Refugee Services RFQ
Offerors Conference
Q & A
July 23, 2015

	E-mail Requests Prior to the Conference:
1.	**In page 22 of 27, question #7 requests no more than 3 current references for the same or similar services provided during the past two 2 years. We only have one - SFWIB as the only such service. Is that enough to satisfy a current reference or are you expecting other references such as community organizations and/or community leaders that know of our track record in that regard?**
	Respondent should provide current references in similar services provided during the past two years to validate your agency's track record for the proposed services. This may include SFWIB, community organizations and/or community leaders.
2.	**In page 24 of 27, should Attachment J under # 4 - Performance Outcomes be submitted along with the Technical Proposal Narrative and Budget? Attachment J is right after Technical Narrative, followed by the Budget. Sorry, we could not find indication where Attachment J should be included….where should it be included? We read page 21, 22, 23 instructions – we don't see where Attachment J should go?**
	Respondent should submit Attachment J after the Technical Narrative.
3.	**Sub part C) of 4. Performance Outcomes that continues from page 23 - all the way at the top says: to describe respondent's current and past performance and to attach CSSF Balance Scorecard Reports (for current providers) as in our case…....to show your track record providing employment services. This whole section is under 4. Performance Outcomes. Our question is the following: Attachment J is part of that section….and has to be completed with an alpha/numeric code [no identity or agency name should be given]. But the next sub question C) of Performance Outcomes asks for information that gives away the identity/name of a respondent such as attaching CSSF Balance Scorecard Reports? Sorry, it seems confusing to us. Do we reveal who we are in a Balance Scorecard report in C) and at the same time submit Attachment J with an alpha numeric code in that section? Where to do we include responses to B) and C) of 4. Performance Outcomes?**
	Respondent should submit Attachment J after the Technical Narrative. Do not show any identifying information.
4.	**In page 24 and 25 regarding Indirect Cost Rate – this year's first ever submission to CSSF by July 1st was done utilizing only salaries and benefits section of the budget at the suggestion of Mr. Odell Ford as an initial review at CSSF level. Can we continue doing it with salaries and benefits section of the budget only?**

	Respondents may submit the cost rate proposal using the salaries and benefits as the base.
5.	**Community Coalition's main office is located in the zip code 33145 which is not listed in zones 2 or 3. At this time we are providing services from this office as well as from Zone 1 in Hialeah. Is this zip code eliminated from the RFP? If so, can we still receive funding for administrative costs generated from the main office located in zip code 33145.**
	Community Coalition has two locations and serves clients in both Zone 1 (Hialeah) and Zone 2 (Little Havana). Zip code 33145 was not eliminated; it is on page 8 at the top as a continuation to the Little Havana Zone 2.
6.	**Is payment for services focused on placement only?**
	The Refugee Employment and Training (RET) contract is based on placements only. Refer to page 8 of the RFP for a sample performance payment table.
7.	**Once placement achieved, then will Respondent bill according to resources used?**
	The RET contract is based on placements only. Refer to page 8 of the RFP for a sample performance payment table.
8.	**If you have RCA clients under 21 yrs. old, can you close as RCA and enroll as youth participant? (for youth program)**
	Refugees on Cash Assistance (RCA) are mandatory to participate in Employment Services. In order to close an RCA client he/she must renounce the cash assistance. If an RCA client does not comply then a sanction request is sent to the Florida Department of Children and Families (DCF) for non-compliance and cash assistance will be terminated. DCF then closes the case and informs the RET contractor/provider.
8a.	**If so, can you enroll youth without parents in the country? (for youth program)**
	Respondent must not enroll youth without at least having one parent served in the RET program. The exception is for a refugee youth is participating in the Unaccompanied Minors Program.
9.	**Refugee participants who only want referrals for school and do not want to participate in the employment program, can we serve them only with the referrals?**
	Respondent must not serve refugee participants who only want referrals for school and do not want to participate in the RET program. This contract is only designed to provide employment services.
9b.	**If so, can these services be invoiced?**

	Respondent cannot invoice referrals for school, the RET Contract is based on placements only. Refer to page 8 of the RFP for a sample performance payment table..
10.	**How does one proceed when client refuses to participate in the program once enrolled?**
	Respondent awarded an RET contract would close out the file as withdrawal if client makes request or as non-participation. If it is an RCA client, then the RET contractor must send a sanction request to DCF.
11.	**Before placement is achieved and client is awaiting employment authorization, can service provided to client be billed?**
	Respondent award an RET contract cannot bill for services other than placements. The RET Contract is based on placements only. Refer to page 8 of the RFP for a sample performance payment table.
12.	**Can you provide a cost reimbursement detail as to each category that can be billed for example employability skill, intake eligibility, IEP etc.?**
	Transportation will be the only Cost Reimbursement Service during this RET contract period.
13.	**For the youth program, is there a minimum enrollment per month?**
	There is no minimum enrollment per month for the RET Summer Youth Program. The RET Summer Youth Program is a work experience designed for a maximum of 120 hours of work experience during the months of June thru August. Respondents awarded a RET contract will be assigned a number of RET Summer Youth Program enrollment slots based on a fixed rate/funding allocated.
14.	**How will the payment for the Summer program be structured?**
	The RET Summer Youth Program is fixed rate at component of the contract at approximately $1,399 per 120 hours completed. (Fee is still under negotiation with DCF.) There is a portion of that $1,399 that is used for the participant wages, FICA/MICA, and workmen's comp. The rest is for the provider fee/administrative cost of approximately $350 per slot.
15.	**Can ancillary services be billed?**
	Respondent award an RET contract cannot bill for ancillary services other than placements. No, The RET Contract is based on placements only. Refer to page 8 of the RFP for a sample performance payment table.
16	**The reserve amount of 20% of funds requested, can it be in the form of a bank note?**
	If by bank note it is referring as a bank statement or line of credit, then **yes**. The bank statement and line of credit **must** be for period indicated on the Due Diligence Requirements of the RFP (as of May 2015).

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Requests for Clarification/Questions at the Conference:	
1.	**The periods requested to be provided on Attachment E are for the last two calendar years? The last two fiscal years? Or the last two RET Program years?**
	Respondents shall provide two years of information from all funding sources as indicated in the RFP; the two year periods depend on the program year for each of the funding sources listed on Attachment E.
2.	**On page 24, it states that we include the "in kind". Where should we include the "in kind" in the budget attachment?**
	Respondent should insert a column in the worksheet and label it accordingly. Respondent should refer to the new budget forms posted.
3.	**Should we divide, in the budget, one column for employment services and another for the Summer Youth? Should we include them all in one column?**
	Respondent should refer to the new budget forms posted online. There is a separate column for the Refugee Summer Youth.
4.	**Regarding the indirect cost proposal, if you are a current provider and you already submitted a proposal back in June, can we submit a copy of that?**
	Respondent may submit a copy of the indirect cost proposal submitted back in June.
5.	**Attachment H, the budget forms, there are four – one for Programmatic costs, one for Administrative costs, one for Training Case Management costs and Training Program Management. Are we required to complete all four?**
	Respondents should not complete the Training Management attachments that were posted in error from the Workforce Services budgets. Respondents should complete the revised budget forms for the RET RFP that have been posted online.
6.	**If we propose more than one location, do we have to do two program budgets and two administrative budgets?**
	Respondent should submit one program budget and one administrative budget for each location.
7.	**The RFP indicates background screenings are required to be completed for all employees yearly; but, results of background screenings are valid for up to five years. Would the attestation include everyone still within the expiration period?**
	Respondent will be required to provide whatever is in the DCF/SFWIB contract.
8.	**Under the due diligence, it indicates non-state, non-federal sources is considered for the 20% reserve. Does this mean county funded and local funded sources would be part of this 20% reserve?**

	Respondent may submit county funding and local funding as part of the 20 percent reserve.
9.	**On the indirect cost rate already submitted to SFWIB, we have not received any feedback. Will we be receiving feedback before August 10?**
	Respondents that submitted a previous indirect cost rate proposal will receive feedback. However, if the feedback is not provided before August 10th, the Respondents should submit a copy of the indirect cost proposal.
10.	**Are OJT and Short Term Training not going to be included?**
	OJT and Short Term Training are not included.
11.	**For the budget, GL account # 5209 – is Temporary Staff an allowed cost for this contract?**
	GL account #5209 – Temporary Staff is an allowable cost for this contract. Respondent should refer to the new budget forms posted.
11a.	**Is GL account # 5585 - Snacks, and GL # 5580 - End of Year Activities an allowed cost for this contract?**
	GL account # 5585 - Snacks and GL # 5580 - End of Year Activities are not applicable to the RET contract. Respondent should refer to the new budget forms posted.
12.	**For the due diligence, one of our current revenue is the fees due by parents that have children in our childcare programs. What sort of back-up documentation should be provided for that source of revenue? An invoice?**
	Respondents could provide an invoice or receipt for the period requested showing as much detail (i.e. rate per child) and the totals should be traced back to a bank statement.
12a.	**And back-up documentation?**
	For back up documentation, Respondents could provide a list of the names for all the children to support the invoice amounts.
13.	**The agency budget for due diligence, should it be fiscal year 2015 or 2016?**
	Respondents should provide the 2015 agency budget.
14.	**In regards to page 25, under the indirect cost rate, what exactly is de minimis rate?**
	The de minimis rate is 10 percent.
15.	**If the de minimis rate of a 10% cap is selected by the Respondent, for the administrative budget, can that be considered an indirect cost rate?**
	Respondent may select the de minimis rate with 10 percent cap as an indirect cost rate.

16.	**There is reference under Operational Documents to the worker's reemployment assistance insurance, and RT6 report. What type of insurance is this? If the organization doesn't carry that type of insurance; but carries for example unemployment insurance, would that satisfy the requirement?**
	The new terminology for Unemployment Insurance is Reemployment Assistance. The RT6 report was previously named UCT-6.
17.	**The five points for the indirect proposal, if you have it approved, is it five points? How is that?**
	There are two items that are being rated; the cost allocation plan and the indirect cost rate proposal. Both things will be rated jointly for a total of five points.
18.	**In Attachment J, do we print out the balance score card and redact our names?**
	Respondents can print the Balanced Scorecard and remove their organization's name.
19.	**In zones where only one service location is indicated, what if you have one main center that might have a small satellite office in the same zone?**
	A respondent should submit the proposal with one service location and may provide outreach strategies to serve the targeted population within the zone of services proposed.
20.	**Would you look favorably upon salary increases of 3% on staff that has been with us a long time and have good performance evaluations? Is a 3% salary rate increase acceptable in a new budget?**
	A Respondent's budget is reviewed as a new budget.
21.	**For the budget cover sheet form, can we include additional rows for additional locations?**
	The respondent may add more rows to the budget cover sheet for additional locations.