



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: October 13, 2016

HSS -16-046

AMERICORPS REQUEST FOR APPLICATIONS 2017-2018
FOR

DIVISION OF STATE SERVICE CENTERS

Date Due: November 10, 2016
11:00AM

ADDENDUM #2

Please Note:

THE ATTACHED SHEET HEREBY BECOMES A PART OF
THE ABOVE MENTIONED BID.

(RFP Questions and Answers)

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**REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES
AMERICORPS REQUEST FOR APPLICATIONS: 2017-2018
ISSUED BY DIVISION OF STATE SERVICE CENTERS**

**REQUEST FOR PROPOSAL NO. HSS-16-046
ADDENDUM TWO**

**HSS-16-046-AMERICORPS AmeriCorps Request for Proposals
Questions and Answers**

Q1. Who should we ask about eligibility for grant?

A1. RFP, Page 3, IV. Professional Services RFP Administrative Information

7. Organizations Ineligible to Bid

Any individual, business, organization, corporation, consortium, partnership, joint venture, or any other entity including subcontractors currently debarred or suspended is ineligible to bid. Any entity ineligible to conduct business in the State of Delaware for any reason is ineligible to respond to the RFP.

Appendix C, Notice of Funding Opportunity, page 5

1. Eligible Applicants

The following Non-Federal entities (as defined in 2 C.F.R. §200.69) who have DUNS numbers and are registered in System for Award Management (SAM) are eligible to apply:

- Indian Tribes (2 C.F.R. §200.54)
- Institutions of higher education (2 C. F.R. §200.54)
- Local governments (2 C.F.R. §200.64)
- Nonprofit organizations (2 C.F.R. §200.70)
- States (2 C.F.R. §200.90)

Q2. RFP submissions on 3 flash drives?

A2. Vendors shall provide proposal packages with three electronic copies saved to CD, or DVD, or USB memory sticks.

RFP, Page 49

1. One (1) paper copy must be an original copy, marked "ORIGINAL" on the cover, and contain original signatures.

2. Three (3) electronic copies of the vendor proposal saved to CD or DVD media disk, or USB memory stick. Copy of electronic price file shall be a separate file from all other files on the electronic copy. (If Agency has requested multiple electronic copies, each electronic copy must be on a separate computer disk or media).

Q3. Once the RFP response is submitted is there a separate grant application?

A3. Yes, AmeriCorps Delaware staff will walk you through the process with additional training and technical assistance opportunities for all eligible applicants regarding the federal grant application.

Q4. Who should we contact with questions?

A4. The Procurement Office can be contacted throughout the RFP process but AmeriCorps Delaware staff is not to be contacted once the deadline for questions passes until after the bid closes. The deadline for questions is Tuesday, October 11, 2016. Answers to the questions will be posted by Tuesday, October 18, 2016 and the bid closes on Tuesday, November 120, 2016 at 11:00 am, the submission deadline for all RFP responses.

Q5. How many AmeriCorps members are required for a program?

A5. For Competitive funding (competing nationwide for State AmeriCorps program grant) 20 AmeriCorps slots are required. Remember that is not 20 full time members, it may be a combination of full and/or part-time positions and it may be members. For Formula funding (competing statewide for fixed funding for State AmeriCorps program grant) a minimum of five AmeriCorps slots are required.

Q6. Please explain the variations and kinds of AmeriCorps members and programs; ie AmeriCorps State vs. VISTA.

A6. A State AmeriCorps program is when a nonprofit applies to the State Commission for a program grant with AmeriCorps members serving in that one particular state only. Applicants can apply for both Competitive and Formula funding through the State Commission. State AmeriCorps members provide direct, hands on service working with clients. National AmeriCorps members also provide direct, hands on service, however National AmeriCorps programs are funded nonprofit organization that operates in two or more states, an Indian tribe, or a consortia formed across two or more states, consisting of institutions of higher education or other nonprofits, including labor, faith-based, and other community organizations.

VISTA members generally do not provide direct services, such as tutoring children or building homes. Instead, they focus their efforts on building the organizational, administrative, and financial capacity of organizations that fight illiteracy, improve health services, foster economic development, and otherwise assist low-income communities. VISTAs develop programs to meet a need, write grants, and recruit and train volunteers.

Q7. What is the amount being awarded in total?

A7. No funds are allocated directly from this RFP. The total amount awarded is determined by the Corporation for National and Community Service, with an amount for formula funding and additional funds for competitive funding.

Q8. How many organizations are you planning to award funds, and is there a minimum or maximum to those awards?

A8. No funds are allocated directly from this RFP. There is no predetermined number of awardees and there are no minimum or maximum award amounts.

Q9. Section III, Paragraph A, Page 2 (Minimum Requirements): "The following information shall be provided in each proposal"

Line 1. "Provide Delaware License(s) and/or certifications" This language seems to require us to provide the license/certifications with the RFP, however, the language in Section IV, Part D (7)(d) on Page 17 states that "Prior to receiving an award, the successful vendor shall either furnish...Licensure or initiate application." This language indicates that the certificate/license is furnished once a vendor has successfully applied.

In Appendix A (Minimum Mandatory Submission Requirements), there is no mention of the requirement for the certification/license.

Please specify if the license/certificate must be included in the RFP package.

If so: Do Articles of Incorporation suffice as a certificate/licensure? We are a non-profit operating through a fiscal sponsor, and exempt by the State of Delaware from obtaining a business license ([http://revenue.delaware.gov/services/Business Tax/Non Profit.shtml](http://revenue.delaware.gov/services/Business_Tax/Non_Profit.shtml)), so I'm not sure what, if anything, we should provide here.

This answer is also relevant to the Non-Collusion Statement (Attachment 2), which asks for a State of Delaware License Number.

A9. There is no certificate of licensure required for your scope of work, as referred to in Section III, Paragraph A, Page 2.

The Section IV, Part D (7)(d) on Page 17 states that "Prior to receiving an award, the successful vendor shall either furnish...Licensure or initiate application." This is referring to the required business license and registration with the Division of Revenue.

Regarding the Non-Collusion Statement, your organization will use the fiscal sponsor's information.

Q10. Section III, Paragraph A, Page 2 (Minimum Requirements): "The following information shall be provided in each proposal" Line 4. "Successful vendors shall provide proof of insurance and amount of insurance shall be furnished to the agency prior to the start of the contract period."

In Section IV, Part D(7)(h) on Page 19, it states that the Certificate of Insurance "shall be provided prior to agency contact prior to any work being completed by the awarded vendor(s)."

In Appendix A (Minimum Mandatory Submission Requirements), there is no mention of the requirement for the COI.

We are confused by these clauses and when we would need to provide the proof of insurance. Please specify when we need to provide COI and which, if any, information regarding insurance must be provided during the RFP stage.

A10. Section IV, Part D (7)(h) on Page 19, it states that the Certificate of Insurance "shall be provided prior to agency contact prior to any work being completed by the awarded vendor(s)."

The Certificate of Insurance is required after the RFP bid closing, but prior to the contract signing and prior to the start of any work being completed by the awarded vendor.

Q11. Section III, Paragraph A, Page 2 (Minimum Requirements): Where in this order should we place the Transmittal Letter?

A11. The Transmittal Letter should be the first document of the required information submitted.

Q12. Section IV, Part D(7), Page 16: If we are a successful vendor, what is the relationship between us and the AmeriCorps members? Are they volunteers? Employees? Contractors? Does it depend on the number of hours? Please describe the vendor's relationship with the AmeriCorps members and what our obligations would be.

A12. This section of the RFP does not pertain to AmeriCorps members, who are neither employees, volunteers, nor contractors. The vendor is responsible for recruitment, orientation, training, supervision and allocation of the member living allowances. In the case of full-time members, the vendor is responsible for providing health insurance.

Q13. Section IV, Part B(13)(b), Page 8 (Sub-contractor) We plan to use Corps members at different community centers throughout the state. We will still set the terms of the Corps members' service and provide training, management, and supervision. Can you please confirm that these community centers are NOT considered sub-contractors? They will host the Corps members, but will not be responsible for performance.

A13. The community centers will not be considered sub-contractors. They are classified as service site locations.

Q14. Attachment 5: Business References Please explain the "Current Vendor" line. Is it asking if the particular business is a current AmeriCorps vendor?

A14. No, The question is referring as to whether you are a current vendor of the reference or vice versa.

Q15. Attachment 9: Employing Delawareans Report. Should these figures include contractors? The bulk of our organization's work is performed by contractors, as opposed to official employees. If we classify AmeriCorps member as something other than employees, how should we respond to this request?

A15. List the number of employees, not contractors. If funds used from this contract are used to support them, include employees and AmeriCorps members in this report.

Q16. Attachment 12: Readiness Self-Assessment As noted above, we operate through a fiscal sponsor while our 501(c)(3) application is pending. Is it appropriate to answer these questions based on our fiscal sponsor's operations? For instance, we have not been audited in the past two years, but our fiscal sponsor has.

A16. Yes, you may answer the questions based on your fiscal sponsor's operations. However, you should add narrative to your answer, indicating that your answer is based on your fiscal sponsor's information.

Q17. Budget Narrative Are there any mandatory costs associated with the Corps members? For example, must we pay Member Support costs and Living Allowance? Under the Living Allowance, there is only a rate for full-time Members. Can you please provide more explanation on how to calculate our costs in this section?

A17. Programs are permitted to operate programs without member support costs or living allowances, with a member only receiving an education award.

In the case of programs that provide member support costs and living allowance, the program must estimate how much of their required match (24% for a first year program) will cover part of these expenses.

See Appendix C, page 9, Table: Minimum and Maximum Living Allowance, regarding living allowance rates.