



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: October 16, 2012

HSS-12-055

2013-2014 DELAWARE AMERICORPS*STATE PROJECTS

FOR

DIVISION OF STATE SERVICE CENTERS

Date Due: November 8, 2012
11:00AM

ADDENDUM # 2

Please Note:

THE ATTACHED SHEETS HEREBY BECOME A PART OF THE
ABOVE MENTIONED BID. Pre-bid meeting questions and answers.

Kieran Mohammed
PROCUREMENT ADMINISTRATOR
(302)255-9291

Charles A. Harris, Jr.
(302) 255-9881

Questions from RFP Sessions

- 1. Are we required to enter into e-grants before November 8th?**
No, the proposal is due to the procurement office, November 8th. Proposals will be entered into eGrants will be that are selected by the Governor's Commission on Community and Volunteer Service.
- 2. Will we receive National Performance Measurement instructions?**
Yes, they will be emailed following the session along with performance measurement training.
- 3. If you have more than one focus area do you have to do performance measurements for each?**
Yes, if they don't cross over. A connection has to be shown for how they are serving.
- 4. Do you have to provide a job description for full time employee? Can federal funds pay their salary?**
Yes, a job description is required. Part of a salary can be paid through the grant and part of the salary can be paid through the match.
- 5. What is the living allowance for halftime members?**
\$6,050 is awarded for a half time member completing 900 hours of service.
- 6. Do you need to add information about partnering agencies regarding sustainability?**
Yes.
- 7. How many current programs is formula funded? Do they all have the same end date?**
Three programs are currently formula funded and not all programs have the same end date.
- 8. How are members recruited? Where do the members come from?**
Service opportunities should be listed on the AmeriCorps.gov website, allowing potential applicants nationwide to respond to your program. Postings are put on the national website and members come from all over the US.
- 9. Does everyone apply for formula or competitive funding?**
All applications are submitted for competitive funding, and if recommended by the Commission, they in turn will be considered for formula funding, if not awarded a competitive grant.
- 10. Can you add performance measurements during your 3 year funding period?**
The coming year may have an addendum possibility for performance measures.
- 11. Does the match increase after the 1st 3 years of the program?**
Yes, the match increases from 24% to 26%.
- 12. Does the program have to be a 3 year project?**
Yes, CNCS looks for long term projects.
- 13. Do you take partnerships with small organizations?**
Partnerships are encouraged, especially in cases where a program may need help in meeting the minimum number of MSYs. However, the partnership cannot be in the form of a subcontract.

14. Can the proposal be submitted on flash drive instead of a disk (cd)?

No, CDs must be used.

15. Will the 10 members do all service work?

There may be some capacity building as part of their role but primarily they should be involved in: Tutoring at-risk youth, Recruiting volunteers, Teaching conflict resolution skills, Environmental conservation activities, Assisting crime victims, Building homes, Restoring parks, Mentoring at-risk youth, Teaching computer skills, Running after-school programs, Other direct service or capacity-building activities.

16. Are you looking for a work plan for each member or for each year?

The work plan should be for the entire program.

17. What is the percentage of staffing for CNCS side of the budget?

There is no set percentage. Programs typically provide 90 to 100% of the expenses in Section I of the budget in their match.

18. Should the lead agency just write the work plan or should their partner have work plans also?

The lead agency is responsible for the work plan.

19. During the meeting it was stated that 20% of the grant fund could be used to hire the Program Coordinator. Where does that 20% come out of the grant? Does it come out of the per member budget or our 15% match?

The 20% referenced was an example. Budget Section I: Program Operating Costs is where staff expenses are located. There is no direct relationship between that cost and Budget Section II: Member Support Costs, where programs must provide for at least 15% of the member living allowances in their match.

20. Can we have an outline of how the work plan should look?

21. On page 19 of the Request For Proposal it lists the Format and Content of Response. How do the Elements of the Narrative information we received today fit into that format for submitting our proposal? For example: On page 19 of the Request For Proposal in the Format and Content of Response section it states that the Bidder's Signature Form should be listed first. But in the Elements of the Narrative section it states that it should be the Executive Summary, Cover Page, then Sections A, B, and C. What is the correct order for submitting our grant application?

22. Based on the Format and Content of Response section on page 19, in which section should I submit my Cover Letter, Performance Measures, and Appendix G and H? The Format and Content of Response page does not list where these items should be put in our application.

In answer to questions 20-22; here is the list of items, in order for your application:

Bidder's Signature Form (Appendix F)

Title Page

Table of Contents

Confidential Information

Qualifications and Experience

Bidder References

Proposed Methodology and Work Plan (Executive Summary, Narrative, Performance Measures, and Budget)

Certification (Appendix G) and Statement of Compliance (Appendix H)

23. Can we have an outline or checklist that explains the order and sections all of our information needs to be in to submit our proposal?

See above.

24. When are the official due dates to turn in our grant application to be eligible to receive funding November 6th, November 8th, or December 10th?

November 8th, by 11:00 am to Kieran Mohammed, Division of Management Services, Delaware Health and Social Services, Main Administration Building, Sullivan Street, Second Floor, Room 257, 1901 North DuPont Highway
New Castle, DE 19720

25. Are we required to submit anything into eGrants before December 10th?

No.

26. Are we required to complete anything from page 33 to 66, the New and Recompeting Programs section, before we receive feedback from Serve Delaware that our grant proposal has been selected?

No.

27. On page 19, Section E. Qualifications and Experience paragraph 2 it states that “the qualifications of these individuals shall be presented (in resumes or other formats). If conducting this project will require hiring one or more individuals who are not currently employed by the bidding organization, applications shall provide detailed job descriptions, including required qualifications and experience.”

a. Can we include copies of resumes in an Appendix section? Will the resumes count as part of our 26 pages?

b. Can we include the job description for a Program Coordinator/Manager in the Appendix section? Will the job description count as part of our 26 pages?

In answer to a and b, job descriptions and resumes will not be counted as part of the 26 pages of the narrative and should be included in the “Qualifications and Experience” section of the proposal.