

SOLICITATION ADDENDUM

Date: **March 20, 2023**
Subject: **The Supplemental Nutrition Assistance Program Participation Project**
Solicitation Number: **37-22**
Due Date/Time: **April 13, 2023/12:00:00 PM**
Addendum Number: **1**

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, etc.).

List any and all changes.

Please find attached to the solicitation the Question-and-Answer Log.

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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RFA #37-22

The Supplemental Nutrition Assistance Program Participation Project

Questions & Answers

| RF | RFA Section | Question | Answer |
|----|-------------|---|---|
| 1 | I-23 | Is this a one-year project? | Per section I-23 of the RFA, the grant agreement will be for one year, effective October 1, 2023, with options for four additional one-year terms ending September 30, 2028. |
| | RFA Section | Question | Answer |
| 2 | I-3 | Can you submit an application for part of a region or do you need to cover the entire region? | Per section I-3 of the RFA, Applicants should identify on the cover sheet which region and which county or counties within the region they will serve as part of their application. |
| | RFA Section | Question | Answer |
| 3 | III-3 | On page 14 of the RFA, we are asked to create a work plan. Is the work plan to be in the body of the application or supplied as an attachment? | Applicants may submit the Work Plan as part of the body of the application or may submit as an attachment with reference made in the body of the application. |
| | RFA Section | Question | Answer |
| 4 | III-4 | Pages 15-16 contain several sections in III-4. Some of those are statements, requiring agencies to adhere to regulations. What responses is the funder looking for in this section? | Per section III-4, the Applicant must demonstrate or identify how it will adhere to the requirements. |
| | RFA Section | Question | Answer |
| 5 | IV | We did not see any budget floor or ceiling in the RFA. Are their different budget amounts per each geographical region? If so, can you please explain what these are? | There is no budget floor or ceiling to federal funds requested. There is a limited amount of state funding available that will be divided as evenly as possible across the six regions. |
| | RFA Section | Question | Answer |

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| 6 | IV | If none of these budget guidelines exist, are there any you can provide us with, or are applicants able to propose any amount they feel is fair and reasonable to suit their project? | Applicants may propose budgets they feel are fair and reasonable to suit their project. Per section I-19, the Department may conduct discussions to obtain Best and Final Offers. |
| | RFA Section | Question | Answer |
| 7 | III-2.B and III-5.A.5 | On page 13 of the RFA, section B ask applicants to describe prior experience. On page 16, section III-5, A 5, we are again asked to describe our prior experience. Is the funder looking for different responses in the two sections? | Although both areas ask for prior experience with the target population or similar experience, please expound further in Section III-2.B regarding the qualifications for working on these projects and will the same personnel be working on the current request. |
| | RFA Section | Question | Answer |
| 8 | I-6 | We noted that Rider 2 was not included online in the files for the RFA. Section I-6 of the RFA states that the rider is the RFA and the selected application. Could you please confirm that we are not missing a specific document for Rider 2? | Rider 2 will consist of the RFA and the Application submitted by the selected Applicant. There is not a separate Rider 2 in the RFA. |
| | RFA Section | Question | Answer |
| 9 | MD 230.10 | <p>Regarding the applicability of Management Directive 230.10 and corresponding Manual 230.1 to funding recipients, we had the following questions:</p> <p>a. Manual 230.1, Section 3.2 – Booking: If <i>Applicant's</i> staff were utilizing overnight lodging in their duties related to the funding, would they be required to apply through the Commonwealth's Online Booking Tool, the Contracted Travel Agency, or Agency-Assigned Travel Arranger (as outlined the referenced section)? <i>Applicant</i> does have an SAP identification number.</p> <p>b. Manual 230.1, Section 6.2 – Agency Lodging Card: If <i>Applicant's</i> staff were paying for overnight lodging when performing duties related to the funding, would they need to have a specific card for these funding</p> | <p>Per Rider 5, the selected Applicant's travel, lodging or meals under this contract shall be at or below the state rates outlined in Management Directive 230.10. The selected Applicant is not required to utilize the Commonwealth's online booking tools or other resources.</p> <p>The Applicant is not required to use a specific card, but should maintain itemized receipts for all associated costs.</p> |

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| | | purposes (i.e. is the <i>Applicant's</i> procurement card acceptable; or would the staff need a card that is only for costs associated with the implementation of our SNAP Participation Project?) | |
| | RFA Section | Question | Answer |
| 10 | III-5.C.3 | In the RFA under Section III-5(C)(3) , regarding evaluation of the project, it states that a data collection and analysis plan and plan for corrective action should be included with the applicant response. Could you please clarify the expectations for these plans? | Applicants should describe how they will collect data relevant to applications, how they will use that data to better understand targeted groups, and how they will use this information to improve outreach. Applicants should describe how they will monitor their performance to ensure they are meeting project requirements, and describe what steps they will take if they discover a requirement they are not meeting. |
| | RFA Section | Question | Answer |
| 11 | I-11 and I-12 | Is this procurement open to the public? If yes, are applications supposed to be mailed in? | RFAs are not subject to public openings. Per sections I-11 and I-12, applicants must submit electronic copies of their application. The Department will not accept hard copy applications or applications via facsimile transmission. |
| | RFA Section | Question | Answer |
| 12 | I-12.A. | It mentions that attachments must be Microsoft Office or Microsoft Office-compatible format except for spreadsheets that must be in Microsoft Excel. Are Adobe Acrobat PDF's suitable? | Applications may be in Adobe Acrobat PDF file format, except for Rider 3 - Budget which should be submitted as Microsoft Excel Spreadsheet. |
| | RFA Section | Question | Answer |
| 13 | I-11 | Will we receive some sort of confirmation when we have submitted our application via e-mail that it has been received? | There is not an automatic receipt set up at this time. Per section I-11, Applicants |

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| | | | should allow sufficient time for electronic submission and receipt of their applications. |
| | RFA Section | Question | Answer |
| 14 | III-2.A. | What do you mean by provide “any specific licenses and accreditations held by the Applicant.”? This is in Qualifications section (III-2). | If anyone within an Applicant’s agency has a specific license or accreditation that could be related to the project, the Applicant should explain it in response to this section. |
| | RFA Section | Question | Answer |
| 15 | IV. | Is there a limit to the dollar amount an Applicant can request? If so, what is it? | There is no limit to the amount that can be requested. |
| | RFA Section | Question | Answer |
| 16 | IV. | What is Pennsylvania’s maximum potential funding for this RFA? | Federal funding is not capped for this project. State match funding is capped at \$503,000. |
| | RFA Section | Question | Answer |
| 17 | IV. | In the Cost Submittal section, questions listed in Private Match Funding, do you want those answered in narrative form outside of the Rider 3-Budget form? | Yes, Applicants should provide answers in narrative form in Section IV-1 of their application. |
| | RFA Section | Question | Answer |
| 18 | IV. | Will this project cover costs related to business development, training, and coaching? | The costs must be directly related to the project and must be allowable, reasonable, and necessary in order to be covered. |
| | RFA Section | Question | Answer |
| 19 | III-4 | In the Requirement (III-4) section for Regulations (A), do agencies have to write how they will comply with the Acts listed in the RFA or just indicate that they are in compliance? | Please refer to the response to Q4. |
| | RFA Section | Question | Answer |

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| 20 | III-4. | The following sections are written as statements instead of questions: III-4 Requirements, A. Regulations, B. Record Retention, and C. Confidentiality of HIPPA. Are you looking for a narrative response, or are you just informing us of these requirements? | Please refer to the response to Q4. |
| | RFA Section | Question | Answer |
| 21 | III-2 or III-5 | If we want to include letters of support, should we include them as an Appendix? | Yes. |
| | RFA Section | Question | Answer |
| 22 | III-6 | In the III-6 Reports and Project Control section, you are outlining reporting requirements and timeframes. How would you like us to respond to these statements on page 18? | Applicants should demonstrate or identify how they will adhere to the requirements. |
| | RFA Section | Question | Answer |
| 23 | I -23 | Is this a one-year contract with the potential for annual renewals until FY 2028? | Please refer to the response to Q1. |
| | RFA Section | Question | Answer |
| 24 | I-12.B.1.a | Can all parts of the Technical Submittal 1a be in one word document or should each header be on a separate file? | Applicants should arrange their response as outlined in section I-12.B.1.a and should consider the email attachment file size limitations included in section I-12.A for file contents. |
| | RFA Section | Question | Answer |
| 25 | II-2.C | In the Qualification section under Personnel, it states, "Show where these personnel will be physically located during the time they are engaged in the Project." How should we provide the location for staff and consultants that work off-site or at home? | Applicants may reference personnel that work at home or off-site as telework location. |
| | RFA Section | Question | Answer |
| 26 | I-12.A and I-18.A | Will the state accept the application if it is sent by an encrypted email? | The DHS will not accept encrypted email for the application submission. |

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| | RFA Section | Question | Answer |
|----|-------------|---|---|
| 27 | I-5 | My organization is SNAP-Ed funded and provides social marketing at a state-wide level along with education and training to all PA SNAP-Ed providers. We are interested in applying for the SNAP Participation Project grant. First, Are we eligible to apply since we are both a SNAP outreach partner and SNAP-Ed provider? Second, if we want to take a state-wide approach, would we need to complete 1 application for each region, 6 total? | Applicants with SNAP-Ed funding are eligible to apply for this RFA, but must keep the SNAP-ED funding separate from this RFA Project. Section I-5 provides application and awarding criteria for Applicants applying for more than one region. Applicants must submit a separate Application for each service region for which it seeks to apply. |
| | RFA Section | Question | Answer |
| 28 | III-5.B.2 | Can DHS provide updated status lists for submitted applications to community partners who serve more than one county? | DHS does not understand the question. |
| | RFA Section | Question | Answer |
| 29 | III-5.C.2 | To what specificity does DHS want community partners to “identify the reasons why potentially eligible individuals chose not to pre-screen or to apply?” | Applicants may provide broad categories in response to this section. |
| | RFA Section | Question | Answer |
| 30 | III-5.C | Should community partners track and report on indirect paper applications submitted by our own partners? | Selected Applicants should track both paper applications and COMPASS applications. The use of COMPASS is encouraged. |
| | RFA Section | Question | Answer |
| 31 | IV. | Can private grant funding for similar SNAP initiatives be leveraged toward the federal match? | Selected Applicants may use private grant funding which does not originate from another Federal source. |