

# Q&A

## Pre-Bid Meeting RFP #HSS-12-041

Workfare Services For Food Supplement Program Able-Bodied Adults Without Dependents (ABAWD) and Employment And Training Services For Non-ABAWD Population

**Q1. What is the proposed allocation? If unavailable, what is the allocation for current contract year?**

**Q1. What has the funding amount been?**

**Q1. Do you anticipate a maximum award size?**

**A. There is no specific dollar amount attached to this RFP. The funding source is a federal allocation which varies from year to year. We have not been given the amount of the allocation for fiscal year 2013 yet. Delaware does not mandate that the vendor choice be the lowest bidder, each bid will be based on its own content. DSS wants the vendor to tell us what services they can provide for us within the budget they submit.**

**Q2. Is profit allowable?**

**A. Yes**

**Q3. What is the proposed slot level?**

**Q3. Historically, how many people have been served each year in this program and what has the funding amount been?**

**(Please break down the number served into ABAWD and Non-ABAWD populations, by location, if possible.)**

**A. The proposed ABAWD referrals 10,963, FN referrals 2,200, (expected participation level would be around 50%. Fourth Quarter 2011 4,548 ABAWDs were engaged in E&T components and 1,504 FNs were engaged in E&T components**

**Q4. How many contracts will be awarded?**

**Q4. Are you looking for multiple vendors for the 3 locations, or one provider for the state?**

**A. Delaware is a small state with only 3 counties. Traditionally it has been a single Vendor to provide services statewide, but multiple Vendors are a possibility.**

**Q5. Who are the current providers of this service?**

**A. Arbor E&T ResCare Workforce Services.**

**Q6. Is there any performance information available?**

**Q6. Is information on current performance outcomes available to potential bidders?**

- A. Need to know what information specifically you would like to know. If available I will answer in formal answer publication.**

**Pre-bid meeting: Specifically to know what the performance numbers are for the current Vendor–The Division (DSS) will not disclose this information at this time; performance numbers are to be derived based on organizational capacity as this is a performance based contract.**

**Q7. Is there space available in current DHS Offices or would we need to include costs for facilities?**

**Q7. Are there State facilities in each county at which the services will occur, or is the successful proposer expected to obtain office space in each county as part of the award?**

- A. The Vendor should include facility cost in its proposal. At minimal there needs to be a main office (NCC). Currently we have space allotted 2 days a week in our state facilities in the lower 2 counties. The vendor should create their own service module.**

**Q8. Which geographic areas of the State represent the largest amount of clients?**

- A. New Castle County**

**Q9. How many staff now is engaged in these services or essentially similar services?**

**Q9. What is the number of staff currently serving the population?**

- A. 7**

**Q10. Are supportive services payments, such as transportation, child care, work shoes or tools, driver's licenses, etc – part of the service expected?**

**Q10. Are supportive services costs part of the operating budget to be included in maximum award?**

**Q10. Should bidders include anticipated cost for supportive services in their budget, or are those cost paid separately by DSS on a cost reimbursement basis?**

- A. Yes, they are part of the service expected, and operating budget. They are reimbursed upon submission of the invoice.**

**Q11. Is skill-building and related job training expected to be included in the project budget?**

- A. Need clarification of this question. Are you talking about the Vendor staff or the E&T clients? Once clarified I will respond to the question in the formal answer publication.**

**Pre-bid meeting: Skill-building and related job training for clients –**

**A. If skill building and related job training are services that the Vendor intends to provide then yes it need to be included in the project budget.**

**Q12. What equipment and materials, including computers, network technology, and reference books would convey to a successful proposer?**

**A. The Vendor will have access to DCIS II, training will be provided for DCIS II. They will be provided a training reference book, and information on Federal & State policies and regulations.**

**Q13. What type of contract is this? Is it 100% cost reimbursement?**

**A. This is a performance based contract.**

**Q14. Are letters of support allowed?**

**A. Yes**

**Q15. This section indicates that bidders should suggest a payment schedule contingent upon completion of the various tasks. Since this is a services contract, where services would be provided on a month-to-month basis, please explain what tasks DSS would expect to be suggested in this area, i.e. set up facilities, recruit staff, provide employment and training services in month one?**

**A. The Vendor needs to include whatever they feel necessary in order to provide the scope of services.**

**Q16. The schedule presented in this section shows a contract award or vendor selection date of August 3, 2012, with a contract start date of October 1, 2012, which is slightly less than two months. Would the Department consider an extension of the time period for transition to provide a non-incumbent vendor time to secure facilities and recruit and train staff?**

**A. This will be discussed in contract negotiations with the winning bidder.**

**Q17. Are any fund available for implementation/start up costs?**

**A. No**

**Q18. What is the timeframe to be covered by the budget worksheets in one year?**

**A. Yes 1 year**

**Q19. Pre-bid meeting: What is the allowable cap on profit?**

**A. 12%**

**Q20. Pre bid-meeting: What is the cap of Administrative cost? – 12%**

**Q21. Pre-bid meeting: Whether setting of offices, operational cost and hardware cost included into 12% of administrative cost?**

**A. No**

**Q22. Pre-bid meeting: Mr. Douglas of Workforce Solutions had a question about cost of computers and other materials? – Vendor has to include the cost in the budget.**

**Kieran – Automated Link Information on Page 18 refers the part of comparability with DCIS II computer system which vendor has to comply with.**

**Q22. What are the participation requirements for the clients?**

- A. ABAWDs complete an initial job search log. They are then placed in workfare. Non-ABAWDs can do 2 independent job searches. Non-ABAWDs can also be enrolled in education or training.**

**Q23. How long are the clients active with the program?**

- A. ABAWDs are allowed 30 days for an initial job search, they are then placed in workfare. ABAWDs remain in workfare as long as they are receiving food benefits. Non-ABAWDs can do two 30 day independent job searches. Non-ABAWDs can also be enrolled in education or training. If they are enrolled in education or training they are active for the duration of the program they are enrolled in as long as they have satisfactory attendance and progress.**

**Q24. Is the workfare assignment a paid activity?**

- A. No, they are required to volunteer at the workfare site. The required hours are their monthly food benefit divided by minimum wage.**

**Q25. What is the sanction process?**

- A. There are no sanctions. Delaware has a voluntary SNAP E&T Program. If an ABAWD does not participate then their “clock ticks” and they will only receive 3 months of food benefits in 36 months. If a Non-ABAWD fails to participate they will be ineligible for supportive services and child care if the only need for child care is their compliance with Employment & Training.**

**Q26. What are the current benchmark and payment dollar amounts?**

- A. This will be discussed in contract negotiations with the winning bidder.**