

2009 Unwed Teen Pregnancy Prevention Program



- Q1.** 1.8.1 (02) Submitting a Proposal - page 10
Does the two day prior to ending date for hand delivery means that the 17th Aug is the last day for hand delivery?
- R1.** **Proposals may be hand delivered August 17th, 18th, and 19th between the hours of 9:00 a.m. - 12:00 p.m.**
- Q2.** 4.2.5.1.2 Vendor References - page 18
Are reference letters needed or should contact information be provided?
- R2.** **Per the RFP Section 4.2.5.1.2 References**
For each reference, the Vendor must provide: company/agency name of the reference; location where the services were performed (city, state); primary and secondary contact name, title, telephone number, and e-mail address; a brief description of the project; description of the Vendor's role in the project; and the start and end date of each project.
- Q3.** 4.2.5.1.3 Vendor Contractual Relationships with Department - page 18
Our organization has received grants from State agencies within the last two years. Does this constitute a contract from your standpoint?
- R3.** **Yes.**
- Q4.** 4.2.5.2 Vendor Financial Stability - page 19
Our organization has had only one audit done and that was for 2008. Previous years we had financial reviews conducted by accountants because our annual budget was less than \$500,000.00. What type of letter do we need from the auditor?
- R4.** **A letter from the accountants who conducted the financial review stating their findings.**
- Q5.** 4.2.5.4. Vendor Certification - page 20
Is this a statement we just write or is there a form to complete?
- R5.** **A statement.**
- Q6.** 4.2.5.4.5 Financial Accounting - page 21
What documentation do we need to provide to prove our accounting methods are adequate?
- R6.** **A statement attesting to such, letters from the auditors/accountants should document the accounting practices.**
- Q7.** The proposed cost for this procurement must not exceed \$79,000. Any

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proposal with a cost above this rate shall not be considered for selection. Vendors must submit the total amount of compensation that will be required to provide the services outlined in this document.

Is the proposed cost of \$79,000 the cost for the entire contract term of October 10, 2009 through September 30, 2011 or is it for each year in the contract (which would total for the entire contract \$158,000)?

R7. The program cap is being withdrawn. Vendors should submit their best proposed cost when responding to this procurement.