



- Q1. RFP Section 5 5.0 Budget, page 25**
Are vendors allowed to bill for more than one service per day per client? I.E., Can we bill for job readiness and job search on the same day for the same client
- R1. Vendors cannot bill for job readiness and job search on the same day as job search is included as a part of job readiness.**
- Q2. RFP Section 5 5.0 Budget, page 25**
Can non-TANF clients be served and billed for? I.E. Can we bill for those receiving food stamps, etc.
- R2. No, this program is for TANF eligible persons seeking to acquire employment and self-sufficiency, please refer to Section 3 page 18 for eligible participants per the RFP Service Description.**
- Q3. RFP Section 5 5.0 Budget, page 25**
If a client is enrolled and on day 5 of the program they find employment does job readiness billing cease and vendor receive \$150 for employment being obtained?
- R3. DHR pays for attendance of the program, not enrollment. If a client attends the class on days 1 through 5 and acquires employment on day 5 the vendor can be paid for 5 days of job readiness as well as the amount for acquiring employment provided the appropriate verification and/or documentation is provided.**
- Q4. RFP Section 5 5.0 Budget, page 25**
In the Budget 5.0 please explain in more detail how are program materials, supervision, roll cost, computers, etc. to be reimbursed
- R4. Vendors must determine how many clients are needed at rates specified in the RFP document to sustain their program.**
- Q5. RFP Section 5 5.0 Budget, page 25**
When traveling to outlying counties for programming please explain further how mileage reimbursement for staff is to be shown in the budget.
- R5. The state mileage rate is \$.575, use this rate to estimate the cost for travel for your program.**
- Q6. RFP Section 5 5.0 Budget, page 25**
Can more specifics and instructions be provided for Section 5.0 Budget, page 25



R6. Please refer to the Appendix E and F to obtain clarity on what to include in the budget. Appendix F provides detailed instructions on how to complete the budget form.

Q7. RFP Section 5 5.0 Budget, page 25

Can there be a webinar/conference of all prospective vendors since the reimbursement procedures have vastly changed?

R7. Time does not permit for a conference; however, post award discussions may resolve the issues. In addition, please submit your concerns to via email to vicki.robinson@dhr.alabama.gov, as soon as possible, prior to the response deadline.

Q8. RFP Section 5 5.0 Budget, page 25

With the Work First philosophy and with an effective IWS program it is possible that participants could be employed shortly after enrolling in the vendor's program. How will vendor staffing and other cost be recovered if that occurs?

R8. Yes. See R4.

Q9. Section 3, 3.2.6 Community Employment, page 17

What level of involvement is included in CEMP supervision and/or is this a decision of local DHR?

R9. If the client is placed at a site, daily supervision is required by the accepting site and supervision as needed by the vendor as CEMP intends that the client will be acquiring work habits and skills that will lead to long term employment and the vendor is responsible for ensuring removal of barriers to employment. Local DHR is always involved.

Q10. RFP Section 1.0 Project Overview, page

Can the counties not listed in this RFP still be served in this proposal?

R10. No.

Q11. RFP Section 3.3 Project Overview, page

Can non-custodial parents that are currently behind in child support and under court order status be included in this RFP if they have children that are on TANF, and if they are unemployed?

R11. No.

Q12. RFP Section 4.2.5.1.1 (Vendor Profile and Experience) page 21 of 42

Who are the current providers of these services?



R12. Motherly Care, Heritage Training Center Inc., Tuscaloosa One Place, and Family Guidance Center.

Q13. Page 21 of 42 Section 4.2.5.11 (Vendor Profile and Experience)
How long have the current providers provided these services?

R13. The current providers provided these services since the current contract cycle began.

Q14. RFP Section 4.2.5.1.2 Past and Present Contractual Relationships with the Department, page 21 of 42.

Is there performance data available for the current program year and the previous program year?

R14. The information you have requested is not available.

Q15. RFP Section 5.1 Indirect Cost, page 25 of 42 Vendors who submit a cost reimbursement budget may only include indirect costs if they have a federally approved indirect cost rate.

Regarding indirect costs, we charge indirect cost to cover our corporate and fiscal services but do not have a Federal approved rate. We received a ruling from the US DOL that since we do not receive direct grants/contracts from the Federal government a Federally approved rate is not required. The contact information is provided below. Would we be able to charge indirect costs to this program based upon our cost allocation plan approved by other TANF and WIA-funded programs?

Margie Merced, Cost Negotiator - Division of Cost Determination

U.S. Department of Labor

OASAM/BOC/OAMS/DCD, Room S-1510

200 Constitution Ave., N.W., Washington, DC 20210

Unless your organization receives direct cost reimbursable grants/contracts, a Federally approved indirect cost rate agreement or cost allocation plan would not be required.

R15. DHR will review a federally approved cost allocation plan but all items allowed on the federally approved plan may not be approved by DHR.

Q16. RFP Section 5.0 Budget, Page 25 of 46

Will furniture and equipment from previous contracts be available?

R16. No, there is no furniture or equipment from a previous contract available.



Q17. RFP Section: APPENDIX: F (Instructions for Cost Reimbursement) Form B. Rate Per unit page 36 of 42

Is profit allowable as part of the Unit Rate?

R17. That is determined by the vendor/agency.

Q18. Section 5.0 BUDGET Page 25 of 42

If we are providing four of the components in the RFP do we include all four (4) components in the Budget total as a cost?

R18. Yes, DHR will pay for documented services rendered to eligible clients who attended and or participated in the components listed in this RFP. Vendors must specify the services to be provided in their proposals.

Q19. Section 3.2 Service Description, 3.2.6 Community Employment - page 17

"... maximum duration of three (3) months..."

If a participant completes a 3 or 6 month CEMP placement and her DHR case manager approves an additional CEMP placement, is this allowable and is rate of monthly payment continued?

R19. Yes, this is allowable as an exception, based upon approval, with a detailed explanation and documentation, not the rule. If approved, payment would continue.

Q20. Section 3.2 Service Description, 3.2.6 Community Employment – page 17

If this activity does not meet the required hours alone, additional hours must be assigned."

The DHR worker assigns the required number of CEMP hours. If the required CEMP hours are not at least 35 hours per week, is the vendor to determine, select, and assign to the participant countable activities outside of CEMP?

R20. No, that remains the work of the case manager.

Q21. Section 4.2.5.1 Vendor Qualifying Information, 4.2.5.2 Vendor Financial Stability Page 22

Please confirm whether the RFP requests the 2012 audited financial statement along with the auditor's letters for years 2011 and 2012.

R21. Per the RFP, Section 4.2.5.2, page 20, it states Vendors must submit an audited financial statement for 2013 and letters from the auditor(s) who performed the 2011 and 2012 financial audits.

Q22. 5.0 Cost Proposal, Budget - page 25

How do the following situations affect the monthly rate of pay for CEMP:



If a person starts a CEMP placement and she chooses to exit the program prior to completing a full month, is the vendor paid for the partial month of CEMP and at what rate?

If a person starts a CEMP placement and stays placed for less than a full month because the program locates employment for her which she accepts, is the vendor paid for the partial month of CEMP and at what rate?

If a person starts a CEMP placement and then her DHR case manager terminates her CEMP (e.g. she becomes eligible for maternity exemption), is the vendor paid for the partial month of CEMP and at what rate?

If a person starts a CEMP after the first day of the month, is the vendor paid for the month the person starts her CEMP placement? Would the rate be prorated for the month depending on the start date in that month

R22. In the first scenario, the vendor is paid for a partial month of CEMP at a rate determined by dividing the monthly rate by 30 and multiplying the daily rate by the number of days attended.

In the second scenario, the answer is the same as the first, plus job placement reimbursement; because the client secured employment .

In the third scenario, the answer is the same answer given in the first scenario.

In the fourth scenario, the person is paid for the time the client is a CEMP participant and prorated for the month, depending on the start date.

Q23. 5.0 Cost Proposal, Budget - page 25

If the vendor places a participant in employment and receives payment, and then that participant loses the employment, can the vendor work again with that same participant to find new employment and be paid an additional placement fee for the new employment position? If so, how many times would this be acceptable in a grant year, if needed?

R23. Yes, the vendor can be paid as many times as the participant acquires new employment. However, the case manager is always to be notified immediately upon loss of employment by the client as it potentially points to an issue of compliance with the program rules.

Q24. 5.0 Cost Proposal, Budget - page 25

With this RFP requesting a fixed rate budget, is it correct that we would not address in our proposal Sections 5.1 (Indirect Cost) and 5.2.1 (Detailed Line Item Budget), and would only address Section 5.3 (Fixed Rate Budget) with no budget narrative or other budget documentation (e.g. comp rents)?



R24. Yes, if you are considering a fixed rate budget you must follow instructions in Appendix F and complete the Fixed Rate Budget form in Appendix E.

Q25. Is the Integrated Work Support Program RFP #2015-300-04 a new offering? If not, who has the contract now?

R25. No. Motherly Care, Heritage Training Center Inc., and Family Guidance Center, and Tuscaloosa One Place currently provide integrated work support services.

Q26. What is the available amount to serve all the counties mentioned in the issuing counties slot?

R26. There is not pre-determined amount. Vendors should submit their best offering to the State when responding to the RFP.

Q27. What is the process for just serving Mobile County? What is the funds availability?

R27. You would need to review the needs of Mobile County and build your proposal around supplying those needs. Please refer to the price structure included in the RFP.

Q28. Is the DUNS number mandatory?

R28. Yes, per RFP Section 1.6.7 page 9.

Q29. How many clients are referred at any given time?

R29. That depends on the county and many other variables.

Q30. In 5.0, the budget for the service components are low- are those costs non-negotiable?

R30. Yes.

Q31. Are advance funds for start- up available on a case by case basis?

R31. No.