Q1. Section 3 Scope of Project
3.0 Program Description (p.15)
Q: To what extent is Alabama focused exclusively on serving ABAWDS through its SNAP E&T program vs. all work registrants?

R1. The target population to be served for this project is ABAWDS only.

Q2. 3.1 Types of Services (p. 15)
It is stated that the contractor will provide "guidance and training" to the State and Counties is a variety of areas. Can any clarification be given as to extent of this, particularly with regard to analyzing labor markets and conducting resource mapping. Is it expected that the Contractor will complete this work or simply advise the State and Counties on how to approach these projects?

R2. It is expected that the Contractor will complete this work.

Q3. 3.3 Reporting Requirements (p.15-16)
It is stated that the Vendor's responsibilities include meeting with the Contractor twice per month. Is it known how many of these meetings will need to take place in-person through "site-visits" vs. over the phone?

R3. Initially, we would want the Contractor to meet face- to-face with the Department. As the Department becomes more knowledgeable we can transition to conference calls; however, we would want the Contractor to be available to meet face-to-face if the State deems it necessary.

Q4. Section 4 Proposal Format and Instructions
4.2 Proposal Format (p. 17)
Please describe what types of "tabs" are required – it was not immediately clear to our team what is expected?

R4. Some examples of Tabs are Avery (BigTab) Insertable Dividers or the Avery clear label dividers. These tabs can be found at Office Depot, Walmart or any store that sells office supplies. Please Review Section 4.2 (Proposal Format) for tabs that are not allowable.

Q5. Section 5 Cost Proposal (p. 22-23) and Appendix E
Our agency has used hourly consultancy rates for various levels of staff in all similar work performed. Is this permissible in lieu of listing salaries and time percentages of individual staff members? If so, how would this be demonstrated utilizing Appendix E format?
Appendix E (p. 32) states that out-of-State travel is not covered. Does this mean that Contractors not based in Alabama cannot include the costs of travel to and from the State?

R5. No, salaries and time percentages of individual staff members must be included; however, all out-of-state travel cost must be approved by the Department contact prior to making out of state travel arrangements.

Q6. Section 1.1 of the RFP states that eligible entities may include private organizations "legally authorized to conduct business within the State of Alabama."

Page 26 of the RFP states, that foreign corporations need a certificate of authority in order to do business in Alabama, but that not having this certificate does not keep the vendor from registering.

Section 4.2.5.4 states, that "by submitting a response to this RFP, the vendor certifies to the Department that they are legally authorized to conduct business within the State of Alabama and to carry out the services described in this document."

Does this mean that an out-of-state firm does or does not have to register and be authorized before a proposal is submitted?

R6. Vendors are required to register with the Secretary of State (sos.alabama.gov/business-services), prior to the execution of a contract.

Q7. Section 1.5.1 states, that vendors should carefully review the instructions, mandatory and general requirements, project specifications, and the standard terms and conditions in this RFP and inform you of any "unduly restrictive specifications."

Page 32 of the RFP states that "out-of-state travel is not allowed."

If this means that out-of-state firms will not be reimbursed for their travel to and from Alabama, I believe that this is an unduly restrictive specification.

R7. Out-of-state travel expenses are an allowable expense.

Q8. Please provide a listing of all individuals/organizations who have provided assistance to DHR on SNAP E&T during the past two years.

R8. Information is not available.

Q9. Section 4.2 of the RFP states, that "Proposals must not exceed one hundred (100) pages, including attachments."

Does this include resumes?

R9. Yes, this includes resumes.

Q10. Section 4.2.5.3.4 states that "Vendors must provide the physical address where records will be maintained and services will be performed under a contract with the Department in the event the vendor is selected."

Does this office have to be in Alabama?

R10. No.

Q11. Will the contract be fixed price or cost-reimbursable?

R11. The contract will be cost-reimbursement.

Q12. What payment schedule is envisioned (e.g., monthly reimbursement or payment on deliverables)?

R12. This depends on the program but normally on a monthly basis.

Q13. Section 6, pg.24 of the RFP lists the factors for award. One of these items ("Contract Performance") indicates that the weight assigned to this factor is" To be Determined."

What does this mean?

R13. Please refer to Section 4.2.5.1.3 (Contract Performance) page 18-19.

Q14. Section 6 also indicates that cost will be weighted at 20% of the total points awarded in the evaluation of proposals.

Does this mean "total cost" or "cost to the State?" This is important in determining whether vendors are incentivized or discouraged from providing all or a portion of the non-Federal reimbursement ('match") required under SNAP E&T.

R14. The total cost proposed has a weight of 20% for a possible 200 points.

Q15. Has the State set aside a maximum amount of funding (State or Federal) to be dedicated to this contract? If so, what is that amount?

R15. No.

Q16. Cost proposal, page 22-23 Could you please tell us the source of the funds (formula or discretionary grant)?

R16. This contract will be paid with 100% federal funds.

Q17. Cost proposal, page 22-23 Do you have an estimated level of effort and/or ceiling?

R17. Refer to R15.