

RFP #: 3000012998

- Q1. Reference RFP: Page 9, 1.9.2
The table of Contents refers to the consecutive numbering of pages of the proposal from the beginning to the end. On page 13, in the center of the page, there is a description of a technical proposal and a cost proposal. Do we submit 5 binders named "technical proposal" and 5 binders named "cost proposal?" Or is there just one proposal with 2 parts consecutively numbered from beginning to end?
- A1. The State requests that proposers submit five (5) hard copies of the proposal and One (1) electronic copy on USB flash drive. One copy of the proposal should contain original signatures of those company officials or agents duly authorized to sign proposals or contracts on behalf of the organization. For the four numbered copies of the technical proposal and the cost proposal binders are optional. A proposal is the formal written response to this RFP and contains the total sum of submitted documents. The entire proposal shall be numbered from the beginning to the end. A cost proposal is requested as part of the total proposal document. There are no technical requirements in this RFP.
- Q2. Reference RFP: Page 10, paragraph 1.
Please clarify "optional locations."
Does the reference to "3 optional locations" refer only if the service delivery area is other than state wide?
- A2. Required locations are listed in the chart on page 30 of the RFP. Optional locations would be in addition to required locations for each region. Optional locations are not determined based on either regional or statewide requirements. These locations are proposed by the proposal submitter.
- Q3. In the prior RFP for Alternative to Abortion Initiatives, there has been a stated maximum amount. Has the state determined this amount or an approximate range?
- A3. The State has not determined a maximum amount or approximate range for this RFP.
- Q4. Reference RFP: Page 52, Attachment V. Clarification on Administrative and Allowable Costs.
This page states guidelines as to what is considered administrative costs and states that administrative costs must not be more than 10% of an entity's total allocation. Also, page 56, Section I. Indirect Cost, refers to a copy of an approved indirect rate agreement or rate plan. Please clarify "indirect cost" and its relationship to the 10% limit on administrative costs.
- A4. An example of an indirect cost would be utilities of a location that houses multiple programs. The portion of utility cost associated with operation of the Alternatives to Abortion program would be considered an indirect cost. Indirect costs are not considered administrative costs.

- Q5. Could you please inform us of the approximate total TANF funds available for the AtA Initiative, as it was not included in the RFP?
- A5. The State has not determined a total amount of funds available for the Alternatives to Abortion Initiative.
- Q6. On pages 9 and 10 of the RFP, section 1.9.3 refers to service delivery areas. It specifically refers to the required regional locations listed in the charts in RFP Section 2.1, page 30. Does that mean the successful proposer must have locations in those specific locations, and not just in other cities within those regions? Ex: To serve the Monroe region, would a center located in Rayville or Lake Providence be acceptable even if there were not a partner location in Monroe?
- A6. The successful proposer, to serve a particular region, must have a main location in the cities listed in the chart in RFP Section 2.1, page 30. Other locations such as Rayville or Lake Providence would not meet the requirement.
- Q7. On the chart in Section 2.1, three of the regions have alternative locations listed, such as Covington/Slidell and Hammond. Does that mean Hammond is an acceptable alternative to Covington/Slidell, and a location in Covington/Slidell would not be necessary?
- A7. In this example, in Region 3 Covington, the successful proposer, to be considered covering Region 3, must have two locations. The first location could be in either the city of Covington or the city of Slidell. The second location would have to be located in Hammond.
- Q8. 1.9.3 also refers to 3 optional locations that would enhance accessibility. Do those replace the major cities listed or are they just additional locations?
- A8. Optional locations do not replace the required locations as listed in the chart in RFP Section 2.1, page 30.
- Q9. Are proposers limited to the major city in each of the 9 regions plus the 3 optional locations for a maximum of 12 possible locations?
- A9. The chart in RFP Section 2.1, page 30, lists a total of 12 mandatory locations. As per RFP Sections 1.9.3 and 2.1, proposers may propose up to 3 more additional optional locations.
- Q10. Regarding Attachment VI – do we need to submit an Exhibit B Budget only for the main contractor, or do additional proposed budgets need to be submitted for each potential subcontractor at this time?

- A10. As per RFP Section 1.9.8, the Proposer shall provide a proposed program budget that is inclusive of all costs. At contract award and during contract negotiations, the State will require of the selected contractor to identify proposed subcontractors and provide their proposed budgets.
- Q11. Is a mobile unit considered a location or does a location have to be a brick and mortar building?
- A11. The RFP does not define "location" as per the question's context.
- Q12. How long does DCFS have to remit payment to contractors, as it is not mentioned in the RFP or the sample contract?
- A12. As per RFP Attachment II, Sample Contract, section 14, Terms of Payment, pages 38 and 39, the Contractor shall bill monthly, in arrears, for the actual cost incurred. Payment will be made only upon approval of a Program Manager 1 or 2.
- Q13. Part 3: Evaluation on pg. 33 section 3.1 Cost Evaluation states, "The Proposer with the lowest cost shall receive 25 points." Will the Proposer with the lowest cost be given the 25 points regardless of the number of subcontractor (sic) the Proposer has relative to the other Proposer's budgets?
- A13. Cost evaluation is based on the Proposer's submitted total cost. The number of subcontractors is not used in the cost calculation.