

Round 3

RFP Questions: JUV-21-CB-02-002 Youth Tracking, Monitoring, Outreach and Mentoring Services

1. 1.3.3. Contract Payment Methodology

- A. This section explains itemizing expenses to adequately provide services and includes direct staff and supervisory staff salary, benefits, etc. We have a federally approved indirect cost rate that requires we charge all salaries and fringe at our indirect cost rate. *Can those indirect costs that are required to be charged for direct staff and supervisors be charged as an itemized expense of the program?*

All costs to provide services as required under Section 1.3.1, Deliverables, are considered direct costs for this program, and should be listed on the itemized budget list. There are no federal funds involved in these requested services.

- B. Would space and insurance costs that are required to be charged to the program be considered necessary to provide services or would they come out of Administrative costs?

Space and insurance required to provide the services listed in Section 1.3.1, Deliverables, would be considered a direct cost, and should be listed on the itemized budget. This would only be for costs directly associated with the Deliverables. Any additional costs for space or insurance not related to the Deliverables would be considered an indirect cost, and would need to come from the administrative costs.

- C. "...mileage for requested travel will be reimbursed at the State of Iowa rates." To clarify, does this mean that mileage incurred when trackers are driving to perform services (face to face contacts, curfew checks, etc.) is eligible for reimbursement?

Yes, all mileage required to complete the services listed in Section 1.3.1, Deliverables, would be eligible for reimbursement at the State of Iowa rates, and would need to be tracked and submitted monthly.

This includes face-to-face contacts (Deliverable 17.a.i.), curfew checks (Deliverable 4.a), and transportation of clients and/or their support system to medical appointment, court appointments, etc. (Deliverable 10), when these trips are requested or approved by JCS – individual trip approval applies to Deliverable 10 only.

2. Section 3.2.5.3 References "financial statements." Will bidder be asked to provide these? If so, what information must they contain and how many years?

Financial statements are not required in response to this RFP.

3. Section 1.3.1 Deliverables. References providing services to approximately 45 youth per month and also Trackers to serve between 10-20 youth. How many Trackers does The Agency intend the Vendor to have on staff?

The Agency will not set a minimum for the number of staff; vendor may hire full or part-time staff to successfully provide services as indicated in Section 1.3.1, Deliverables, and is best informed to make those determinations.