

FCDJFS 2014 Youth AfterSchool Program Q&A Document (25-14-RFP-01 YAS)

Pre-Bidders' Conference Q&A:

1. I don't think you mean to ask about outcomes related to youth workforce development? Do you mean Afterschool programs?
Answer: This is corrected in the revised RFP posted on the website 7.16.13
2. From our experience the staff/student ratio which works best for us is 1:8. With a reasonable budget, will this affect us being awarded? How critical is the 1:18 ratio?
Answer: In Section 5.2.3. Staff Ratios, the stipulations listed serve as the minimum requirement for staffing your program. You are not required to have more than a 1:18 staffing ratio for school age youth kindergarten – 11 years of age, however you may not have less than a 1:18 staff to student ratio for this age group (i.e. a ratio of 1:20 would be considered unallowable for this age group).
3. What is the size limit or range of awards? How many awards are expected to be given?
Answer: FCDJFS has not instituted a limit on size or range of awards. There is no expectation of how many awards may be granted; it is dependent on the results of the review committee and the available funding.
4. It says bidders must submit separate proposals for different age groups they propose to serve. So, we are allowed to submit more than one proposal? One for 5 -10 year-olds? Another for 11 – 14 year-olds?
Answer: Yes, you may submit multiple proposals. If a bidder intends to serve multiple age categories the bidder must submit a proposal for each age category.
5. The second sentence of this section starts out saying, "In selecting the successful proposal..."...are you planning to select ONLY ONE proposal?
Answer: Generally for this program multiple proposals are funded. As stated in the RFP "We (FCDJFS) reserve the right to grant subaward agreements to a single Bidder, multiple Bidders, or to reject any and all proposals or parts of proposals received."
6. In this same section regarding evaluation and selection, it says: "FCJFS will also consider, services and program offering/coverage for the entirety of the county," ... does that mean our program or project must service the entire Franklin County area?
Answer: This statement is referencing that as a part of the consideration process in granting an award FCDJFS must ensure to the best of our ability that programming is offered throughout the county and available to all youth and not just one particular area or population.

7. It asks if our organization is a 501c3 ... is it possible to have another organization as fiscal agent, if we do not have current 501c3 status?
Answer: 501c3 status is not a stipulation to submit a proposal. A Bidder must be properly registered to operate a business in the State of Ohio. Yes, it is possible to have another organization serve as the fiscal agent.
8. What is the total number of students to serve, including in each of the 3 age categories?
Answer: FCDJFS has not defined a total number of students to serve. The number served is dependent on the funding recommendations based on the review process.
9. Is the \$1.2 million in funding the total amount available to serve students for the full 8 months, September to May? If a provider plans to bid on just one age category, should it be assumed the budget will be a third of a certain amount—or propose what is needed to run the program?
Answer: Yes, that is the total amount for youth afterschool programming for the 2013 – 2014 school year. No, that is not an accurate assumption. Funding in each category will be dependent on the proposals submitted in each. Budget amounts should be based on the amount necessary to operate the program.
10. Where is “home base” for each age category of participants? Are they expected to come from throughout the county or may the provider choose an area on which to focus?
Answer: There is not a “home base” for each age category of participants. The 2013 Youth Afterschool Program Overview, Part 2: Program Information, question 3 provides the bidder with the opportunity to present the target geographical program area for their program. In the case FCDJFS finds we do not have adequate programming in a particular geographical area, we reserve the right to ask a bidder to adjust their target program area. This request would happen after all proposals meeting the outlined requirements have been reviewed.
11. May the provider choose and negotiate the location(s) where services are to be provided or are there pre-determined sites? If pre-determined, where and how many locations are there? Also if pre-determined, does the provider need to include rent/utilities/security for space, and what should those costs be?
Answer: Securing adequate operational space is the responsibility of the bidder. The 2013 Youth Afterschool Program Overview, Part 2: Program Information, question 3 provides the bidder with the opportunity to present the target geographical program area for their program. Question 4, provides the bidder with the opportunity to list the site(s) where programming will occur. The budget document and what costs are included are the responsibility of the bidder.
12. Are “weekends” considered Saturdays only or Saturdays and Sundays?
Answer: The traditional weekend would include Saturday and Sunday.

13. Summer students are mentioned. Are students from a TANF summer program expected to participate? Will the County share names/information of these and other potential participants?

Answer: This is corrected in the revised RFP posted on the website 7.16.13

The reference to summer students is a typo, please accept our apologies. Summer program participants are more than welcome to participate, however FCDJFS does not distribute participant information. Enrolment is the responsibility of the bidder.

14. Can the provider sub-contract with other providers for food/snacks? Other special programming? Can the County provide a list of approved vendors for snacks/food?

Answer: FCDJFS recommends the use of an afterschool feeding program unless the bidder can provide justification for the use of a different program or option. FCDJFS will work towards developing a list of afterschool feeding programs.

✓ Children Hunger Alliance: Afterschool Care Snack Program

A bidder does have the option of obtaining a sub-contractor (will need to justify this option) for snacks/food however the county does not have a list of approved vendors.

15. Will a proposal that talks about programming utilizing volunteers score higher than one that does not involve volunteers, if all points are equal?

Answer: There are no specific points in scoring related to the use of volunteers; however this does not mean it will not have an effect on the reviewer, when scoring your overall program. Be mindful that volunteers may not be considered when ensuring you have met the appropriate staff to youth ratio.

16. Are there any limitations on travel, food and/or activities if they are within the funding parameters?

Answer: Yes. Please reference the Budget User Guide and Applicable Compliance Criteria listed in the Sample Subaward Boilerplate.

17. Does Franklin County have a database for the provider to use that captures the data requested for reporting purposes? If yes, can training be offered to appropriate provider administrators and would there be a cost? If yes, what would be the cost? If Franklin County does not have a database, can the provider propose using its company's database, and can costs be included to customize that database for this project?

Answer: No, FCDJFS does not have a required database. Yes, the bidder can propose to use the company's database. If customization is needed for this program those costs may be included in the budget.

18. Please give an example of a "licensed" program as described on page 22, Part 2, #1 in the RFP.

Answer: Programs licensed by Ohio Department of Job and Family Services. Please reference their website of licensing options.

19. Is there an incumbent(s)? If yes, who is the incumbent?

Answer: Need further explanation to this question and incumbent to what? If this question is referencing are there already afterschool programs in place for the 2013 – 2014 school year, the answer is no. FCDJFS did fund afterschool programs under an RFP released in 2010. Those contracts expire August 2013.

20. Can the After School program be in a rental home setting and if so, what are the number parameters for students being served? Or does it have to be at a center/church building? If so, does the building have to be in Franklin County?

Answer: Afterschool programs cannot be operated from a home setting. Such services may fall under the regulations governing family home child care providers (visit ODJFS website for more information). Afterschool programming must be operated from an established business, school, church or community based setting.

21. Will there be a person or coach available to assist with answering questions throughout the process to ensure that we are compliant with the criteria within the scope of the bidder's proposal?

Answer: No, please reference Section IX. Communication Prohibition of the RFP. After the close of this Bidder's Conference, the bidder will have one other opportunity to submit questions in regards to this RFP. Questions must be submitted electronically to dssrfp@fcdjfs.franklincountyohio.gov by noon on Wednesday, July 24, 2013.

22. Although I have been in the field of education for more than 30 years, this is a new venture. Will some considerations be given to a new company that is just acquiring a Tax ID #, within 1-2 weeks of the proposal submittal deadline, as far as, not having any prior history of paid programming to show for this particular type of venture?

Answer: The 2013 Youth Afterschool Program Overview, Part 1: Organizational Information, provides the bidder the opportunity to relate all relevant historical information in regards to their experience in providing afterschool or similar programming. A Bidder must be properly registered to operate a business in the State of Ohio

23. I have a question about the Letter of Intent. I am writing a proposal for both elementary afterschool programming and middle school. The intended proposal for elementary would be the same programming in three different sites (so they could stay at their home school) and then the MS site. So total, we would like to run 4 programs.

In saying, I was wondering if I write 2 letters of intent for the proposals (elementary and middle)?

Also, can I write one proposal for elementary aged students with the intention of having the same programming at all three sites and then one middle school one?

Answer: Please see the revised Letter of Intent posted on the website 7.16.13. The revised Letter of Intent allows the bidder to indicate which age category(s) the bidder intends to serve. Only one Letter of Intent is required. Programs operated out of multiple sites but for the same age category must be properly identified within the Program Overview.

24. If the budget documents are from the same entity, our school district, can I just copy these one time (times 3 copies) or do you need to have them copied 12 times?

Answer: Please each proposal submission must include the required number of budget documents.

25. Is the program required to be licensed?

Answer: No, a program is not required.

26. Do you need separate budgets for every age group served, e.g. Elementary Budget, Middle School Budget & High School budget

Answer: Yes, a budget must be submitted for each proposal.

27. Under Scope of Work/Program Requirements, 5.2.2 Program Operations, it states that proposed programs must operate a minimum of 7 hours per week for middle school youth. Does this mean the program must provide each participant/program site a minimum of 7 hours of programming per week?

Columbus City School district middle schools are dismissed at 2:30pm and their respective activity buses pick up students by 4:45 pm. This allows for 2 hours of programming per day. Programs would be required to operate 4 days per week at Columbus City school sites to meet the 7 hour per week minimum. This schedule would prevent any program participant from participating in school athletics, school clubs, tutoring or any other after school activity. Therefore, the program would not be "supporting the engagement and participation of youth in other extracurricular activities available..."

Additionally Southwestern City School district intermediate schools that include 6th graders do not dismiss until 4pm. At these schools, the program would be also be required to operate 4 days per week to meet the 7 hour minimum to avoid students remaining too late in the evening at the school/program. Only half of the students at these schools would be able to participate due to large school and program enrollment if the programs were to be conducted four days per week. Again, students would be unable to participate in any other after school clubs, groups, tutoring, sports or programs offered by the school or community if they were required to attend a County funded program four days per week.

Please advise as to whether or not the 7 hour per week minimum has been interpreted correctly.

Answer: Yes, the bidder must adhere to the program requirements as specified in the RFP.

Post-Bidders' Conference Q&A

28. If a site is located in a K-6 Elementary School, can the 6th graders be counted as TANF-eligible under that program? Or does the site have to submit a new proposal for the 6th grade students, even though the programming would remain the same?

Answer: Yes, two separate proposals are required. Bidders must adhere to the program requirements as specified in the RFP. See RFP section 7.7 Proposal Packet Submission.

29. My question is related to section 3.3 Partnership Agreements, Subcontracts, Professional Fees and Contracted Services of the Youth Afterschool Program RFP (25-14-RFP-01 YAS). Is a subrecipient (grantee) able to subcontract with another subrecipient to provide program services for its proposed population? My organization is interested in serving the elementary age group but need to subcontract with another entity to provide the services. The entity we are interested in subcontracting with is also preparing proposals for the middle and high school age groups. I am not seeing anything in the RFP specifically prohibiting this type of agreement. Would this be allowed?

Answer: Yes, subcontracting services are allowable. A subcontract or agreement is required and if awarded the Subrecipient is responsible for making direct payment for such services to the subcontractor. No subcontract/secondary subaward shall in any case relieve the Subrecipient of any duty, obligation, or liability undertaken.

30. We have a question regarding the check list on page 20 (Appendix C). "Program Schedule" is listed twice ("a" and "f"). Is there a difference between these or has it been listed twice in error.

Answer: The reference to letter (f) calling for a Program Schedule is an error. FCDJFS request that bidders' use letter (a) for the Program Schedule attachment and indicate N/A or See-(a) for letter (f) on the checklist.

31. You added the highlighted program schedule to the list of attachments. Now there are two instances where it asks for "program schedule"...(a) and (f). Clarification??

Answer: See response to question 30 listed above.

32. If I submitted an LOI via email, would I have received a confirmation of receipt via email? If I did not receive this, who can I contact to ensure it was received?

Answer: Should you require confirmation that the Letter of Intent was received, please forward an email to dssrfp@fcdjfs.franklincountyohio.gov requesting receipt confirmation. Please include the name of organization submitting the LOI.

33. In the participation requirements, it requires children to have a participation rate of 80%. Does this mean 80% of the minimum hours set by FCDJFS or 80% of the program hours offered? (For example, we run 25 hours a week, however FCDJFS only requires 10 hr/week for elementary aged children - do the children need to participate at least 8hr/week (80% of the 10 minimum) or 20 hours a week (80% of the program time we offer)?

Answer: The minimum hours set by FCDJFS are the least number of hours a program can operate weekly. The 80% participation rate is calculated using the total program hours offered by the Afterschool Program provider.