

**Family Case Aide Services RFP# 2017-100-03**



**Q1.** My questions relate to the current contract held by our agency. We currently contract for 49 full-time equivalent slots and have more recent audit reports to present. There are no budget forms with Appendix E other than the Cost Proposal Form which gives grand total and not a broken-down budget by fiscal year.

I am happy to submit a proposal for 102 full-time equivalent slots, just want to clarify. Would it be acceptable to submit our budget form as an attachment to Appendix E?

**R1. No, please submit the budget form that is included in the RFP (Appendix E). See Amendment 1.**

**Q2.** 1: Page 21 of 31 of Family Case Aide Services RFP# 2017-100-03 states that vendors must submit audited financial statement for year 2014 and letters from auditor(s) who performed 2014 and 2013 financial audits.

Question: Should the audit periods be for later audit periods?

**R2. Yes, please review the statement below that is also in the RFP on page 22, Section 4.2.5.2 Vendor Financial Stability.**

Vendors must submit an audited financial statement for year 2015 and letters from the auditor(s) who performed the 2014 and 2013 financial audits. Vendors of newly formed organizations, who have been in business less than one year must submit copies of any official quarterly financial statements (from a financial institution) that have been prepared since the end of the period reported by your most recent annual report.

**Q3.** 2: Page 24 of 31 5.0 COST PROPOSAL RFP# 2017-100-03

Vendors must submit separate annual budgets for the following periods: 1) Year 1 for October 01, 2017 through September 30, 2018; and 2) Year 2 for October 01, 2018 through September 30, 2019 utilizing the cost proposal form in Appendix E.

Question: 1. Will additional budget forms be provided for Appendix E?

2. Is it acceptable to attach our program's budget form as an attachment?

**R3. 1. No, See Amendment 1.  
2. No.**

**Q4.** No page number: Section 3 SCOPE OF PROJECT; PROJECT DESCRIPTION; RFP# 2017-100-03, Section 3.1 COUNTY ALLOCATIONS OF CASE AIDES

Question: Should 102 full time equivalent full-time slots be budgeted or the current 49 full-time equivalent slots?

**R4. The current 49, See Amendment 1.**