REFUGEE SERVICES BIDDER’S CONFERENCE QUESTION WITH AGENCY RESPONSES

Request for Proposal (RFP) REF-24-001

**Q1:** Is it possible to subcontract with different subcontractors for subsequent years or does the subcontractor have to be the same throughout the life cycle of the grant?

**A1:** Yes, a Contractor may subcontract with multiple entities and/or may utilize different subcontractors during the life of the contract.

Per the RFP, Section2.32 Use of Subcontractors., “*The Agency acknowledges that the selected Bidder may contract with third parties for the performance of any of the Contractor’s obligations. The Agency reserves the right to provide prior approval for any Subcontractor used to perform services under any Contract that may result from this RFP.”* (See also Attachment C: Subcontractor Disclosure Form)

**Q2:** DMACC as a whole has more than 25 employees, but the Evelyn K Davis Center which would manage this program has less than that. Would we be eligible for startup funds?

**A2:** Section 13.1.3 Start-up services states, “Funding for start-up services will be available for entities who serve ORR-eligible Refugees and their families who have 25 or fewer employees.”

Determination will be made regarding number of employees based on what is presented in Attachment B for the legal entity (a designated Tax ID and registered with the State of Iowa Secretary of State) submitting a proposal.

**Q3:** Regarding the Definition of start-up – we are five years old but only have five employees. What does start up mean?

**A3:** Refer to the RFP document section 1.3.1.3 and what requirements are there. See Bid Opportunities site for the most current RFP Document.

**Q4:** We have services in multiple locations and want to submit from multiple locations. Do the same budget limits apply to our locations collectively or do we need separate proposals for each location?

**A4:** RFP document page 3 section “Available Funding and Duration of the Contract” states:

*The total maximum award for a single bidder for the initial two-year contract term shall not exceed $325,000. The maximum award for a single bidder for Refugee Community Services Projects will be capped at $125,000 per State Fiscal Year. The maximum award for a single bidder for startup funding will be capped at $75,000 for the initial two-year contract term. Startup funding shall only be available to those bidders that meet the requirements provided in RFP Section 1.3.1.3 and will not be available for any contract renewal periods*

 *Awards will be made in consideration of the funds available to the Department of Health and Human Services’ Bureau of Refugee Services (BRS).*

The limits apply to the bidder therefore whether a bidder submits for one location or multiple locations the maximum amount stays the same. A bidder should submit one proposal listing all planned activities and locations. A bidder should not submit multiple proposals.

**Q5:** Under Performance Measures, p 10, What is meant by "the full training course" listed under PM3: "75% of participants shall successfully complete the full training course."

**A5:** Please see **Amendment 2** to the RFP

**Q6:** Can the letter of support be from an organization that is also bidding?

**A6:** Yes.

**Q7:** If an interested party has not yet submitted an intent to bid, is it too late?

**A7:** It is past the date to submit an intent to bid, but an interested party could still submit a proposal. They however cannot submit questions during the upcoming second question and answer period. Please see sections 2.5 and 2.6 of the RFP Document.

**Q8:** Regarding question 12 and services to older refugees. Naturalization services – could a successful bidder be allowed to provide that service to those who have not been in the country for five years?

**A8:** The agency may make exceptions to the 5-year limit specific to naturalization and citizenship services when providing services to refugees in situations in which ORR has deemed it allowable. These situations would be reviewed on a case-by-case basis and would require agency approval before extending service. See ORR policy 45 CFR 400.152.

**Q9:** Regarding eligible population – what about humanitarian parolees? Have not seen the written response.

**A9:** Please see RFP Section 1.3.1.2 for a list of eligible Refugee statuses.

**Q10:** The definition of eligible populations is still confusing for parolees. I feel like the question has not been fully answered.

**A10:** The list of eligible populations we submitted is from ORR’s website; those are the eligible populations. See the ORR link. <https://www.acf.hhs.gov/orr/policy-guidance/status-and-documentation-requirements-orr-refugee-resettlement-program>. Also please see RFP Section 1.3.1.2 for a list of eligible Refugee statuses.

**Q11:** A follow-up question on parolees – can they be parolees at the time of entry to the country but change statuses at a later time? For example, Temporary Protected Status (TPS).

**A11:** TPS would be no. They must be parolees upon entry. Afghan humanitarian and Ukrainian humanitarian parolees. See the ORR link. https://www.acf.hhs.gov/orr/policy-guidance/status-and-documentation-requirements-orr-refugee-resettlement-program

**Q12:** We would have the same question as DMACC for one of our sites that is newer and smaller, but the larger organization exceeds the 25-employee amount.

**A12:** See Answer #2

**Q13:** What is the time limit after coming to America that you are no longer considered a refugee?

**A13:** For the purposes of this RFP see RFP Definition for “Refugee” for further information. Also reference Answer #8.

**Q14:** If there is a demonstrated need for other services that are not included within the scope of the RFP, is there an opportunity for HHS to edit the services that are included?

**A14:** For the purposes of this procurement the services are limited to those listed in RFP section 1.3.1.2.1 Community Integration Services. The Agency is continuing to evaluate the needs of the refugee community. Should the agency seek to procure additional services outside the scope of this RFP they would do so in compliance with state competitive procurement regulations and would issue a new RFP opportunity. Please refer to the state of Iowa Bid Opportunities website at <https://bidopportunities.iowa.gov/> for a list procurement opportunities.