



**Q1. RFP Section 4.2.5.1.1 (Vendor Profile and Experience) page 18**

Who are the current providers of these services?

**R1. This is a new program; therefore, currently there is no provider.**

**Q2. RFP Section 4.2.5.1.2 (Past and Present Contractual Relationships with the Department) Page 18**

How long have the current providers provided these services?

**R2. This is a new program; therefore, currently there is no provider.**

**Q3. RFP Section 4.2.5.1.3 (Contract Performance) Page 18**

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

**R3. This is a new program.**

**Q4. RFP Section 5.1 (Indirect Cost), page 22**

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.

**R4. DHR will review a federally approved cost allocation plan but all items allowed on the federally approved plan may not be approved by DHR.**



**Q5. RFP Section 5.0 (Budget), page 22**

Will furniture and equipment from previous contracts be available? If not, and we do not currently have furniture and equipment available for this program, must it then be leased?

**R5. No, there is no furniture or equipment from a previous contract available. Yes, any future or equipment needed must be leased.**

**Q6. RFP Section (Appendix F: Instructions for Reimbursement Budget Form) page 39**

Is profit allowable under "Other"?

**R6. No.**

**Q7. RFP Section 2.9 (Best and Final Offer) pg.13**

What is the total amount of funding for all fourteen counties to be awarded? Is money available per county?

**R7. Approximately \$523,000 is available to fund the entire project. Determinations will be made based on vendor's proposed services and county population to be served.**

**Q8. RFP Section 3.0 (Program Description) Service Areas page 15**

Would an agency be able to serve select counties and not all fourteen counties?

**R8. Yes, an agency may propose to serve select counties.**

**Q9. RFP Section 3.1 (Types of Services), page 15**

Will we be responsible for paying wages for the participant's on the job training/and or job readiness training? Should the cost be included in the cost reimbursement budget or if submitting a fixed rate proposal, should it be included in the rate? Or submit a separate rate for wages to include cost of processing and paying taxes on the wages?

**R9. There is no requirement that wages be paid for job training and job readiness training. Participants will be reimbursed for transportation cost at a rate determined by the State.**

**Q10. RFP Section 5.0 (Budget) page 22**

Will work adjusted employment be subsidized? Will community employment be subsidized?

If submitting a fixed rate budget, can we propose a different rate for each county?  
Can we propose to serve specific counties or do we have to serve all 14 counties?  
Is there a funding limit for this program?



**R10. No, work adjusted employment nor community employment will not be subsidized.**

**Yes, if submitting a fixed rate budget, you may propose a different rate for each county. Yes an agency can choose to serve only select counties; agencies are not required to serve all 14 counties. Yes, funding for this program is limited.**

**Q11. RFP Section 5.1 (Indirect Cost), page 22:**

Our federal rate is 11.42%. The statement above indicates we would be limited to 10%, is this correct?

Please clarify what "appropriate prorated share" of a federally approved rate means. Typically we calculate the indirect cost rate on the proposed program direct costs to include wages, fringe, travel, activity funds, facility costs, supplies and materials.

**R11. Yes, the State rate is 10%. The federal agency being referenced must be contacted for the requested explanation.**

**Q12. RFP Section 5.1.C ( Indirect Cost), page 22:**

Can you provide further explanation of "like costs"? In the telephone cost example above, can we allocate a prorated share of the telephone cost for the local office in Alabama to the program as a direct cost and telephone cost for our corporate office in Harrisburg, Pa, which is included in our federally approved indirect cost rate?

**R12. "Like cost" refers to other indirect costs. Yes, you may allocate a prorated share of the telephone cost for the local office in Alabama to the program as a direct cost and telephone cost for your corporate office in Harrisburg, Pa, at the State specified indirect cost rate.**

**Q13. 5.2.1 (Detailed Line-item budget), page 22**

What forms other than Appendix G, Fixed Rate budget form, are required if submitting a fixed rate cost proposal? Is a line-item budget breaking out of the fixed rate required? Most of the instructions refer to the cost reimbursement budget cost proposal.

**R13. All required forms are included in the RFP document. No, a line-item budget breaking out the cost is not required if submitting a fixed rate cost proposal.**

**Q14. RFP Section 5.2.1.C (Detailed Line-Item Budget), page 23: The Statement of Comparable Rent form (See Appendix M)**

What form would be used for a rented property? I do not see a Statement of



Comparable Rent Appendix. Please note Appendix M is for participant cost per county. Instructions for Appendix K, Use Allowance for Space, refers to owned property.

On which page is the “three certified statements” instructions?

**R14. Appendices L and M are posted on the Department’s website in the RFP folder.**

**Q15. RFP Section 5.3.2 ( Fixed Rate Budget), page 23**

Do the requirements in 5.3.1 for a cost reimbursement budget apply to the budget narrative for a fixed rate proposal? , also If we are not required to submit a line item budget for a fixed rate proposal, what should be included in the budget narrative other than the proposed number of units, etc.?

**R15. No, the requirements in 5.3.1 for a cost reimbursement budget do not apply to the budget narrative for a fixed rate proposal. Submit only the required information as specified in the RFP document.**

**Q16. RFP Section: (Appendix M) pg. 46**

It looks like we are supposed to serve 50% of the number identified for each county in Appendix M. Is this correct?

**R16. Yes, we anticipate that agencies will serve at least 50% of the individuals identified as ABAWDs in any county being served.**

**Q17. RFP Section 3.2, (Population To Be Served) page 15**

Since E&T participation is voluntary for SNAP recipients, is there a minimum percentage of the number in Appendix M which the program must serve in order to be considered successful?

Will DHR refer all of the ABAWDs to the program and then the Case Manager assess willingness for participation?

**R17. All ABAWDs will be referred by DHR; however, this is a voluntary program therefore, they will not be required to participate in any activities offered. Because this is a new program we do not currently have any specific participation requirements. As we move forward with the program we will be better able to establish what will be considered successful participation rates.**