

RFA #34-22

Statewide Domestic Violence and Rape Crisis Services Programs

Q&A

	RFA Section	Question	Answer
1		Whether companies from Outside USA can apply for this? (like, from India or Canada)	Applicants must meet the Mandatory Responsiveness Requirements outlined in Part II, Section II-1 of the RFA.
	RFA Section	Question	Answer
2		Whether we need to come over there for meetings?	As outlined in the RFA, the selected Applicant shall provide direct services to include, but not limited to, in-person response and meetings.
	RFA Section	Question	Answer
3		Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)	Please refer to the response to Q2.
	RFA Section	Question	Answer
4		Can we submit the proposals via email?	Please refer to the Calendar of Events and Part I, Sections I-11 and I-12 regarding application submission requirements.
	RFA Section	Question	Answer
5	II-2, Criteria for Selection	What is meant by Technical Nonconforming Applications?	All Applications must comply with the Mandatory Responsiveness Requirements as set forth in Section II-1 of the RFA. These requirements are non-waivable. For any other nonconformity with a requirement as set forth in the RFA, the nonconformity may be deemed either technical or immaterial in nature and the Department may respond in accordance with Section II-2 of the RFA.
	RFA Section	Question	Answer
6	III-3 - Qualifications	A. Company Overview A “significant subcontractor” is defined as an organization undertaking more than 10% on the total cost basis of the work associated with this RFA. Because all of the direct services will be provided by the 47 subcontractors, do you require organizational background information for each of the subcontractors or only those receiving over 10% of the total	A. Under Section III-3.A of the Technical submittal, organizational background information should be provided for each subcontractor receiving over 10% of the total funding. An overall description is sufficient.

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		<p>funding? Also, is an overall description of the business arrangement with the subcontractors sufficient or is a description of the business arrangement with each of the 47 subcontractors required?</p> <p>B. Prior Experience Applicants are required to describe the experience of each staff member assigned to the Project. Does this refer only to the Applicant’s staff members or to the staff members assigned to the Project in each of the 47 subcontracts?</p> <p>C. Personnel Does this section apply only to the Applicant’s staff members or to the staff members assigned to the Project in each of the 47 subcontracts? The Organizational Chart is to outline the staffing, reporting relationships, and staff members. Does this refer only to the Applicants staff members or to the staff members assigned to the Project in each of the 47 subcontracts? Is an organizational chart for each subcontractor required?</p> <p>D. Subcontractors and Subgrantees Will one subcontracting plan meet this requirement or is a separate plan required for each subcontractor? The Applicant’s subcontractor or subgrantee information should include the employees’ names, education, and experience in the services outlined in the RFA. Information provided should also include the responsibilities each individual will have in the project and how long each has been with the subcontractor’s company. Does this mean the information is required for each staff member assigned to the project by each of the 47 subcontractors?</p>	<p>B. Section III-3.B refers to the Applicant and any subgrantee.</p> <p>C. Section III-3.C applies to Applicant’s Personnel only.</p> <p>D. In accordance with Section III-3.D, Applicant’s should provide a subcontracting plan for all subgrantees and subcontractors who will be assigned to the Project. Applicants will need to determine if one subcontracting plan adequately details their overall subcontracting plan or if multiple plans are necessary. Applicants must provide the requirement information for each position included in their subcontracting plan.</p>
	RFA Section	Question	Answer
7	III-5, Work Plan	What is a Program Evaluation and Review Technique (PERT)?	A Program Evaluation and Review Technique (“PERT”) is a project management tool which represents the tasks involved in completing a project. It is used to evaluate and estimate the time required to complete tasks within deadlines.

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8	III-5, Work Plan	Transition Plan: Is a transition plan required if the applicant has been providing the services listed in the RFA for more than 40-years?	Applicants shall describe how the Transition activities will be met as outlined in Part III-5.A of the RFA.
	RFA Section	Question	Answer
9	III-6.A, Requirements – Partnership and Presence	Is the applicant required to submit one letter of commitment or is a letter of commitment required from each of the 47 subcontractors?	An MOU or letter of commitment is required for each partnership, including any subgrantees or subcontractors.
	RFA Section	Question	Answer
10	III-6.B, Requirements - Location	Can the applicant submit one plan describing how direct services are provided on a statewide basis or should the applicant submit a plan for each of the 47 subcontractors?	Applicants will need to determine if one plan adequately details their overall direct services plan or if multiple plans are necessary.
	RFA Section	Question	Answer
11	Lot 2, III-11.C Rape Crisis - Specific Services	2 nd bullet – Does this mean that the funds can be used to shelter victims of sexual assault? This has not been allowed previously.	The second bullet point under Section III-11.C, should read “Arranging for emergency shelter or housing in the form of room and board, transportation services, emergency health services, and financial aid. The selected Applicant shall provide these services for no more than 30 days in any six-month period if other resources, including Medicare and Medicaid, are not available.”
	RFA Section	Question	Answer
12	Lot 2, III-11.C Rape Crisis - Specific Services	5 th bullet – Refers to domestic violence; should it state sexual assault?	The fifth bullet point under Section III-11.C, should read “Preventative services for potential rape crisis victims and educating other service providers about dealing with victims of rape crisis.”

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13		We understand the application is to be concise and succinct. To that end, is there a page limit for the narrative response?	There is no page limit for this RFA.
	RFA Section	Question	Answer
14		On page 8-9 – Section I-24, I – Does this include any conversations we have had about services under our current contract with DHS or only if we have made recommendations specific to this RFA?	Section I-24 is specific to the issuance and process of this RFA and submission of an Application for this RFA.
	RFA Section	Question	Answer
15		Page 17-18 – Section A. Transition Plan. If a transition period is not needed, will an answer of N/A or simply stating that a transition period is not needed, be considered responsive to this question?	Please refer to the response to Q8.
	RFA Section	Question	Answer
16		On page 27 – III-10 Lot 1 Key Performance Standards – Will a stated history of compliance be considered responsive to this question?	Applicants should specifically describe their ability to meet or exceed the identified performance standards.
	RFA Section	Question	Answer
17		On page 14 – Disclosure of cancellations or terminations. Does this question include all canceled contracts, only those in which another party cancelled a contract with us, only contracts that we have cancelled with a contractor, or only contracts we have cancelled with subgrantees that were receiving DHS funds?	Applicants should disclose any contract or agreement cancellation, or termination within five years preceding the issuance of this RFA.