



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: November 7th, 2013

HSS 13 076 Americorps Request for Applications 2014-2015

FOR

Division of State Service Centers

Date Due: November 12^h 2013
11:00AM

ADDENDUM # 2

Please Note:

THE ATTACHED SHEETS HEREBY BECOME A PART
OF THE ABOVE MENTIONED BID. Questions and
Answers

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Questions and Answers
Request for Proposal NO. HSS-13-076
AmeriCorps Request for Applications 2014-2015

1. Do we submit a Cover letter with our Letter of Intent, Readiness Self-Assessment, Bidder's Signature Form, Certification Sheet, and Statement of Compliance on November 12th? (Page 8 of Request For Proposal)
Yes, a cover letter should be submitted with your response to the RFP.
2. On page 5 of the Funding Opportunity document it states that the Letter of Intent is due on November 7th by 11am, On page 2 of the Request for Proposal document it states that the Letter of Intent is due on November 12th at 11am. Which date is correct?
The correct date is November 12th.
3. What outline should we use to complete the grant application? Should I use the outline on pages 8-10 of the Funding Opportunity document or should I use page 12 of the Request for Proposal document?
This question does not pertain to the RFP, but to the CNCS phase of the proposal. Refer to the "Funding Opportunity Announcement" and the "Application Instructions."
4. What should we include to prove our nonprofit status in our grant application?(Page 10 of Funding Opportunity Document)
This question does not pertain to the RFP, but to the CNCS phase of the proposal.
5. Are there any examples available on how to complete the Appendix E Logic Model Chart?
This question does not pertain to the RFP. This is related to the CNCS phase of the proposal. Go to this link: <https://www.nationalserviceresources.org/npm/ac-star#logic>
6. On Page 3 of the Request For Proposal it states that Bidders must list all contracts they have been awarded from the State of Delaware. Do I submit this information with my Letter of Intent on November 12th or do I submit this information on November 20th?
This information is to be included with your Letter of Intent. Include list of all contracts awarded by the State of Delaware during the last three years in the cover letter.
7. How do I determine the "Amount of Funds Requested and Total Project Budget" numbers in the Letter of Intent?
You will list two different amounts. First, Amount of Funds Requested will be calculated by multiplying the number of full-time AmeriCorps slots (or MSYs) that you are requesting by \$12,500.00. The second amount, Total Project Budget, is determined by multiplying the Amount of Funds Requested by the required match requirement percentage

$$\text{___ MSYs} \times \$12,500.00 = \text{Amount of Funds Requested}$$

Amount of Funds Requested + (Amount of Funds Requested X match requirement %) = Total Budget

For Fixed Amount Grants, the Amount of Funds Requested will be calculated by multiplying the number of full-time AmeriCorps slots (or MSYs) by up to \$1,800.00. There is no match requirement, so the total Project Budget is the same number.