

Questions and Answers for SNAP Employment and Training Consultant PS2025-500-01

Question #	RFP Section	RFP Heading	Question	Answer
1	4.2.5.2	Vendor Financial Stability	Section 4.2.5.2, page 19, says “Vendor must submit a financial audit for last two years and letters from the auditor(s) who performed the two years 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.” If a vendor has been in business for over one year but has not had an audit, are there alternatives that can satisfy the requirement in section 4.2.5.2 such as quarterly bank statements or annual tax forms?	Bank statements may be submitted if audits have not been performed.
2	N/A	N/A	How many community colleges are currently participating in the A-RESET program?	25
3	N/A	N/A	Does DHR have a desired annual budget for this project?	Budget costs are determined based on the services being rendered.
4	Appendix F	Cost Proposal	If the vendor uses all inclusive hourly rates which include salary, fringe, supplies, and other administrative costs, can these be	An amendment will be issued, please see the Fixed Rate Budget Form.

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			used instead of breaking down costs by category? And if so, under which budget line should the consultant costs be listed?	
5	4.2.2 & 4.2.5	Table of Contents & Technical Proposal	Section 4.2.2 says “Page numbers should be placed in the right corner of the bottom margins.” While Section 4.2.5 says “Page numbers should be placed in the left corner of the bottom margin.” Can the state please confirm the correct placement?	An amendment will be issued.
6	4.2.4	Licenses/ Certificate/ Credentials	Section 4.2.4. page 17 says “.... should be followed by a copy of all required Licenses, Certificates, and Credentials or a copy of a completed license application form submitted by the deadline specified in this RFP.” We do not see any mention of required licenses, certificates, and credentials- can you point us to that list please?	Please refer to Section 1.6 for a list of mandatory requirements.
7	4.2	Proposal Format	Sections 4.2 says, “Proposals must not exceed one hundred (100) pages, including attachments and must be single-spaces, incorporating 1-inch margins, typed using Times New Roman (font), size 12, and black print. Paragraphs must be double spaced. All proposals must correspond with the bolded sections and subsections (titles and numbers) to which the information	Yes, however not for graphics. Yes, the document is to be single spaced but there are to be two lines between paragraphs.

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			<p>pertains as specified in Section 4 of this document. Vendors should avoid the use of elaborate presentations beyond that which is sufficient to present complete and effective proposals.”</p> <ul style="list-style-type: none"> • Does this formatting also apply to headers, footers, page numbers, and graphics? Are they also to be single spaced in times new roman,12pt, black (-only) font? • “Paragraphs are to be double spaced”- Are we to interpret that the document is to be single spaced but there are to be two lines between paragraphs? 	
8	4.2	Proposal Format	<p>The RFP states “Proposals must not exceed one hundred (100) pages, including attachments and must be single-spaced, incorporating 1-inch margins, typed using Times New Roman (font), size 12, and black print.” The RFP also states, “Paragraphs must be doubled-spaced.” Should the response be single or double-spaced?</p>	<p>The document is to be single spaced but there are to be two lines between paragraphs.</p>
9	3.1	Types of Services	<p>Does the DHR have an agreement with the Alabama Office of Apprenticeships to reimburse expenditures for participants in</p>	<p>No, the Department does not currently have an agreement with</p>

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			the Work Based Learning component (like the state has/had with ACSS)?	the Alabama Office of Apprenticeships.
10	3.1	Types of Services	Are E&T case managers using the state ACES (Alabama Combined Eligibility System) to document/share participation? If so, are all staff already trained and is this the formal process to document all E&T participation? If not, does this portal automatically interface with the A-RESET Portal?	ACES has not yet been deployed for use.
11	3.0	Project Description	On page 16, the RFP states, “The Employment and Training Consultant Services vendor will work with the partners on growing their SNAP E&T program capacity by identifying available resources within and outside of their community and to develop and maintain onboarding processes.” What type of onboarding processes are being referred to here?	Onboarding processes refer to those used by DHR for new providers or reestablishing providers.
12	1.0	Project Overview	Before applying, I need to clarify that my service qualifies. I offer an online self-study Leadership training program that comes with a completion certification/certificate. At the end of each chapter there are 5 - 7 questions that must be answered 100% correctly before being allowed to continue	The services indicated do not qualify for this RFP.

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			<p>to the next chapter. Each test can be re-taken until 100% is achieved. Also, the scroll bar is removed for compliance so the student can't bypass watching the video(s). Depending on the aptitude of the student, the course can be completed in 8 hours or less.</p> <p>After reviewing the RFP I need to clarify that what I have to offer is acceptable. I feel that my service would apply under the following section.</p> <p>1.0 PROJECT OVERVIEW</p> <ul style="list-style-type: none"> • Self-employment training <p>If I'm eligible, my submission would be for an annual license agreement of the course enabling your organization unlimited use (number of students).</p>	
13	Cover Sheet	Procurement Form Page 1	The Procurement information page states the authorized signatory "print and sign in ink." Please confirm an electronic signature is sufficient.	An electronic signature is acceptable.
14	3.1	Types of Services Page 16	Section 3.1 states that the contractor will "assist in getting A-RESET partners on board." Can the State clarify if the onboard process includes contracting with the partners (such as negotiating and directly holding contracts with partners) or will the	Onboarding may include assisting vendors with creating documents necessary for contracts.

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			State or an intermediary be responsible for contracts?	
15	3.2	Reporting Requirements Page 16	Section 3.2 states that the contractor will “meet a minimum of two times per month with the contractor.” Can the State confirm that these meeting could occur virtually?	Meetings may occur virtually.
16	4.2	Proposal Format Page 17	4.2 states the proposal “must be single-spaced” and later states “Paragraphs must be double-spaced.” Please confirm which spacing is required.	The document is to be single spaced but there are to be two lines between paragraphs.
17	4.2	Proposal Format Page 17	Can graphics and tables use a font smaller than size 12?	Yes
18	4.2	Proposal Format Page 17	Can graphics use a font color other than black?	Yes
19	4	Proposal Format and Instructions Page 17 & 18	Section 4.2.2 states that “numbering of proposal should begin with page 1 of the Table of Contents”. Section 4.2.5 states that “numbering of the proposal should begin with page 1 of the Technical Proposal.” Please confirm where offerors should begin counting pages.	An amendment will be issued.
20	4	Proposal Format and Instructions Page 17 & 18	Section 4.2.2 states that “page numbers should be placed in the right corner of the bottom margin”. Section 4.2.5 states that “page numbers should be placed in the left	An amendment will be issued.

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			corner of the bottom margin.” Please confirm where offerors should place the page numbers.	
21	Appendix F	Cost Proposal Page 36	Given that the detailed components of our cost structure are proprietary, can we provide our budget using fully loaded labor rates built in accordance with our approved NICRA, rather than break them out according to the current structure of Appendix F?	An amendment will be issued, please see the Fixed Rate Budget Form.
22	Appendix G	Instructions to Cost Proposal Page 40	Can the state provide the “Contract Compliance Requirements document” referenced?	See Appendix D; may also include any other documentation required by the State.
23	3.0	Project Description Page 16	“The Employment and Training Consultant Services vendor will work with the partners on growing their SNAP E&T program capacity by identifying available resources within and outside of their community and to develop and maintain onboarding processes.” Question: What are the expectations regarding developing onboarding processes for new partners?	Deliverables for onboarding may vary depending on the requirements set forth by FNS and needs designated by the State.
24	3.1	Types of Services Page 16	“The vendor will work with the State staff to solidify the skills necessary to independently operate a SNAP E&T program which will assist A-RESET	Both

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			clients in obtaining and maintaining sustainable employment by offering guidance and training to state staff in the following areas...” Question: Will the consultant be creating documentation, conducting training, or both?	
25	3.1	Types of Services Page 16	“The vendor will work with the State staff to solidify the skills necessary to independently operate a SNAP E&T program which will assist A-RESET clients in obtaining and maintaining sustainable employment by offering guidance and training to state staff in the following areas...” Question: What challenges or gaps has the state experienced in operating SNAP E&T independently?	Some examples of gaps and challenges include but are not limited to a lack of partnerships, navigating federal regulations, and fiscal processes knowledge.
26	3.1	Types of Services Page 16	“assist with fiscal processes to ensure compliance.” Question: Will the consultant be expected to train staff on federal SNAP E&T fiscal regulations?	Yes
27	3.1	Types of Services Page 16	“assist in getting A-RESET partners on board.” Question: How many partners are currently participating in A-RESET, and in what roles?	There are currently 3 Intermediaries with over 60 subcontractors and 4 direct partners.

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28	7	Definitions & Standard Conditions Page 26	“UNAVAILABILITY OF FUNDING: The Department, at its sole discretion, may terminate or reduce the scope of the contract if available funding is reduced for any reason. Question: Is this project contingent on federal funding or is there some other funding to support this project?	Yes, this project is contingent on federal funding.
29	1.7.1	Acceptance of Standard Terms and Conditions	Exceptions to the Standard Terms and Conditions submitted.	Standard Terms and Conditions may be negotiated upon award.