

Alternatives To Abortion RFP
Questions and Answers

Q 1. Is the proposal for Region or number of Regions or statewide Regions?

A 1. The proposer may submit a proposal for a single region, multi regions or statewide services.

Q 2. If an organization proposes to serve more than one region, should separate proposals be submitted?

A 2. No. The proposer should submit one proposal only. If an award is made for a reduced service delivery area, changes to the proposal will be negotiated with the contractor.

Q 3. In terms of requirement that agency does not contract with agencies who perform abortion – Can not refer to other agencies under DHH who refer for abortions?

A 3. The requirement specified in the RFP is in regard to the contractor or subcontractor who receives the TANF funding.

Q 4. Executive Summary – Is there a page limit?

A 4. No page limit is required, but it is recommended that the summary be a concise introduction to the scope of the proposal.

Q 5. Are we still looking for unit cost?

A 5. No. The method of payment is cost reimbursement.

Q 6. How does cost reimbursement relate to subcontractors?

A 6. DCFS will reimburse the contractor for costs incurred by the subcontractors. The subcontractor payment method may be unit cost or cost reimbursement.

Q 7. Is the format for budget reimbursement new?

A 7. No, DCFS has used this or a similar format in other RFP's and in other contracts for a number of years.

Q 8. Regarding the budget format, is there a need to separate administrative and direct costs?

A 8. Yes, administrative costs should be detailed in Section 4 of Attachment V Budget.

Q 9. Should the subcontractor services be listed in Other Charges?

A 9. Yes.

Q 10. Must you be a Veteran or can you subcontract to a Veteran?

A 10. The proposer may subcontract with a Veteran.

Q 11. Information related to Veterans – a. Must submit information related to experience and qualifications? b. Anticipated earnings? c. Is there an average or percentage of the earnings with certified Veterans? d. Will the points be the same if you are a Veteran or if you subcontract with a Veteran?

A 11a. Yes, if the proposer is not a certified small entrepreneurship but has engaged one or more certified small entrepreneurship to participate as subcontractor or distributors. See RFP Item 6.5.1.

A 11b. See response 11a.

A 11c. No. .

A 11.d. The full 10 points will be awarded if the proposer meets the criteria. The number of points for the use of subcontractors who meet the criteria will be based on other factors such as how many subcontractors meeting the criteria are used, what work they perform and their earnings.

Q 12. What is the value associated with the equipment purchased with these funds.

A 12. When equipment or capital assets is (s) no longer used in the furtherance of the agreement or (2) used for a purpose not authorized by the agreement or (3) upon termination of the contract, the Contractor may either retain the equipment or other capital assets and pay to the State that portion of the item's fair market value proportionate to the Federal funds used for the acquisition of the item or tender the equipment or capital assets to the State. The fair market value is determined using a standard table based on the date of acquisition and acquisition cost.

Q 13. TANF Federal Poverty Level – Guidance formats to be made available?

A 13. Yes.

Q 14. Do you consider outreach abstinence activities?

A 14. Outreach activities that include a focus on abstinence are allowed. The contractor shall provide core services that promote abstinence (one of the four core services).

Q 15. Does the participant need to complete the eligibility form?

A 15. The TANF E-Z eligibility form must be completed by the contractor on all program participants.

Q 16. Services only continue until the birth of the baby?

A 16. Yes.

Q 17. The discontinuation of postpartum care ends the services of Safe Haven to educate participants and community on the program.

A 17. These services will not be covered under the awards made through this RFP.

Q 18. Is there a limitation of cost for media?

A 18. There is no specific limit, but proposers should present the most reasonable and cost effective method of allocating the requested funding.

Q 19. What is the requirement of having DCFS logo and approval on electronic or print media?

A 19. Contractors are required to recognize the funding agency (DCFS) on all outreach material. The contractor shall have DCFS logo on all media and published materials, including but not limited to brochures, posters and training booklets that are purchased with Agency funds.

Q 20. The media approval process is with who?

A 20. The contractor should provide the request to the Contract Manager who will coordinate the request with the DCFS Communications Director.

Q 21. Is there a deadline for cost incurred from the previous month? (Billing and monthly reporting)

A 21. Monthly performance reports and invoices should be submitted by the 15th of the month for services provided in the previous month.

Q 22. Certification statement be utilized with subcontracts as well?

A 22. The Certification Statement (Attachment II) is required to be completed by the contractor.

Q 23-a. Single audit is necessary every year? b. What are the requirement amounts?

A 23-a. Yes

A 23-b. Any subrecipient who expends \$500,000 or more in federal funds for the fiscal year is required to obtain a single audit. If the organization expends less than this amount, the following guidelines apply:

Contractors that expend:

Less than \$25,000 – no requirement

\$25,000 to less than \$50,000 – certified financial statement

\$50,000 to less than \$200,000 – Compilation

\$200,000 to less than \$500,000 – Review/attestation

\$500,000 and above – single audit

Q 24. Is the six month report needed?

A 24. A six month report is not required since the contractor is required to submit performance reports monthly.

Q 25. Please clarify Board Resolution certification.

A 25. A board resolution is usually certified by the secretary of the corporation or other person who is authorized to report the actions of the corporation's board of directors.

Q 26. Is the certified copy of the board resolution a new procedure?

A 26. No.

Q 27. Approval of subcontractor in good standing? Will you or will we be determining if the subcontractor is in good standing?

A 27. The contractor should make this determination prior to submitting a subcontract for DCFS's approval.

Q 28. Does the subcontractor sign off on a debarment certificate?

A 28. Yes.

Q 29. Can there be incentives for participants in the program?

A 29. Any proposed incentives required prior DCFS approval.

Q 30. What is the expected number of clients to be served per year by each funded agency?

A 30. The proposal should reflect the number of participants to be served, based on the proposed services.

Q 31. Must adopt referral procedures that limit liability – any particular expectation?

A 31. The contractor is responsible for establishing/adopting the proper referral procedures that limits liability risks. The Office of Risk Management recommends a minimum of \$1,000,000 in coverage.

Q 32. Are there formatting requirements, such as two spaces, etc?

A 32. No.

Q 33. Can the budget form and other attachment forms be downloaded? If so, what is the link to access the forms?

A 33. Yes. The form can be downloaded from the DCFS website and is referred to as the Final Budget with the Alternative to Abortion Initiative.