

RFP #04-17

Federal Title IV-E Compliance Services

Q&A

	RFP Section	Question	Answer
1	RFP Cover Letter, Page 1	In the RFP Cover Letter posted on the procurement site, it states 1 original and 5 copies of the technical proposal are required. This is different than Section I-12.A Proposal Submission which simply states six paper copies of the technical proposal are required. Can the state confirm how many originals and how many copies are required to be submitted of the Technical Proposal?	Offerors must provide a total six (6) paper copies, one (1) marked original, of the Technical Submittal. Please refer to Part I, Section I-12.A of the RFP.
	RFP Section	Question	Answer
2	I-12A Proposal Requirements, Page 8	Of the two paper copies of the SDB/SB proposal, is one to be marked as original and one a copy? Same question for the cost proposal?	Yes. Yes.
	RFP Section	Question	Answer
3	Labels	Can the state confirm that the RFP labels provided are to be used on the shipping boxes of a vendor's submittal?	Yes.
	RFP Section	Question	Answer
4	Appendix J - Model Form Contract SDB and SD	Can the state confirm that this contract document is not required to be a part of a vendor's proposal submittal? Or if it is, where it should be placed in a vendor's proposal?	Appendix J, the Model Form of SDB and SB Subcontract Agreement, does not need to be submitted with the SDB/SB Submittal. The selected Offeror will be required to submit final, executed subcontract(s) for each SDB/SB named within 30 days of contract execution.
	RFP Section	Question	Answer
5	Appendix L - RMTS Sampling Plan	Can the state confirm this document is for information purposes only and not to be included in a vendor's proposal submittal? Or if it is to be included, where should it be placed in a vendor's proposal?	Appendix L, the RMTS Sampling Plan, is provided for informational purposes only.
	RFP Section	Question	Answer
6	Appendix M - Business Associates Addendum	Can the state confirm this document is for information purposes only and not to be included in a vendor's proposal submittal? Or if it is to be included, where should it be placed in a vendor's proposal?	Offerors do not need to include the Business Associate Addendum in their proposals, but they must provide a response that indicates how they will comply with the language contained in Appendix M. The Business

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			Associate Addendum will also become part of the contract resulting from this RFP. Please refer to Part III, Section III-2.B of the RFP for more information.
7	Appendix D - Trade Secret Form	Where in a vendor's proposal should this form be placed if applicable?	This form should be included as an Appendix and should come after the required appendices.
	RFP Section	Question	Answer
8	Appendix A - Proposal Coversheet	Where in a vendor's proposal should this form be placed if applicable?	Offerors should place the Proposal Cover Sheet directly behind the Transmittal Letter.
	RFP Section	Question	Answer
9	I-12B, 1.a and b Proposal Format Page 9	Under I-12B.1.a - Tab 14 is designated for "Lobbying Certification Appendix K." However, I-12B,1.b states "Complete, sign and include Lobbying Certification and if applicable the Disclosure of Lobbying Activities." Can the state clarify if Appendix K and the Disclosure of Lobbying Activities should be under Tab 14 only and not following Tab 17 under I-12B.1b?	Appendix K and the Disclosure of Lobbying Activities, if applicable, should be placed under Tab 14.
	RFP Section	Question	Answer
10	Appendix K Disclosure of Lobbying Activities Page 2	Subpart 3 states, "(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. " Can the state confirm if all proposed subcontractors need to complete Appendix K for submittal with a vendor's proposal?	Please refer to Part III, Section III-2.I: "All parties who submit proposals in response this RFP must sign the Lobbying Certification Form, attached as Appendix K, and, if applicable, complete the Disclosure of Lobbying Activities form."
	RFP Section	Question	Answer
11	II-5 Offerors Responsibility Page 16	In this section it states, "B. The Offeror's financial information must demonstrate that the Offeror possesses the financial capability to assure good faith performance of the contract. The Commonwealth will review the Offeror's previous three financial statements , any additional information received from the Offeror, and any other publicly-available financial information concerning the Offeror, and assess each Offeror's financial capacity based on calculating and analyzing various financial ratios,	Offerors must provide their company's financial statements (audited, if available) for the past three fiscal years. This information should be submitted behind Tab 9. The language within Part III, Section III-8 will be amended via an Addendum.

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		and comparison with industry standards and trends." However, under Section III-8 Financial Capability, copies of the vendor's last three audited financial statements are not requested. Can the state confirm whether or not copies of the last three audited financial statements are required and if so, where they should be placed in a vendor's proposal?	
	RFP Section	Question	Answer
12	I-18 C Proposal Contents Pages 7,8	If audited financial statements are required, do they need to be redacted on an electronic copy of the technical proposal and listed under Appendix D, or as stated in the RFP, "If financial capability information is submitted in response to Part III, Section III-8 of this RFP, such financial capability information is exempt from public records disclosure under 65 P.S. § 67.708(b)(26)." And therefore, no redacted copy is needed?	Per Part I, Section I-12.A, "To the extent that the Offeror designates information as confidential or proprietary or trade secret protected in accordance with RFP Part I, Section I-18, the Offeror must also include one (1) redacted version of the Technical Submittal, excluding financial capability."
	RFP Section	Question	Answer
13	I-12.B.1 Tab 15 – Conflict Free Page 5	There is no description of what content should be placed here. Can the State clarify what it would like addressed under this tab? Is it in relation to Section III-2 Requirements item E. Conflict of Interest Requirements on page 19 of the RFP?	Offerors must provide their response to the Conflict of Interest Requirements, outlined in Part III, Section III-2.E, within Tab 15.
	RFP Section	Question	Answer
14	V-2. SDB/SB Participation Submittal Page 42	V-2. SDB/SB Participation Submittal. All Offerors are required to submit two (2) copies of the SDB/SB Participation Submittal Form contained in (Appendix H) and related Letter(s) of Intent (Appendix I). Can the state confirm if two copies of Appendix I are required or only two copies of Appendix H for each SDB/SB partner?	Each Offeror must submit 2 complete packets. Each packet must contain 1 copy of the SDB/SB Participation Submittal Form and related Letter of Intent(s) for each SDB/SB partner.
	RFP Section	Question	Answer
15	III-1 Tab 2 – Nature and Scope Page 18	Can DHS provide more clarification as to what information the vendor should provide in Tab 2 - Nature and Scope?	Offerors must describe their understanding of the Nature and Scope of the Project in response to Part III, Section III-1, within Tab 2.

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16		Is the current scope of the project conducted by DHS or an external consultant?	The current scope of the project is conducted by an external consultant.
	RFP Section	Question	Answer
17		If DHS is utilizing an external consultant for these services, how many FTE's are utilized and how many hours on an annual basis?	There are approximately 20 FTEs utilized on the existing project. FTEs work either 40 or 37.5 hours per week.
	RFP Section	Question	Answer
18		What training resources and presentations are available through DHS to assist in this project?	There are a variety of training resources and presentations available relative to the RMTS and Quality Assurance Review tasks. These materials will be shared with the selected Offeror during the Transition Phase.
	RFP Section	Question	Answer
19		Is the Offeror required to utilize the "Social Solutions ETO software Program" to manage the project?	The selected Offeror will be required to use the system OCYF uses. OCYF currently utilizes the Social Solutions ETO Software Program for the Quality Assurance Review tasks.
	RFP Section	Question	Answer
20		Does DHS have sample report examples for the Statewide results, Final Variance and Annual Reports?	Yes. These reports will be shared with the selected Offeror during the Transition Phase.
	RFP Section	Question	Answer
21	Appendix G	Can you provide the cost submittal and cost verification tabs for the Federal Title IV-E compliance contract that is currently in effect for FY18?	The Department cannot provide this information.
	RFP Section	Question	Answer
22		Do you have a breakdown of how many hours were billed by level of staff and billing rate for Federal Title IV-E compliance to arrive at the total fee for FY17?	This question is not relevant to submitting a proposal in response to the RFP.