



Q1. Section 4.2.5.3.7 on page 22 states that current contract holders should plan expansions with county DHR. Can we contact our local DHR to plan for those expansions?

R1. Yes.

Q2. Appendix F, page 39, under Space discusses comparable rent. Are three(3) statements of comparable rent required to be submitted in the proposal or just kept on-site?

R2. Yes, the required forms must be included in proposals. The forms are available on department's website.

Q3. On Page 18 the RFP describes quality assurance, tracking, outcomes and reports (3.8-3.11). Under which heading or subheading would this information be listed? For example, Would 3.10 Outcomes be listed under 4.2.5.3.5 Assessment of Benefit and Impact?

R3. Assessment of Benefits and Impact. Yes.

Q4. Section: Cost Proposal Forms, Appendix E, page 31

Are the budget forms available in Excel format?

R4. No, they will be available on the department's website in a Word format.

Q5. Section: Instructions for Cost Proposal Forms, Appendix F, page 39, Space – Rent/Lease

Are the 3 statements of comparable rent to be included as part of the proposal or only maintained on file at our agency?

R5. Refer to R2.

Q6. I understand the attachments provided in this proposal counts as part of the 100 page number limit, but I wondered if the audit and letters (which are 20+ pages) need to be counted. Also, do we need to count job descriptions, consumer satisfaction summaries, and annual report as a part of the count if it is included as supporting documentation after the attachments?

R6. Vendors can submit the auditor's letter to stay within page requirements. Yes.

Q7. In paragraph 4.2 Proposal Format it states, "Proposals must not exceed **one hundred (100) pages**, including attachments and must be single-spaced," ..., "*Paragraphs must be double-spaced.*" I just wanted to double check that this is indeed meaning that the document should

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be single spaced and that there should be double spacing between paragraphs as it has been in our submissions in the past.

R7. Yes.

Q8. The RFP is in a PDF format. In order to fill out the needed included forms, do I need to get PDF editing software or will documents in another format be released for that purpose at some point?

R8. No, the forms will be available on the department's website in a word format.

Q9. I have checked the dhr.alabama.gov website regularly for any changes. In that process I have noticed that the link accompanying the RFP number leads to a different RFP page. The 2017-100-01 under Family Service Centers RFP on the quick links page leads to the Legal Research Services RFP. In order to be as clear as possible regarding to what I am referring, I have included two screenshots, one showing the quick links page with the link circled in red, the second showing the page to which the link leads. I hope that this proves helpful in preventing any confusion.

R9. The links to the RFPs you are referring to have been corrected on the department's website.