Amendment to the Request for Proposals (RFP)

Issued By:
The State of Connecticut Children's Trust Fund

Parent Leadership Training

Length of Program

1. Question: What if the PEP program I want to run is more than 10 weeks?

Answer: The chart under the funding section of the RFP states: "Please use the table as a guide." If the PEP program you chose to run is longer than 10 weeks describe your supplemental sessions.

2. Question: Does this funding allow for support of client after the curriculum is complete? i.e. an alumni group.

Answer: No

Service Area

3. Question: How is the service area defined?

Answer: The service area is the geographic area where you provide services. It can be defined as a city, town, region.

4. Question: Are there any requirements for the parameters of service areas or is that fully up to the bidder (i.e. is one neighborhood, school, etc. sufficient or should the area be larger)?

Answer: No—it is defined by the proposer

5. Question: In designating a service area, do we limit the area from which we can draw participants?

Answer: No

6. Question: It appears that letter "L" under the RFP instructions prohibits a delivery structure that would encompass more than two geographic areas and/or two sessions. Is that indeed true?

Answer: Yes. Multiple Submissions: A proposer may submit a maximum of two (2) proposals in response to this RFP, provided that the proposals cover different service areas. Each proposal must be self-contained and packaged separately.

References

7. Question: What types of client services are being sought?

Answer: For purposes of the references required by this RFP under section 3(e), “client” is defined as an individual or group of individuals, corporation, organization, or government entity that has purchased, used, been served by, or otherwise benefited from the proposer’s services. Provide the following information for each reference: name, title (if applicable), name of company (if applicable), address, and telephone number.

Qualifications

8. Question: Does experience in providing parenting education, youth leadership and/or advocacy training meets the requirements re: Summary of Relevant Experience?

Answer: Yes.

Affirmative Action

9. Question: Regarding Affirmative action is the apprentice program required?

Answer: No

10. Question: If the school district is an applicant is it necessary to submit affirmative action documents since they are on file with SDE?

Answer: Yes

11. Question: Regarding affirmative action requirements, how do you define “legitimate minority business enterprises”?

Answer: A minority business enterprise must meet criteria as described for a small business enterprise with the 51% percent of ownership held by a person (s) of minority affiliation who exercises operational authority over the daily affairs of the business and has the power to direct policies and management and receives beneficial interest of the business.

12. Question: Are proposals referring to LGBT (Lesbian, Gay, Bi-Sexual, Transgender) youth being accepted?

Answer: Yes. The state does not discriminate.

Notification of Award

13. Question: When will proposers be notified if they have been selected to receive a contract?

Answer: It is anticipated that proposers will be notified on or before November 9, 2007.

In-kind and Expenses

14. Question: Is the grant amount shown in the schedule by program the total budget for the program? We know our costs are more, so do we show this additional amount as a match—or not show these costs at all?

Answer: Yes. An in-kind contribution (recommended at 20%) may be used to augment budget costs and will be considered in the review process. See RFP Budget Forms/Budget Instructions.

15. Question: Can a group of agencies designate a fiduciary agent to apply for the contract?

Answer: No, in this case the fiduciary agent would be the proposers and if selected be responsible for implementation and oversight of the program.

16. Question: Under funding section total budget hourly rates example PLTI –does that mean that the total request cannot exceed $17,600?

Answer: Yes

17. Question: What does the cost per hour include?

Answer: The cost per hour includes all costs related to operating parent leadership training. See cost accounting standards for allowable expenses.

18. Question: Please further clarify the awarding of contacts of up to $22,000 if the maximum budget is $17,000 for PLTI

Answer: $22,000 reflects the combination of one PLTI and one CLTI course

19. Question: Contracts will be awarded for a 7 month period but some curriculums are for 10 weeks. Do you mean a maximum of 7 months?

Answer: Yes.

20. Question: Proposer will allocate funding in budget for “training full-time & part-time staff.” Are these costs to be part of the overall budget?

Answer: Yes.

21. Question: How was the hourly rate of $200 determined? And is that a mandated rate or a maximum hourly rate?

Answer: It was determined by averaging the actual cost of previous programs. The maximum hourly rate are the funds to be paid under this grant.

<u>Certificate of Authority</u>

22. Question: Incorporation in State of CT—Certificate of Authority from Secretary of State. Is this a 501c3 or another agreement?

Answer: Under Contractor Qualifications: At time of contract successful proposers will be required to show evidence of incorporation in the State of CT, having obtained a Certificate of Authority from the Secretary of State or other authorization, to conduct business in the State of Connecticut in order to enter into a contract with the Children’s Trust Fund.

Matching Funds

23. Question: Is there a match required for this grant?

Answer: No.

RFP Process

24. Question: Are the proposers across the state in direct competition for the funds?

Answer: Yes.

Collaboration

25. Question: Can 2 different agencies collaborate?

Answer: Yes, if only one of the agencies submits a proposal.

Hand delivery

26. Question: Can the proposal be hand delivered. To? Where?

Answer: Yes, they can be hand delivered. Proposals must be received in the required packaging and labeling at the Children's Trust Fund, 410 Capitol Avenue, Hartford, CT.

Childcare

27. Question: What are the children's programs for Parent SEE and PEP?

Answer: Proposers have the option to offer child care. Cost related to child care must be included in the hourly fee.

28. Question: We will not know how many parents are enrolled in Parent Leadership Training until January; so what is the best way to show the estimated childcare costs?

Answer: Base the estimate on your maximum enrollment for the class.

Curriculum

29. Question: If an organization has relevant curriculum will it be considered as a recognized addition to the examples provided or as an alternative where justification is provided.

Answer: Per RFP: "The choice of curriculum is limited to recognized parent leadership training models only." Section 4 (B) Statement of Work-Parent Leadership Training—

30. **Question:** Does the state set credentials for the instructors, or is that based on curriculum and agency preference.

    Answer: It is based on the curriculum.

31. **Question:** Does the state define an acceptable percentage or number of parents who should complete the program.

    Answer: No

32. **Question:** "Proposal shall valid for a period of 180 days after closing date" Does this mean proposals can be considered for Fall 08 programs as well? Without re-submission.

    Answer: No does not apply to subsequent RFP's.

33. **Question:** Section 4: Parent Leadership training that were not named on page two. If a proposer has received money in the past parent trust do you still have to provide a rationale and explanation of why it should be recognized?

    Answer: Yes

34. **Question:** What are the pre-service and in-service training requirements? Are these trainings conducted by the Children's Trust Funds? Do we have to pay? for these trainings?

    Answer: Requirements as defined by curriculum selected (See section 4 (B)- Statement of work. The trainings are not conducted by the Children's Trust Fund. All costs include pre-service and in-service training requirements.

35. **Question:** The submission of the curriculum/or curriculum outline is not required in the RFP. May it be attached as an appendix or must it be incorporated into the narrative portion of the Scope of Work?

    Answer: No.

Consulting Affidavit

36. **Question:** Why are we required to submit a Consulting Agreement Affidavit if this contract is for a maximum of $22,000? That affidavit is required for $50,000 per year and above?

    Answer: Per Section 8-Affidavits (Consulting Agreement Affidavit)—an agency is not required to submit unless the amount is over $50,000.

37. **Question:** Collaborative network has been organized. We anticipate that meeting will occur.

    Answer: Successful proposers will be given details after contracts are awarded.

38. **Question:** If a potential proposer has no previous experience in providing

parent leadership training, how do you recommend that we proceed in offering evidence of the ability to meet the requirements of the RFP?

Answer: Experience in providing parenting education, youth leadership and/or advocacy training meets the requirements.

School District

39. Question: Can a school district be the applicant?

Answer: Yes.

40. Question: Evidence of incorporation –how does this apply to a school district?

Answer: At time of contract, successful proposers will be required to show authorization to conduct business with the State of Connecticut.

Reporting Requirements

41. Question: What are the programmatic and fiscal reporting requirements, as well as the submission deadlines, required of providers selected through this RFP for the contract period?

Answer: Contractors are required to submit program and fiscal reports. The first report is due approximately midway through the contract period and the second is due one month after the contract end date.

42. Question: What are the contractual research/data collection requirements and related deadlines?

Answer: The research/data collection is included in the program report.

43. Question: Our fiduciary for our local early childhood council that is applying to parent trust fund is a church? There last audit was 2001 will that be accepted?

Answer: Yes, per section 3-Organizational Profile: Include the two most recent annual financial statements prepared by an independent Certified Public Accountant, and reviewed or audited in accordance with Generally Accepted Accounting Principles.

Multiple Submissions

44. Question: If you are submitting two proposals that are part of a continuum of parent leadership activities in your service area and they are intended as “feeder” programs for one another, how this best should be described across two proposals.

Answer: Each submission is evaluated on its own merit.