

FCDJFS 2014 Youth Summer Camp Q&A Document (25-14-RFP-01 YSC)

Pre-Bidders' Conference Q&A:

1. Can you provide a list of the grants awarded for the 2013 summer camp program, including the grant amount and number of children served for each grantee?

ANSWER:

2013 FCDJFS Summer Camp Program		
Provider	Award Amount	# Served
Asian American Community Services	\$ 66,245.79	55.00
Boys & Girls Club of Columbus	\$ 26,999.94	30.00
Broad Street Presbyterian Church	\$ 36,706.03	25.00
Central Community House	\$ 49,157.64	50.00
Columbus Housing Partnership	\$ 63,995.65	40.00
Columbus Parks and Recreation	\$ 62,991.34	101.00
Communities In Schools	\$ 51,140.96	60.00
Community Arts Project dba King Arts Complex	\$ 102,741.27	60.00
Community Development for All People	\$ 127,561.46	120.00
Directions for Youth	\$ 71,152.07	100.00
Easter Seals of Central and Southeast Ohio	\$ 54,758.53	30.00
Ethiopian Tewahedo Social Services	\$ 129,999.65	92.00
Godman Guild	\$ 129,999.26	81.00
Hilltop Christian CDC	\$ 28,102.50	40.00
Homeless Families Foundation	\$ 67,642.27	55.00
J.Ashburn Jr. Youth Center	\$ 131,496.48	100.00
St. Stephen's Community House	\$ 129,989.95	131.00
The Salvation Army	\$ 120,532.20	100.00
Urban Resurrection CDC	\$ 33,766.68	40.00
Whitehall City Schools	\$ 80,668.18	75.00
YMCA of Central Ohio	\$ 129,999.50	89.00
	\$ 1,695,647.35	1,474.00

- 2. Our organization has about 200 employees. How do we respond to the Conflict of Interest Disclosure Form? Can we complete it only for the staff who are directly involved in the summer camp program?**

ANSWER: The Conflict of Interest Disclosure form should only be completed by the Executive Director, President or CEO of the organization not each staff person.

- 3. If we have a recent independent audit that included examining our internal controls, can that be submitted in response to the Internal Controls Questionnaire?**

ANSWER: No, the Internal Controls Questionnaire must be completed and submitted by all Bidders.

- 4. Does the \$8.00 per hour cap apply to all funding for the summer camp program or only the FCDJFS funding? If we have other funds, can the total exceed \$8.00 per hour?**

ANSWER: The \$8.00 per hour cap applies only to FCDJFS funding.

- 5. Is there a competitive advantage for applications that are below the \$8.00 per hour cap?**

ANSWER: No. However, the reasonableness of budgets is factored into the proposal review score.

- 6. If we do not complete the application this year, would it hinder us from applying next year? Please explain the difference between submitting a proposal versus submitting an application.**

ANSWER: (a) Yes. This RFP allows for contract renewals for summer camp programs 2015. If a bidder is not awarded a contract under this RFP there will not be an opportunity to bid for programming for summer 2015. Note: While the RFP allows for a second contract for summer of 2015 this is subject to change at the discretion of FCDJFS. (b) There is not a difference between submitting a proposal vs. an application. To be considered for funding a bidder must submit the complete proposal packet as detailed in the RFP.

- 7. We are a new program and we are beginning to prepare our paper work. Is there a Model Budget that we would be able to view for a program with around 50-60 children?**

ANSWER: Every bidder must use the budget template provided by FCDJFS. FCDJFS cannot provide a "model" budget for a program because each budget is individualized to the specific program of the bidding agency and their proposed costs.

- 8. If we do not have a W-9 because we have not paid staff in the past, do we just state our staff have been volunteers?**

ANSWER: A bidder must accurately reflect their fiscal experience. A W-9 form is required for a bidder to be considered for funding through Franklin County.

- 9. We have ran a summer lunch program for the last six years in our community with volunteers. We are looking at expanding our program and feel this proposal would benefit our organization. Can we go through the process this year to see what we need to work on and get completed, so next year we can submit an application? What feedback do you give us, so we can correct it for next time or do you keep the evaluation for your record only?**

ANSWER: (a) FCDJFS does not prohibit any Bidder from submitting a proposal. However, only proposals meeting the minimum qualifications and requirements will be reviewed and considered for funding. (b) Technical Assistance is offered to any bidder whose proposal was reviewed under this RFP.

Post-Bidders' Conference Q&A

- 10. When writing the grant for the summer camps program, must we include math in every activity, on a daily basis, or can we just have designated math programs say, two days a week?**

ANSWER: Yes, a bidder may alternate days for the reading and math enrichment activities. However, the enrichment components must be offered a minimum of 4 days per week.

- 11. In the Program Budget User Guide it says "Advertising costs are allowable for the recruitment of personnel for an unfilled position if the position is needed to provide the proposed service..." We will begin the summer staff hiring process in early April, before the award notification date. If awarded, would we be able to request to be reimbursed for the cost to post an advertisement to Craigslist if it was posted, and the cost was incurred, prior to the award date?**

ANSWER: No, the Bidder cannot invoice for payment for work performed under this RFP prior to the subaward start date. The *estimated* subaward start date is Tuesday, May 20, 2014.

- 12. Will the grant pay for the weeks prior to and after our actual summer program dates (June 16th – August 15th) for planning and wrap up of the program? Or does the grant *just* pay for the summer program period (June 16-Aug 15)?**

ANSWER: Selected providers will be allowed to invoice for program start-up activities (i.e. outreach, recruitment, eligibility determination, etc.) on or after the subaward start date. The *estimated* start date for this subaward is Tuesday, May 20, 2014. Program wrap-up activities shall be allowable through August 31, 2014.

- 13. Are we permitted to remove rows from the program overview document if we do not need them in order to save space and keep within the page limit? For example on page 15 of the required documents it asks if we are a multi-site program. We are not therefore I don't need all of the rows on that page. If I deleted a row to make room for more narrative would that be a problem.**

ANSWER: Bidders may adjust the spacing in the program overview document. However, no questions should be deleted or removed.

- 14. Do both reading and math enrichment activities need to be done every day? Or can we alternate (example: Monday – Reading; Tuesday – Math; Wednesday – Reading, etc)?**

ANSWER: See response to question #10.

15. Can you post the example of the Major Activities Form you had at the bidder’s conference please?

ANSWER: See Major Activities Form sample below:

Major Activities Form	
Agency Name	Program/Activity Name
Amiee’s Awesome Summer Camp	Columbus Art Walking Tours
Target Audience (age group, program participant)	
All youth participating in summer camp – ages 5-13	
Program Description:	
The City of Columbus has organized tours of public art displays and other art collections. The youth will select 2 tours. They will research information on the artist and other points of interest of the pieces on display. Youth will make presentations about their tours, the artists and their art work to the other participants in the program	
Program Purpose:	
<ul style="list-style-type: none"> To expose youth participants to various forms of artistic expression and the history behind the art. To expand upon cultural awareness To engage youth in Reading To engage youth in Physical Activity 	
Learning goals of the program:	
<ul style="list-style-type: none"> Increase knowledge and appreciation of the arts Increase cultural awareness Increase the youth’s research skills Increase/Improve youth’s public speaking and presentation skills Increase or engage youth in regular reading Increase or engage youth in regular physical activity 	
Criteria for success:	
<ul style="list-style-type: none"> Youth will complete the assigned reading tasks Youth will participate in the selected tours Youth will complete the presentation 	
Frequency of the program (days per week, estimated hours per week, number of weeks):	
<p>This activity will be scheduled for a minimum of twice during the program period of 8 weeks. It is estimated that the each tour and the related activities will take 5 hours.</p> <p>Depending on the response of the participants, the number of tours may be increased to meet participant interest.</p>	

16. On page 4 of the Required Documents packet, the section entitled Financial Audit, has 3 document options for bidder. If a bidder is a business and has not participated in these audit listed, what is the other option?

ANSWER: Every Bidder must submit a financial statement. (See Youth Summer Camp Program Required Documents: Forms and Checklists, page 5). Listed below are the acceptable statements, no other options are allowable:

Financial Audit: A COPY of one of the following (listed in order of preference): **(1)** an A-133 Audit, **(2)** an Independent Audit of Financial Statements (inclusive of the management letter addressing internal controls) or **(3)** a Certification, completed within the last 3 years, of the bidder's Balance Sheet and Profit/Loss Statement, Revenue/Expenditures Statement or Income/Expense Statement from an independent or contracted CPA or Accounting Firm (if the entity completing the certification is not independent the relationship must disclosed in the statement) – Do NOT submit a bound original – This must be a copy of the ENTIRE document.

17. We are working on the summer camp proposal, and there is some where saying, Audit statement, Our organization does not require Audit since its revenue, did not reach the minimum require for Audit. We have heard any financial meaning is accepted, What is any Financial Statement meaning, Please explain

ANSWER: A financial statement is a formal record of the financial activities of a business, or entity. Relevant financial information is presented in a structured manner and in a format easily understood. They typically include a balance sheet, a statement of income and expenses, and can be accompanied by a management discussion and analysis.

18. I am looking for the example of the major activity form that Aimee had at the bidder's conference. I thought it was to be posted with the RFP information.

ANSWER: See response to question #15.