



pennsylvania

DEPARTMENT OF HUMAN SERVICES

SOLICITATION ADDENDUM

Date: **March 3, 2022**
Subject: **Family Support Programs**
Solicitation Number: **RFA #01-22**
Due Date/Time: **March 11, 2022, 12:00 PM - New Due Date: March 15, 2022, 12:00 PM**
Addendum Number: **5**

To All Suppliers:

The Commonwealth of Pennsylvania defines a solicitation “Addendum” as an addition to or amendment of the original terms, conditions, specifications, or instructions of a procurement solicitation (e.g., Invitation for Bids or Request for Proposals).

List any and all changes:

- The Department received an additional question after the deadline for receipt of questions. In accordance with Section I-9 of the RFA, the Department has elected to provide clarification to all Applicants through this Addendum #5. **The Department has elected to answer no additional non-administrative questions submitted after the issuance of this Addendum.**

Question: What vendor # is needed for the Applicant Cover Sheet? My agency has used two vendor numbers in the past: a PA SAP Vendor ID# and a PA Vendor ID Supplier # Should I use one of those noted above or do I need to register for a new number for this application?

Response: A SAP Vendor number is the same as the supplier number unless a different address or tax ID number was used.

Question: Regarding program enhancements and family capacity - we have an enhancement that would be an integral part of one of our FTE's caseloads. Do we keep that position separate from the other EBHV positions and just put it under Enhancements or keep it as part of the EBHV capacity on Chart 1, in Appendix F. If we need to remove it from the EBHV Model capacity, how do we account for the caseload/cost per family for that FTE?

Response: The cost and caseload should be split amongst the EBHV and Enhancement and reflected in the charts as appropriate.

Question: I was renewing the new budget (Appendix C) There is not a line item for communications - Should it be placed under a purchased service or is communication not an allowable cost?

Response: Communications are an allowable cost. Appendix C has been updated to include lines for Occupancy and Communications in the Cost Submittal and on the Submittal narrative tabs.



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- A revised Appendix C is attached to this Addendum.
- A revised Appendix J is attached to this Addendum.
- The application due date is extended to **March 15, 2022**.

Except as clarified and amended by this Addendum, the terms, conditions, specifications, and instructions of the solicitation and any previous solicitation addenda, remain as originally written.

Respectfully,

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