**Request for Proposals (RFP)**

**FY 2020 Charting the LifeCourse Family Collaboration Partnership**

Questions and Answers

1. Page 9, section #11, last paragraph states submission must include, 1 original and 6 copies.

On page 49, 2nd requirement section states 4 copies. Please clarify if 4 or 6 copies are required.

Answer: Please submit 6 copies.

1. Page 30, #5- Performance Reviews. This section states to provide attachment F, documentation of quality family supports for the past few years. On page 50, it states 4 Consumer Satisfaction Surveys, 2 QSR, Carf Accreditation and Licensing Reports. Please clarify what is needed as many of these items will not be relevant to family organizations. Answer: Follow page 30 due to relevance of the RFP and organizations submitting.
2. Page 30, #7- Financial Condition. This section states to include the most recent annual financial statement. On page 50, it states 2 financial statements. Please clarify how many financial statements are needed. Answer: Please include the most recent financial statement as stated on page 30.
3. Page 40, Minimum Submission Requirements checklist. Under the Provider Qualification section, it states “On DDS qualified provider list”, “Org or Exec 3 years administering residential community supports”, and “Admin of Org has 1 yr providing admin supports to org that provides CLA support”. CLA is also listed on page 50. Please clarify these requirements as they do not match with qualification listed on page 7, #6. Answer: Page 40 is not relevant for this RFP. Please follow page 7 qualifications.
4. Page 7, #6, a, states to include evidence of supports given to families via workshops/education, advocacy, and support for at least 3 years. On page 30, #2, Summary of Relevant Experience, states to provide a list of projects completed within the last 3 years. Please clarify if page 7 and page 30 are two different requests or is this the same list of projects. Answer: Please follow page 7 #6 for evidence of support.
5. Page 31, K. Work Plan. I see the format for the work plan is a timetable including steps, methods and timetable. Can the workplan be created as narrative or a spreadsheet? Is there a requirement for this form or a preferred format? Answer: Workplan needs to provide the required information. There is no preferred format.
6. Is there a cap on the indirect cost rate that can be applied to the proposed budget?  Does the state-approved restricted or unrestricted rate apply?   Answer: There is not cap for indirect costs. The $125,000 a year is to cover all costs associated with the delivery of the services/supports as outlined in the RFP.
7. Please clarify the annual and total contract award amounts per year – i.e., is this $125,000 per year for 5 years (total of $625,000 over five years) or $300,000 per year for 5 years (total $1,500,000 for 5 years), or a combination of these? Answer: As noted in the RFP:
8. p.3 #2- "The contract award will be $125,000 per year, for a five year period."
9. p.7 #4- "Total Maximum Funding Available: Not to exceed $300,000 in one-time funding per year, for five years."
10. Can you please confirm that the Budget Summary (Form 8) that is to be filled out is the correct form? The Budget Summary that is provided appears to be for program that provides direct services such as nursing, clinical staff, OT, Speech etc.

Answer: Please use the applicable lines on the budget form to indicate agency budget needs

1. New Timeline states that the due is 2/17/2020. This is President’s Day. Please confirm that the DDS West Region office for drop off will be open.

Answer: Due to the holiday, 2/18/2020 will be the new due date. Statement will be posted to indicate new date.