

Question & Answers for Family Self Sufficiency Case Aides Services – GB2025-300-01

Question #	RFP Section	RFP Heading	Question	Answer
1	2.9	Trade Secrets	What is a Trade Secret? Is this optional?	See Appendix C: Trade Secret Affidavit
2	2.9	Trade Secrets	Are proposals and contracts rewarded public information?	Yes
3	3.4	Target Area	Is 0.5 equivalent to 1 part time employee?	Yes
4	3.9	Review of Documentation	Does the department supply forms used for documentation?	No
5	3.9	Review of Documentation	If awarded the contract, are vendors notified of documentation needed for billing purposes?	Yes
6	3.9	Review of Documentation	Is there a billing or documentation system vendors are allowed to use? Is it optional?	DHR is in the process of developing an automated system that Vendors may use to submit billing at some point, but that system is still in process, so the billing process is currently manual and will remain optional even after completion of the automated process.
7	3.9	Review of Documentation	How often should billing be submitted?	Monthly

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8	3.9	Review of Documentation	Does the vendor submit monthly narrative reports to the state and/or the county DHR?	Billing for this contract is paid by State Department of Human Resources (SDHR) therefore the necessary documentation for billing including reports should be sent to SDHR. Other documentation may be sent to county management staff where the case aide is based.
9	3.7	Site Visits	Are vendors required to have more than one home office space?	No, but the office location should be sufficient for storing personnel files, invoicing records and other information the vendor must keep on file per the requirements of the contract.
10	4.2.5.5.3	Certificate of Compliance	Can this be explained?	See Appendix D: Certificate of Compliance
11	Appendix A	Disclosure Statement	Are either contract, proposal, request for proposal, grant proposals or invitation to bid, required when submitting the proposal? Are there grants available to vendors for this proposal?	A proposal is required. Grants are not available.
12	Appendix B	Taxpayer Identification Number Form	Under Business Designation, Does not include business entity LLC in choices 1-7.	Please select the most appropriate business designation for your agency.
13	Appendix F	Budget	Does the personnel column refer to staff/case aide salary only?	Yes

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14	Appendix F	Budget	Please give an example of subcontracts.	Subcontracts are not applicable for this RFP.
15	Appendix F	Budget	Are we totaling a 3-year period, or can this be broken down year by year?	The submitted budget for this RFP should covers a three-year period, but a separate budget may be submitted for each of those three years.
16	Appendix F	Budget	What are fringe benefits?	Fringe benefits are payments or gifts made by an employer on behalf of their employee. Although these are not all encompassing, 2 examples are health insurance or retirement contributions made by an employer.