

Refugee Employment & Training Services (RET)  
RFP  
Offerors' Conference  
Q & A  
February 15, 2019

<b>Email Requests for Clarification/Questions Prior to the Conference:</b>	
<b>1.</b>	<b>If the respondent is proposing to offer RET services at multiple locations, should separate budgets be prepared for each location?</b>
	Respondents shall submit individual budgets per proposed location as indicated on page 22 of the RFP.
<b>2.</b>	<b>In the RFP attachment G-Proposed Deliverables, the formulas are based on 11 month projection. The cells are locked and can't be changed. Please advise.</b>
	Attachment G has been corrected and is now posted on the CSSF website.
<b>3.</b>	<b>Due to page limitations – are respondents able to truncate or remove question prompts?</b>
	Proposal packages should be submitted as detailed in the submission guidelines on pages 18 through 25 of the RFP.
<b>4.</b>	<b>Can less than 12 pt font be used for tables, charts, graphs, etc. – as long as it is legible?</b>
	Proposal packages should be submitted as detailed in Part IV., B. Proposal Format, Content, and Organization on pages 18 through 25 of the RFP.
<b>5.</b>	<b>Please confirm that all files requested on flash drive can be placed on one flash drive – or should separate flash drives per file be submitted?</b>
	One USB flash drive should be submitted with all requested materials loaded as indicated on pages 18 through 25 of the RFP.
<b>6.</b>	<b>For all components that request separate attachments that are to be saved as a PDF – Please clarify if the attachments should be combined into one PDF overall, one PDF per component, or individual PDF files.</b>
	The attachments should be saved as individual PDF files and appropriately labeled.
<b>7.</b>	<b>Should each component have its own legible, original unbound paper copy? Or, should one comprehensive original unbound paper copy be submitted with all documents compiled together?</b>
	Respondents are required to submit to the SFWIB one (1) legible, unbound original paper copy, with the pages numbered, and one (1) USB flash drive with documents saved in Microsoft Word or PDF as applicable with the budget and performance

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	<p>documents saved in a Microsoft Excel file of the completed proposal package components. Requirements for each component are referenced on pages 18 through 25 of the RFP.</p> <p>Only binder clips or rubber bands should be used to keep copies separate. The USB flash drive should contain the same document provided in hard copy. All versions of the document must have numbered pages.</p>
<b>8.</b>	<p><b>Are all documents requested as attachments excluded from the page count, per section?</b></p>
	<p>A component's page limits excludes applicable attachments as detailed on pages 18 through 25 of the RFP. The attachments should be prepared in a manner that ensures there is no information on any page that identifies the organization submitting the proposal.</p>
<b>9.</b>	<p><b>Component 2. Organizational Experiences/Capabilities – Question 2.b on page 19 requests resumes and job descriptions. Please clarify if these are considered attachments. If yes, should they be provided as part of the attachments for this component or should they be included within the Attachment C document? If they are not considered attachments, do they count towards the 10-page limit for this component?</b></p>
	<p>The resumes of identified staff should be included as an attachment. The 10-page limit excludes applicable attachments. Submission should be prepared as referenced on pages 18 through 25 of the RFP.</p>
<b>10.</b>	<p><b>Page 21 (6-Budget), states Budgets that include identifying information will be deducted one (1) point per occurrence from the total score. When completing the budget cover sheet, what kind of information is allowed to use as location, since providing physical site address with street and zip code will identify the agency?</b></p>
	<p>The proposed budget shall be prepared in a manner that ensures there is no information on any page that identifies the organization submitting the budget as indicated on page 21 of the RFP. The alpha-numeric code should be used when required.</p>
<b>11.</b>	<p><b>Attachment M requests LLC organizations to provide an affidavit that is signed/notarized by all members of the Board (Form 4b2). Our organization's policy does not allow all members of the Board to sign a single document. In lieu of this, would it be acceptable to provide an affidavit signed/notarized by one member of the Board or an affidavit signed/notarized by the Secretary of the Board on behalf of all members of the Board?</b></p>
	<p>The respondent shall submit proof of the organizational documents that prohibit</p>

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	<p>members from signing the affidavit (Attachment M) as well as submit documentation that identifies those who are authorized to sign on behalf of the organization.</p> <p>The individuals that are permitted to sign on behalf of the organization would sign and notarize the affidavit (Attachment M) and include it as part of the respondent's RFP proposal package submission.</p>
	<p style="text-align: center;"><b>Request for Clarification/Questions at the Conference</b></p>
<p><b>12.</b></p>	<p><b>Will you be posting the questions and answers that you just address?</b></p>
	<p>Yes, all request for clarification/questions received prior to, and after the conference will be posted on the CSSF website.</p>