

**QUESTIONS AND ANSWERS DOCUMENT
REQUEST FOR PROPOSAL #24-0634
RESOURCE FAMILY APPROVAL TRAINING PROGRAM**

I. Program Related Questions

Question 1: About how many recruitment events, pre-approval training series, and pre-placement training series is DCFS expecting a contractor to conduct in a yearly basis?

Answer 1: The number of recruitment events varies. The contractor will be required to attend the events if requested by the County Program Manager or designee. The contractor will be required to provide 83 Pre-Approval Training Series and 64 Pre-Placement Training Series.

Question 2: Is this contract a cost reimbursement or fee for services?

Answer 2: The contract is a fee for service.

Question 3: Will provider invoice DCFS for based on the training prices proposed on the pricing schedule? Or will provider invoice DCFS based on their actual costs?

Answer 3: The contractor will invoice based on the pricing schedule for the training services completed.

Question 4: Can contractor decide how many trainings will be provided virtually?

Answer 4: At a minimum, the Contractor must provide Modules 1 and 2 in-person. The number of virtual classes for Modules 3 -6 will be determined by the Contractor but must be approved by the County Program Manager or designee.

Question 5: if a principal of the agency has experience, can that experience be considered for the agency?

Answer 5: The agency must have the required experience.

Question 6: besides the 25% training and materials in Spanish, are there any other languages expected for materials and trainings?

Answer 6: No, the contractor is not expected to provide training materials and trainings in any other language other language, but is required to provide an interpreter if needed.

Question 7: does the agency create the curriculum?

Answer 7: The curriculum will be provided by DCFS.

Question 8: Are all trainings expected to be in person?

Answer 8: At a minimum, Modules 1 and 2 of the training must be provided in-person.

Question 9: What is the administrative rate allowable for this contract? Is this a standard rate aside from the fee for service for the trainings delivered?

Answer 9: The administrative rate is 10%. There is no standard rate aside from the fee for service for the trainings delivered.

Question 10: Is contractor required to provide the following trainings at minimum? Pre-approval trainings: 83 series X 4 sessions per series = 332 sessions per year Pre-placement trainings: 64 series X 2 sessions per series = 128 sessions per year CPD/First Aid trainings: 45 sessions Total number of training sessions = 505 sessions

Answer 10: The contractor is required to provide 83 Pre-Approval Training Series, 64 Pre-Placement Series, and 45 CPR/First Aid Training Series.

Question 11: Are the training prices determined by the contractor during the proposal or is a fixed fee provided by DCFS?

Answer 11: The training prices will be determined by the contractor and submitted in the proposal.

Question 12: Can agencies partner?

Answer 2: Agencies may decide to partner if they choose. One proposal must be submitted as indicated in the RFP and one contract will be awarded.

Question 13: can we use a subcontractor for CPR/First aid?

Answer 13: The Contractor may use a subcontractor to provide CPR/First aid training requirement of the contract.

Question 14: On page 113 of RFP, section 9.10 Training Location. paragraph 9.10.3 says "Contractor must provide a minimum of one training location for every three RFA training series, located within each SPA within the awarded geographic area (North, South, East or West), which encompasses two SPAs." Can you please provide clarification to this requirement?

Answer 14: Section 9.10.3 has been revised and now states “Contractor must provide a minimum of one training location for every three RFA Training Series located within each SPA.

Question 15: Can you share any more information regarding the budget requirements.

Answer 15: The budget must include the proposers cost for facilitating all of the required services.

Question 16: How do agencies outreach to potential participants, do we get a list from DCFS?

Answer 16: DCFS will provide a list of potential participants.

Question 17: can positions be combined- Can manager be the trainer?

Answer 17: The staff positions cannot be combined. The Project Director cannot also serve as the Trainer.

Question 18: Can we use a NICRA for the indirect cost or does it have to be 10% regardless?

Answer 18: The indirect cost rate is 10%.

Question 19: Statement of Work Exhibit A-2: Sample Line Item Budget. Can you please define profit percentage?

Answer 19: Exhibit A-2 is a sample budget. Proposers are not required to use the sample provided.

Question 20: What is the average # of participants on a monthly basis that would be on the outreach list provided by DCFS? Is there typically at least 20 participants on a monthly basis?

Answer 20: The average number of monthly referrals for calendar year 2025 was 96.

Question 21: Is the list of positions that you mentioned the minimum required, are additional positions allowed?

Answer 21: The positions listed in the Statement of Work are the minimum required. The contractor is also required to have sufficient administrative support.

Question 22: New Federal minimum admin overhead is 15%, DCFS is 10%?

Answer 22: The administrative rate allowed for this contract is 10%.

Question 23: what is the indirect cost allowed?

Answer 23: The administrative rate allowed for this contract is 10%.

Question 24: RFAT RFP Page 24: Exceptions to Terms and Conditions of Contract and/or Requirements of Statement of Work and Attachments (Section D) (8.5.5.2) and Page 25: Exceptions to Terms and Conditions of Contract and/or Requirements of Statement of Work and Attachments (Section E) 8.5.6.1 appear to be duplicated. Is it a duplication?

Answer 24: Yes. This information is duplicated.

Question 25: It doesn't look like all of the forms are fillable. Will you be releasing updated forms or should we just enter in text boxes?

Answer 25: No, updated forms will not be released. Proposers should enter information into text boxes.

Question 26: How many contracts will DCFS be awarding under this RFP? Is the contractor expected to serve the entire County or will contracts be awarded by SPA?

Answer 26: There will be only one contract awarded under this solicitation.

Question 27: Is there a size limit for the pdf files?

Answer 27: Proposals must submit five (5) separate electronic PDF files in their submission email as follows:

- 1) **Business Proposal (Narrative, Required Forms, Exhibit 12);**
- 2) **Cost Proposal (Required Forms, Exhibit 13 and Exhibit 14);**
- 3) **Three (3) years of Financial Statements;**
- 4) **Required Forms (Exhibits 1 through 15);**
- 5) **Corporate Documents**

If you try but still cannot submit all five PDF files in one email, then you can break it down into 2 or 3 email, each contain 2 or 3 PDF files.

