



Q1. Section 1.7.3 Primary Vendors/Subcontractors

Will the vendor be able to subcontract with another State Entity?

R1. No.

Q2. Section 3.2.1-7 (Job Readiness, Job Skills Training, Structured Job Search, Job Placement, Job Coaches, CEMP, Work Adjustment Employment)

Will the vendor be responsible for administering all of the listed components of the grant or can the vendor just offer certain sections? (i.e. job readiness classes and job skills training only)

R2. The vendor may choose which of the listed components to offer. Vendors are only responsible to provide services included in their proposals.

Q3. Section 3.3 Eligibility: For clarification purposes are current TANF recipients the only persons eligible for this assistance?

R3. Services may be provided to TANF recipients or to individuals who are certified by the local county office to be TANF-eligible. "TANF-eligible" is defined as having a minor child (under age 18, or age 18 and still in high school) and having household income within 200% of the federal poverty guideline.

Q4. Section 4.2.5.2 Vendor Financial Stability: This paragraph says "Vendors must submit an audited statement for year 2016 and letters from the auditor(s) who performed the 2015 and 2014 financial audits."

Is this correct, or should it be submitting audit information for years 2018, 2017, and 2016?

R4. Please refer to Amendment1 posted on department's website.

Q5. Section 5.0 Budget: This paragraph says "Vendors must include a detailed line-item budget using the Cost Reimbursement Budget or Fixed Rate Budget forms (See Appendices F and G), in accordance with the respective instructions." The appendices F and G only include forms and instructions for a Fixed Rate Budget.

R5. Only Fixed Rate Budget forms should be used for the cost proposal for this RFP.

Q6. Section 5.2.1 Detailed Line-Item Budget: Sub-paragraphs A and B reference Appendix J and Appendix L respectfully, however there are no appendices included in the RFP document after Appendix H.

R6. Section 5.2.1 Detailed Line-Item Budget is only for use with the Cost Reimbursement Budget form. Proposals for this RFP are to use the Fixed Rate



Budget. Appendices J and L are not necessary or applicable to cost proposals for this RFP.

- Q7. Page 8 Section # / Title: 1.6.2 W-9 and Legal Status Letter or Taxpayer Identification Number Form: The text says "If the legal status letter is not available, a completed and signed copy of the 'Request for Taxpayer Identification Number' form (Appendix B) must be included."**

If we have a Legal Status Letter, should we include Appendix B in our proposal response?

R7. No.

- Q8. Page 10 Section # / Title: 1.8.1 Required Copies and Deadline for Receipt of Proposals: The text says, "Two business (Monday-Friday) days prior to the due date, proposals may be hand delivered between the hours of 9 am to 12:00 pm."**

If the proposal is delivered prior to 9 am or after noon, two days prior to the due date, will the proposal still be accepted?

- R8. If the proposal is delivered by a mail carrier, two days prior before 9 am and after noon, the proposal will be accepted as long as it arrives by the specified deadline. Hand Delivery of proposals must adhere to the two days prior from 9:00 am-12:00 p.m.by the deadline date.**

- Q9. Page 21 Section # / Title: 4.2 Proposal Format: Please clarify "Paragraphs must be double spaced."**

Is this referring to double spacing between each paragraph block or double spacing within the text of each paragraph?

R9. Double spacing between each paragraph.

- Q10. Page 21 Section # / Title: 4.2 Proposal Format: For clarification around what constitutes a "section" and a "subsection" for the labeled tabs, could you confirm for example that 4.2.5 Technical Proposal is the "section"; 4.2.5.1 Vendor Qualifying Information is the -sub-section. If this is the case, does 4.2.5.1.1 Vendor Profile and Experience need a tab as the sub-sub section?**

R10. Yes.



Q11. Page 21 Section # / Title: 4.2 Proposal Format: In order to remain conserve space for the 100-page limit, please confirm that the list of questions associated with each section/subsection does NOT need to be included within the body of the proposal, as long as it is clear what section/subsection we are answering.

R11. No, the questions should not be listed when responding to the section/or subsection.

Q12. Page 21 Section # / Title: 4.2 Proposal Format: Please confirm that three-ring binders are not considered a "use of elaborate presentations and binding materials."

R12. Three-ring binders are not considered to be an elaborate presentation or binding material when formatting proposals.

Q13. Page #: 21 Section # / Title: 4.2 Proposal Format: Are the budget documents and narrative included within the 100-page limit?

R13. No.

Q14. Page 23 Section # / Title: 4.2.5.2 Vendor Financial Stability: "Vendors must submit an audited financial statement for year 2016 and letters from the auditor(s) who performed the 2015 and 2014 Financial audits." Please clarify if these are the years needed for the audit, or if you would like vendors to provide a more recent audited financial statement.

R14. Refer to amendment 1 on department's website.

Q15. How many clients do you currently serve per county?

R15. Caseload information can be obtained by viewing the DHR website at www.dhr.alabama.gov. Click "News" in the left-hand column. Then click on "Facts and Figures" to access the most recently posted caseload information.

Q16. What is your current caseload enrollments per county?

R16. See R15.

Q17. How many clients do you project to serve per year for the next three years per county?

R17. This information is not available.

Q18. How will the referral process be managed, at the county or the state level?

R18. The referral process will be managed at the county level.



- Q19.** Are there opportunities to co-locate in the Department's facilities or with other WIOA contractors?
- R19.** Vendors with successful proposals may contact the DHR office in the county being served to determine if that is a possibility. Access to space at the county DHR office is managed by the county DHR Director.
- Q20.** Would it be possible to provide historical performance data for the services to be performed by this contract for the past three program years?
- R20.** This information is not available.
- Q21.** What is your current staffing plan and salary ranges?
- R21.** The department does not have a staffing plan or salary range for this project because payment is based upon the number of individuals served and upon what services are provided by each vendor.
- Q22.** Will all vendors be reimbursed at the same maximum rate as in the RFP or will it vary by county? If so, how will the maximum rates be determined?

Will it be by program or some other factor concerning the program.

- R22.** Vendors will be reimbursed based on the amounts bid for each service and county included in the vendor's proposal. Maximum rates listed in the RFP are for the state. Vendor cost proposals should not exceed the amounts listed in the RFP. Reimbursement rates are not based on the program or other factors, only on the amounts bid by vendors as compared to the maximum amounts.