

RFP CYF 18-04 Questions/Answers
ADDENDUM #2

TO: ALL POTENTIAL BIDDERS
 FROM: Ryan Bolles
 DSCYF – Procurement Administrator
 DATE: August 14, 2018
 SUBJECT: ADDENDUM TO REQUEST FOR PROPOSALS (RFP) – CYF18-04 Public Assistance
 Cost Allocation Plan (PACAP) Development

The following is a list of questions and responses received since Addendum #1:

Question Number	Questions
1.	What software does DSCYF currently use to maintain its current PACAP and prepare its quarterly claims? <u>State Response:</u> The DSCYF case management system database named “FOCUS” on a Salesforce platform and excel
2.	When was the last time the DSCYF PACAP was updated? <u>State Response:</u> DSCYF just received approval effective 4/1/18.
3.	Who prepared that last update – DSCYF or a Vendor? If a Vendor, who was the Vendor that prepared the PACAP? <u>State Response:</u> A combination of DSCYF and Public Consulting Group, Inc.
4.	Will you provide us with a copy of the current PACAP? <u>State Response:</u> DSCYF will provide the successful bidder with a copy of the current PACAP.
5.	Could DSCYF please clarify what is meant by the following statement (on page 5 of RFP): “The initial new/revised cost allocation plan is expected to be delivered to DSCYF by 09/15/18 pending the outcome of this RFP, with negotiations to follow. There is an expectation that additional submissions will be necessary through the year to capture comprehensive changes.” <u>State Response:</u> The vendor may propose a new timeline, however there may be some changes that would have to be made for submission by 9/30/18 that we would want the contractor to review our work on, prior to our submission – if possible. Currently our CAP has one Division’s changes as an Appendix. These changes need to be incorporated into the main CAP narrative and all sections of the CAP need to be updated to use the same template throughout. The CAP is a living document and as changes occur, we would need amendments to the CAP as well.
6.	Does DSCYF prefer that Vendors provide resumes for key staff members referenced within the proposal? (We noted that there was no specific request for resumes in the RFP). Yes

All other terms and conditions remain the same.

If you have any questions, please contact H. Ryan Bolles at herbert.bolles@state.de.us or 302-633-2701