

DCAT2-21-103

Coordination Services for Decategorization and Community Partnerships for Protecting Children

Questions and Answers

Q1: May I ask who is on the Review Committee?

A1: The Agency does not release the names of members of evaluation committees to protect the integrity of the process. If bidders have questions regarding the RFP, they should contact only the issuing officer and may submit questions following the process in the RFP.

Q1: Does this proposal have to be built around a single 40 hour a week FTE that we hire off the street to be considered?

A1: Coordination shall be provided by the equivalent of 1.0 FTE.

Q2: In the budget chart it only mentions HHW Funding. Is that an oversight or do you want us to create two separate budgets, one for each service area?

A2: The CPW Decat. Cluster has agreed to transfer funding to the HHW Decat. Cluster to support CPW's half of this position. The intent of the RFP is to create one budget for the full provision of Coordination Services for both the HHW and CPW Clusters.

Q3: Everything below that chart only references the HHW Decategorization Board. Is that an oversight or does it mean we can bid on the HHW portion of the project and not the CPW portion?

A3: The Contract for this service will be held with the HHW Cluster, but will provide Coordination Services to both the HHW and CPW Decat. Clusters.

Q4: DHS provides free office space to some DECAT Coordinators. Is that an option or do we need to include that in our budget?

A4: DHS does have office space to house this Coordination position. If the Contractor is willing to house the position in a DHS office, DHS would charge minimally or not charge for office space, use of office equipment (including computer) or office supplies. If the bidder wishes to house the Coordinator in their office space, they should include those costs in the budget. If the bidder wishes to house the Coordinator in a DHS office, they should reflect that in the budget. If the bidder is open to either option, they should reflect that in their proposal and provide a proposed budget for each option.

Q5: The RFP states that: "The Board would entertain the option of housing the position in a local DHS office to minimize overhead costs." Is it the preference of the board and or DHS that the full-time coordinator be housed in the DHS office?

A5: The Board and DHS would prefer the position be housed in a DHS office.

Q6: If the coordinator is housed in the DHS office, how will the following be handled?

- Will DHS provide for those supplies, etc. or will it be the responsibility of the successful bidder? A6: See A4
- Will office equipment, such as computers, telephone, desk, chair, etc. be provided or should it be included in the RFP budget? A6: See A4

Q7: Will supervision be provided by the DHS local Service Areas contact person?

A7: Formal supervision will be provided by the Successful Bidder as they will be the employer of this position and responsible party for providing Coordination Services. Per Agency Responsibilities, page 5, The DHS Service Area Contact Person will provide support to the Coordinator. Per Board Responsibilities, page 5, each Board will provide guidance to the Coordinator.

Q8: What is the expectation for supervision of this full-time position by the contractor?

A8: See Q&A 7

Q9: Could you email us the current budget and contract for this?

A9: The budget and contract for this service will be posted in the Bid Opportunities website.