



**Q1. VENDOR'S RFP CHECKLIST Item #7 &  
1.6 MANDATORY REQUIREMENTS Pages 5 & 8 of 51**

Since the forms (i.e., Cover Page, TIN, Budget, Certification, etc.) provided in the RFP cannot be altered, will fillable versions (e.g., PDF or MS Word) be available for completion and submission as a part of the proposal response?

**R1. Yes, the forms will be provided in a word format on the department's website.**

**Q2. 1.0 PROJECT OVERVIEW & 3.0 PROGRAM DESCRIPTION  
Pages 7 & 16 of 51**

What are examples of "other participant expenses" noted in the third paragraph that discusses types of supportive services for which the funding is authorized?

**R2. Please review Appendix B of the FNS Employment & Training Tool Kit which can be found at:  
[https://fns-prod.azureedge.net/sites/default/files/ET\\_Toolkit\\_2013.pdf](https://fns-prod.azureedge.net/sites/default/files/ET_Toolkit_2013.pdf) .**

**Q3. 1.3 CONTRACT TERM  
Page 7 of 51**

Is funding awarded for the contract based on fiscal year or no year funds? If funding is based on fiscal year and the contract is not awarded until the end of February or early March 2018, will the period of performance be decreased to accommodate the contract ending on September 30, 2018 or will the end date of the contract extend past September 30, 2018?

**R3. The initial terms of the contract will begin in February/March 2018 and will end September 30, 2018. The contracts will be subject to one year renewals each fiscal year for a three year period. Renewal will depend upon Vendor performance and availability of funds.**

**Q4. 1.6.7 DUNS NUMBER Page 9 of 51**

We will be responding to this RFP under the name of our Foundation but provide services at 2 physical locations. Do we need 2 DUNS numbers?

**R4. Yes.**

**Q5. 1.7.3 PRIMARY VENDOR/SUBCONTRACTORS  
Page 10 of 51**

DHR encourages vendors to team with partners. Should any agreements or contracts with these partners be disclosed and submitted as part of the proposal response for review and approval for the purposes of this RFP?



**R5. No.**

**Q6. 1.8.1 REQUIRED COPIES AND DEADLINE FOR RECEIPT OF PROPOSALS**  
Page 10 of 51.

The RFP states that proposals may be hand delivered as an option for receipt. For the December 28, 2018 deadline, what date can the proposal be delivered in person to your Resource Development Office of Procurement?

**R6. The proposals can be hand delivered, two business days prior to the due date Monday-Friday). Proposals may be hand delivered between the hours of 9:00 a.m.- 12:00 p.m. (with the exception of state and federal holidays). Refer to RFP, Section 1.8.1, page 10.**

**Q7. 2.7.2 EVALUATION OF PROPOSALS**  
Page 13 of 51

If there is a requirement for a best and final offer to be provided, how will DHR communicate this request to the potential vendors?

**R7. No, but the request for best and final offer will be sent by email.**

**Q8. 2.8 DISCUSSION/NEGOTIATION AND/OR ORAL PRESENTATION/PRODUCT DEMONSTRATION** Page 13 of 51

If there is a need for negotiation and/or oral presentation/product demonstration, how will DHR communicate this request to the potential vendors?

Once a determination is made that negotiation and/or oral presentation/product

demonstration is required, how much time will be allowed for the potential vendor to travel and make the oral presentation?

**R8. There is generally not a request for an oral presentation/product demonstration. However, if the Department determines that this is necessary, the Vendor will be given sufficient time to make necessary arrangements.**

**Contract negotiations are generally conducted via telephone and email.**

**Q9. 3.1 TYPES OF SERVICES** Page 17 of 51

What tools are available for the successful vendor's use to perform the comprehensive initial assessment for each participant's employability and appropriateness for A-RESET services?

The RFP provides examples of agencies that can provide the assessments but how do we decide who should conduct these assessments?



**How do we ensure that participants are adequately assessed for employability and appropriateness for A-RESET services?  
Is there a standard for designing the participant's individualized plan that each participant must sign?**

**R9. The State can offer guidance in developing comprehensive assessments as well as developing individual employment plans.**

**Q10. 3.3 REPORTING REQUIREMENTS Page 20 of 51**

**What format (i.e. MS Word, MS Excel or PDF) do you expect to receive the monthly reports indicating our progress?**

**What is meant by "unsubsidized employment"?**

**R10. The monthly reports are generally submitted via a MS Excel spreadsheet.**

**"Unsubsidized employment" would be "normal" employment. All wages being paid by the employer.**

**Q11. 4.2.5.4.5 CHARITABLE CHOICE (Applies to faith-based organizations only)**

**Page**

**24 of 51.**

**Will DHR provide a fillable form to capture the information required to attest that funding will not be used for religious activities or will the prospective vendor only need to state their compliance as part of the proposal submission?**

**R11. The vendor must state their compliance as part of the proposal submission.**

**Q12. 4.2.5.1.6 BACKGROUND CHECKS Page 23 of 51**

**Will fingerprinting be a requirement for staff we employee under the premise of this funding opportunity?**

**If fingerprinting is a requirement, how long will the fingerprints be valid?**

**Will staff need to be fingerprinted if they already have prints on file?**

**R12. Yes.**

**Review the Code of Alabama for additional information on background checks, Alabama Code Title 38. Public Welfare § 38-13-3.**



**Q13.4.2.5.4.1 - REVOLVING DOOR POLICY Page 24 of 51**

**Does "Department" mean the Department of Human Resources only?**

**R13. In the RFP, Department refers to Department of Human Resources; but in regards to the revolving door policy, ensure that your organization understands this policy and as it relates to our department and other state departments. Please refer to *Alabama Code Title 36. Public Officers and Employees § 36-25-13.***

**Q14. In reviewing the RFP, the budget forms (pages 37-41) are for cost reimbursement. Will Alabama accept an individual rate computation in place of the cost reimbursement method? Of course, the details behind the individual rate computation will be available for justification. Section 5 page 26-27.**

**R14. Please see the SNAP E&T Tool Kit, Appendix C: Cost Principles and Appendix D: Frequently Asked Questions, Section 2: Financial Guidance at: [https://fns-prod.azureedge.net/sites/default/files/ET\\_Toolkit\\_2013.pdf](https://fns-prod.azureedge.net/sites/default/files/ET_Toolkit_2013.pdf)**

**Any additional concerns will be discussed during the contract negotiation process.**

**Q15. Are there available marketing resources to help promote in the community? Can we co-brand materials? Section 5, Page 26-27. There is no specific mention of marketing and advertising.**

**R15. A-RESET does not currently have any marketing resources available.**

**Q16. Will there be a process to amend the budget, if more individuals come for services over and above our anticipated served? Section 5 page 26-27.**

**R16. This will be determined during contract negotiations.**

**Q17. In partnership collaboration planning, what type of demographic data is available by county? For example, age, number with dependents, etc. Section 3.2 pages 17-19.**

**R17. This information will be made available to selected vendors during the contract negotiation process.**

**Q18. Page 17, Section 3.0 states "Federal funds received, however, should not be used to expand the exact same service. They could be used to fund**



different employment and training services or expand services to a different geographic area." Can the funds be used to serve more people using the same service? For example, if the vendor serves 100 individuals through case management, can the reimbursed funds be used to serve 115 families with case management services?

**R18. Yes.**

**Q19. Page 18, section 3.2 regarding dependent care, the RFP states that "reimbursement will be provided up to the actual cost of dependent care, or the applicable payment rate for child care, whichever is lowest". Does this mean dependent care is reimbursable at 100% rather than 50%?**

**R19. No, the Vendor will be reimbursed 50% of the actual cost or the applicable payment rate for child care, whichever is lowest.**

**Q20. Page 19 of the RFP shows the SNAP population in 38 counties. Are these the counties eligible for services through this grant? If others are eligible, can you please provide the same information on SNAP population for the other eligible counties?**

**R20. The State is currently only operating A-RESET in these 38 counties.**

**Q21. Page 23, sections 4.2.5.2 states that an audited financial statement for 2014 should be submitted, along with letters from auditory who performed the 2013 and 2012 audits. We have more current information available. Should we submit the more current information instead?**

**R21. No.**

**Q22. Triumph Services specifically works with individuals with developmental disabilities. If selected as a vendor for the Employment and Training Program, would Triumph have the ability to implement our Access to Services for the program?**

**R22. Please describe the services you are proposing in your response to the RFP.**

**Q23. If selected as a vendor for the Employment and Training Program, are we required to provide each of the exemplified services that are bulleted on page 7 under point 1.0 "Project Overview" ?**

**R23. No, the Vendor isn't required to office all of the services listed, but should indicate in the Proposal which services they would be offering.**



Q24. How does the Alabama Department of Rehabilitation Services fit in to this RFP? If awarded, would we be allowed to assist individuals to access ADRS for long-term success in their employment efforts? Triumph is a vendor through ADRS.

**R24. A-RESET does not currently partner with ADRS.**