

RFP Info Sessions Q & A

Q1. Are re-competing applicants required to submit the readiness self-assessment?

A1. Yes, all applicants must complete the readiness self-assessment.

Q2. Is a transmittal letter required?

A2. Yes. A cover letter with information about the organization or agency and what RFP the submission is in response to should be submitted.

Q3. What is a "business reference"?

A3. A business reference is any company or agency with which you have a relationship, for example an attorney or school.

Q4. Should the applicant include on the Employing Delawareans Report people working with the agency who moved to Delaware for the position? After 90 days of residing in Delaware those individuals count?

A4. Yes.

Q5. AmeriCorps members are not employees; do they count for the Employing Delawareans Report?

A5. If funds used from this contract are used to support them, then members and employees and employees count.

Q6. Is the agency's insurance enough or is proof of individual operating sites insurance necessary?

A6. The agency's insurance is sufficient. During service hours the agency is responsible for any accidents or injuries involving the member that may occur. The operating site is not considered a sub-contractor.

Q7. Do I need to include the monthly usage report when submitting my response to the RFP?

A7. No.

Q8. Do I need to submit the budget when submitting the RFP response?

A8. Yes. Please submit the estimated budget.

Q9. If we choose to submit our electronic copies on a USB, does this mean that we need to provide 3 USB drives each with one copy of the RFP saved on it?

A9. Yes, 3 individual USB drives with the required documents needed as response to the RFP are required with 1 paper/hard copy.

Q10. The budget attachment is all that is required for the AmeriCorps submission. It should be included as a separate electronic file ON THE SAME digital storage device (CD or USB).

Q11. What should be included in the submission?

A11. Three electronic copies on a digital storage device (CD, DVD media disk or USB drive) and one paper copy which includes a 1)transmittal letter 2) letter of intent, 3) readiness self- assessment 3) budget form 4) a list of all other mandatory attachments and 5) said attachments.