program income?

**A:** Yes.

**Q9:** On page the of the budget allocations for Title XX, is the percentage breakdown of the 25% match the only combination possible?

**A:** No it can be all cash, but the match total must be a minimum of 25%. A combination is acceptable, but must meet the minimum requirement. The cash match minimal is 10% and in-kind should be 15%.

**Q10:** On Title IIIIE, does the match need to be 25%, in-kind or cash?

**A:** Yes, 25% minimal, but it can be in kind or cash.

**Q11.** Who is currently providing homemaker services in Madison County?

**A:** Oxford healthcare, currently.

**Q12:** Do we have to put a narrative in the cost summary?

**A:** The purpose of the narrative to allow agency's to be more detailed in the service description. The cost summary is a short description.

**Q13:** Are the proposal forms fillable? What if we don't have a typewriter, can they be hand written?

**A:** No, the forms are not fillable and should not be recreated. You can handwrite the proposal if that's how you'd like your proposal to be presented. You may also download Adobe Pro software to edit and type in the forms.

**Q14:** If the Mayor is unable to sign all of the forms in the proposal before the deadline, can we still submit?

**A:** The proposal should be signed before it is submitted; however, if the Mayor's signature has not been obtained, then all documentation should be included with an explanation.