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October 15, 2019

ADDENDUM # 1

RFP #: 7599794

Title: SNAP Employment and Training

Submission Deadline: October 24, 2019 at 10:00 AM Eastern Time (ET)

Notice to Vendors

Attached are vendor questions with state response. No further questions will be answered.

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Interested parties should monitor this website, on a regular basis, for any additional information that may be posted

State Responses to Vendor Questions for RFP #7599794 SNAP Employment and Training

Question 1: On Page 16, Section B, Item b, it states “The Vendor’s name should appear on every page, including attachments.” Does this also include original, signed documents? Would a logo with the vendor’s name be a sufficient form of identification on each page?

Answer to question 1: Yes, it includes the original signed documents; and a logo with the vendor’s name is acceptable.

Question 2: Can smaller font sizes be used for charts/graphs/tables if the font size is still legible?

Answer to question 2: Yes, that is acceptable.

Question 3: What type of file should be used on the CD-R (Word or PDF)?

Answer to question 3: No preference.

Question 4: On Page 9, Section 4, Instruction 1, there is a 30-page maximum for the Technical Proposal, but on Page 15, Section 7, Instruction 4, the page limit for the Technical Proposal is listed as 10 pages. **What are the total page limits for the technical proposal? Does this include attachments?**

Answer to question 4: The page limit for the technical proposal is 30 pages including attachments.

Question 5: Is there a page limit for the Cost Proposal? If so, what is it?

Answer to question 5: The cost proposal should be limited to 10 pages.

Question 6: On Pages 9-10, Section 4, Prompt 1.a, the RFP states *“If a position is proposed to be hired, the required information must be included in the separately sealed Cost Proposal.”* **Do you want job descriptions for proposed-to-be-hired positions in the Cost Proposal, and all resumes and their job descriptions in the Technical Proposal?**

Answer to question 6: Please include the job descriptions and resumes for the proposed to be hired positions in the technical proposal and disregard the reference to include it in the cost proposal.

Question 7: **Are the Affirmative Action Policy and the Affirmative Action Plan, listed on page 4, section I, to be submitted with this proposal or after award?**

Answer to question 7: No, it will be required of the winning bidder during the tentative selection phase

Question 8: On Page 12, Section 4C, the RFP states *“See Appendix A for information and the MBE, WBE, and/or Disability Business Enterprise Participation Plan form(s). Bidders are required to complete, sign and submit these forms with their overall proposal in a sealed envelope.”* **Is the Appendix A on Page 18 the one referenced on Page 12?**

Answer to question 8: Yes, there is only one Appendix A referenced in this RFP.

Question 9: On Page 12, Section 4C, the RFP states *“See Appendix A for information and the MBE, WBE, and/or Disability Business Enterprise Participation Plan form(s). Bidders are required to complete, sign and submit these forms with their overall proposal in a sealed envelope.”* **For the term “overall proposal” used in the referenced passage above, please explain what that term means.**

Answer to question 9: The term "overall proposal" merely refers to the complete proposal submitted by a vendor in response to this RFP. This section merely clarifies that the various components of the proposal, namely the technical portion, the cost portion, and the ISBE portion, are each submitted in separate, sealed envelopes.

Question 10: According to Page 11, Section 4B, *“Cost Proposal,” a Detailed Budget and Budget Narrative as well as an Explanation of Requirements through Budget 1 (Appendix B) and Budget 2 (Appendix C) are requested for the Cost Proposal, on Page 15, Section 7B.c,* the RFP

states *"The cost proposal shall be typed using the formatting provided on the provided template."* **Could you please list in order all documents that need to be included in the Cost Proposal?**

Answer to question 10: The order of the documents should be as follows:

1. Budget 1 (100% Budget proposal)/Appendix B
2. Budget 1 narrative describing use of 100% funds
3. Budget 2 (50% Budget proposal)/Appendix C
4. Budget 2 narrative with explanation of use of 50% funds

Question 11: Please confirm that the completed and signed RIVIP Bidder Certification Cover Form and the Rhode Island W-9 should be included in the Original Technical Proposal only and should not be included in the Cost Proposal.

Answer to question 11: Confirmed.

Question 12: Please confirm that the two originals and two copies of the signed Appendix A MBE, WBE, and/or Disability Business Enterprise Participation Plan should be sealed in their own envelope and not included in the Original Technical Proposal.

Answer to question 12: Confirmed.

Question 13: Please confirm that the Cost Proposal should stand alone in its sealed envelope and should NOT include originals of the RVIP Bidder Certification Cover Form and the Rhode Island W-9.

Answer to question 13: Confirmed.

Question 14: Should a Cover Page and Table of Contents be included for the Cost Proposal?

Answer to question 14: Not required.

Question 15: Are Appendix D, E, and the Addenda to be completed and submitted with this proposal? If so, should it be included with the Technical Proposal?

Answer to question 15: No, they serve as samples only.

Question 16: Could clarification be provided around the Cost Category for Space in the budget?

Answer to question 16:

Agencies can use 100% funds or 50% funds for charges relating to utilizing a space for SNAP E&T purposes.

State agency or subrecipient can incur expenses related to four possible types of building space:

- space in a publicly (government) owned building;
- space in a publicly (government) rented building;
- space in a privately-owned building; or
- space in a privately rented building.

The use of space must be related to operation of E&T programming. An agency acquiring separate building space for programs should include information and cost in their proposal for review. FNS will be consulted for accuracy.

Question 17: Are there opportunities to co-locate with other WIOA contractors?

Answer to question 17: Yes, this would be allowable.

Question 18: Please provide your preference on whether the original combined proposal should be bound differently than the copies? In other words, can we use a three-ring binder for the original and binder clips for the copies?

Answer to question 18: No, please follow the instructions contained in Section 7: Proposal Contents of RFP 7599794.