

Alabama Department of Human Resources  
**2012 Integrated Work Support Program**



- Q1.** Page 20  
4.2.5.2 Vendor Financial Stability  
Our 2010 audit is for both years 2010 and 2009; will we still need a letter from the auditor for 2009 since that year is included with the 2010 audit?
- R1. No.**
- Q2.** Regarding the letter from the auditor, will the Independent Auditors' Report which prefaces the 2008 audit and is addressed to our Board of Directors be sufficient?
- R2. Yes,**
- Q3.** If the Independent Auditors' Report is not acceptable, what information are you looking for from the auditor? What form should the letter take?
- R3. N/A.**
- Q4.** Page 23  
5.0 Budget  
In other contracts we administer we have included a line item "Administrative Expense"; this expense is calculated as a percentage of the gross payroll; is this acceptable for the cost reimbursement budget?
- R4. Yes, up to 10%.**
- Q5.** If we use the fixed rate budget, are we correct in thinking that the "units" would be the case aides and we would need to calculate a rate per case aide to cover all associated costs for the contract?
- R5. Yes.**
- Q6.** Section 3: Scope of Project, Service Description, pages 15-17  
Question: For the past 5 years, the Circle of Care Center for Families in Chambers County has received a grant for Employment Preparation Services (formerly Job Readiness) through Alabama Postsecondary Education. We serve the DHR Jobs participants in Chambers and Lee Counties. Postsecondary has received TANF funds each year from DHR for this program. The Service Description and population in this RFP is very similar to the Postsecondary proposal we have completed in years past. a. Is the Integrated Work Support Program offered in place of the Program through Postsecondary Education? b. Should we apply to DHR for FY 2013 instead of through Postsecondary when their RFP is released later in the summer to serve the JOBS participants?
- R7. a. No.**  
**b. There is no prohibition against a vendor submitting a proposal in response to each RFP.**