

Q.1. What data does the Department of Social Services use to determine the percentage of the population affected by unplanned pregnancies?

A. 1. Proposers may perform appropriate research through a variety of resources such as but not limited to the Department of Health and Hospitals, Office of Public Health or the Centers for Disease Control and Prevention.

Q.2. How many contracts will be awarded or is it just one award?

A.2. One contract for statewide services will be awarded through this RFP.

Q.3. On the budget form, there is a column that says “Subcontractors” and there is a line item that says “Subcontractors”. Please clarify again what goes in each area.

A.3. The name of the potential subcontractors should be listed as a line item in the first column under the shaded heading “Subcontractors”. The amount of funding allocated to each subcontractor should be listed in the fifth (5th) column on the same horizontal line as the subcontractor’s name. If using the excel spreadsheet provided, the amounts listed in the fifth column will populate in the second column to be added to the Total Budget amount.

If additional lines are needed for subcontractors (or any other line item), the proposer should copy the appropriate formulas. Proposers are not required to use the excel spreadsheet provided, but budgets should be submitted in the same format as the spreadsheet example.

Q.4. Are we allowed to use previous monitoring tools used by the state (i.e....previous TPP monitoring tool)?

A. 4. A standard monitoring tool is being developed by the Department of Social Services, Office of Family Support (DSS/OFS) for the Primary Contractor to use to monitor service delivery sites.

Q.5. What is the average or expected unit cost? Do we assign our own amounts?

A. 5. There is no average or expected unit cost. Proposers should develop the unit(s) of service (Examples: cost per hour, per visit, per service, per pregnancy test) and unit cost based on need, number of units anticipated and the cost to perform the services. Proposers will be graded on cost effectiveness – See 4.2 - Criteria for Selection, C. Cost Effectiveness.

Q. 6. Do we, as the PRIME Contractor determine the amount of unit cost for our subcontractors?

A. 6. The PRIME Contractor may choose to determine the unit cost for subcontractors or allow the subcontractors to develop their own unit cost. Either method should be based on a reasonable budget containing TANF-allowable costs.

Q. 7. May we use our own Board Resolution form?

A. 7. An organization may use an existing Board Resolution if it contains the same language as the sample Board Resolution in the RFP. The signature date of the Board Resolution must be within the past two years.

Q.8. If a Subcontractor fails to meet requirements for timely invoicing, how do we submit our billing?

Questions and Answers

- A.8. The PRIME contractor should require their subcontractors to submit invoices within a specific time frame to enable the PRIME contractor to bill DSS/OFS by the 15th of the month subsequent to the month that the services are provided. DSS/OFS will work with the PRIME contractor to allow supplemental invoices when warranted.
- Q. 9. If the primary agency has several different sites throughout the state and the primary agency provides service as well as subcontract, will this go under unit cost?**
- A. 9. Yes.
- Q. 10. When looking at the different regions will you be able to do a different budget summary form?**
- A. 10. All funding must be summarized on one Budget Summary. Details for each region should be specified in the Unit Cost Methodology on a separate document.
- Q. 11. Can we add incentives for attendance?**
- A.11. No
- Q. 12. Can we change a subcontractor?**
- A. 12. Yes, the PRIME Contractor can change a subcontractor with approval from DSS/OFS.
- Q. 13. Since there is such a short period of time to submit proposals for the Alternatives to Abortion Initiatives funding, what are the chances that an organization will receive this funding?**
- A. 13. Each proposer will have the same period of time and same opportunity to receive this funding, based on the proposal submitted.
- Q.14. Due to the quick turn around period, is it likely that a provider has already been chosen or favored to receive these funds?**
- A. 14. No provider has been chosen or favored to receive funding. All proposals will be reviewed and the winner chosen on merit.
- Q. 15. Why is there such a short time period to submit a proposal for a grant this magnitude?**
- A. 15. State contract regulations require that proposers be given a minimum of fourteen (14) days to submit proposals.
- Q. 16. On page 10 of the RFP, section 3.2 refers to Exhibit A – Statement of Work. The RFP did not have Exhibit A attached. Please identify which section of the RFP that Exhibit A is located in the RFP.**
- A. 16. The Statement of Work is one of four (4) separate documents posted on the DSS Website under Service Providers, Requests For Proposals, Alternatives To Abortion. The Statement of Work is a word document that can be downloaded for completion.
- Q. 17. Page 5, Statement #2.1 – Services are to be provided from the moment that the pregnancy is confirmed until 12 months after the birth. Question: Clarify that eligibility for services continues 12 months from delivery (until funding ends).**

Questions and Answers

- A. 17. Services should be provided for parents for twelve (12) months after birth of the child unless the contract terminates prior to the end of eligibility.
- Q. 18. Administrative cost will be paid on a cost reimbursement basis. Program cost will be on a unit-cost reimbursement. Question: Will the invoicing procedures for payment be submitted based on a unit cost rate that combines the cost associated with the direct service cost (subcontractor rate) plus the administrative rate). i.e., currently used by Life Choice Project?**
- A. 18. Invoicing procedures will not combine two unit cost rates. Administrative costs (paid through cost reimbursement) will be separate and apart from direct service delivery. Direct Service Delivery will be paid through unit cost.
- Q. 19. Page 9, Statement 3 2.9 Ownership of Equipment and Materials – Please clarify that under the instructions, any equipment purchased using Administrative Cost are subject to ownership by the state and must be return or purchased from the State at the end of contract period. (This is different under current contract). Also what are at what value should an item be determined a Supply rather than Equipment (i.e. Printer cost \$350.00 (Supply or Equipment)**
- A. 19. All DSS contracts, current or proposed, include a provision that equipment purchased through cost reimbursement must be returned to or purchased from the State. Equipment purchased through unit cost services does not follow this provision. Value does not determine whether an item is considered a supply or equipment. Example: A printer is considered equipment regardless of the cost.
- Q. 20. Page 10, Statement 4.0 Proposal – Question: Where will the Proposal Narrative section be placed relation to its placement on the Checklist (page 16). Or will the Narrative appear first before the Signed Cover Sheet (page 17) and other indicated attachments.**
- A. 20. As indicated on Page 16, the narrative (which includes the Abstract and Exhibit A – Statement of Work) follows the Signed Cover Page
- Q. 21. Will men be required to be served in this proposal?**
- A. 21. Services should be made available to all individuals who meet the eligibility criteria.
- Q. 22. On the Exhibit A - the Statement of Work form:**
- a. Concerning additional sites; is there a DHH continuation page or do we create our own?**
- b. If there is a specific DHH continuation page please advise where this form can be located.**
- A. 22. a. We assume that you are referring to the DSS Exhibit A, Statement of Work. There is no continuation page provided for additional sites. Proposers must create additional pages as needed.
- b. See response to 22 a.
- Q. 23. In the RFP there is mention of “Exhibit A-Statement of Work”, which is not included in the actual RFP. Where can I find this document?**
- A. 23. See response to Question 16.