

SOLICITATION ADDENDUM # 1

DATE:	<u>November 2, 2007</u>
SOLICITATION NO:	529-08-0075
DESCRIPTION OF THE ADDENDUM:	
This Addendum is issued to reflect the following information/clarification:	
<u>Questions and Answers posted.</u>	
<u>Attendance list from Offer Conference held on 11/29/07 posted.</u>	
<u>Power Point presentation presented at conference posted.</u>	
<u>Questions and Answers:</u>	
Please provide Thomas' email and telephone number:	
Response: Thomas.Spears@hhsc.state.tx.us & 512-206-5769.	
1. Question: In the RFP, on page 7, under Section 1.3 Procurement Schedule, the proposals due date is listed as November 16 at 2pm. On page 24 under section 3.14.2 Submission, it says the proposal is due November 9 at 2pm. Which is correct?	
Response: The due date is November 16 @ 2:00 pm.	
2. I have read the documents, but I may have overlooked this: To submit a proposal, does the organization need to be a nonprofit 501c3, or can it be a for profit organization?	
Response: 501c3s and for profit organizations are welcome to apply.	
3. _____ is a grassroot/faith-based organization, and we are particularly interested in working with RI's in Harris, Montgomery, and Washington counties to provide premarital and healthy marriage education to community and faith-based organizations. Who do I contact to be considered as a subcontractor?	
Response: Check the HHSC website for a list of awardees after the grant is awarded.	
4. The RFP does not state whether or not this opportunity is open to for-profits or non-profits or both (or I could not find it). Please advise.	
Response: 501c3s and for profit organizations are welcome to apply.	
5. Do we need to be registered in CCR (Central Contractors Registration) to apply for this contract?	
Response: No.	

6. The organization in which I represent is a 501(c)(3) intermediary organization providing training, consulting, and resource information to leaders, congregations, and organizations.

Our core competency is organization development, training and development, consulting, strategic planning, program design and management, resources, collaboration and network building. Is it necessary for the awarded RI of the contract to currently provide premarital or marriage education or is it adequate for those organizations to be a part of the RI networks?

Also, after the 18 month contract, is the expectation that the RI continue to provide the intermediary services in collaboration of HHSC or would they be required to actually offer pre-marital and couple education?

Response: It is not necessary for the RI to currently provide premarital or marriage education. It is acceptable for the RI to have organizations with experience delivering premarital or marriage education services to be part of the RI network.

Depending on RI performance and the availability of funds, there is expected to be an opportunity for 12-month renewals after the first 18 months. The 12-month renewal will be a continuation of the implementation phase.

7. I am employed at Prairie View A&M University, which is in N.W. Waller county (region 6). Grants have already been awarded for region 6. However, my interest is in region 7 which is open for RI's under the current RFP. Would PVAMU be able to submit a proposal for region 7 although the university is located in region 6?

Response: Yes.

8. How much of the service can directly be provided by the R.I.?

Response: This is up to each R.I.

9. If the R.I. does not utilize 6 providers, how is the \$300,000.00 distributed for the implementation phase?

Response: R.I.s are expected to utilize subcontractors to deliver services throughout the region.

10. On page 17 of the RFP it stipulates that the R.I. should budget for their staff to attend trainings once a month for 2-4 days. Is this one time or every month? Is it the intent of the RFP that staff will spend 10-20% of their time monthly in training?

Response: Trainings will be monthly. During the planning phase the trainings are expected to focus on capacity building and during the implementation phase they will focus on service delivery issues. Very few trainings are expected to last 4 days, the majority will be 2 days. Yes, it is our intent to support capacity building efforts by providing training..

11. If you are interested in being a subcontracted provider in the different regions, how could you go about getting connected with the R.I.s in Texas?

Response: Check the website for list of contractors after award, and contact them.

12. Has HHSC compiled demographics on a regional basis – or do we have to research each individual county in the respective regions?

Response: Selected R.I.'s are expected to know the demographics of their region.

13. Is there a possibility of having more than 1 R.I. in Houston?

Response: Not at this time.

14. What are the outcomes HHSC is looking for?

Response: Please refer to the Mission and Objectives listed in the RFP.

15. What type of activity in HHSC interested in for the grant? Faith based, community, based on municipalities?

Response: Please refer to the Mission and Objectives listed in the RFP.

16. Regarding the healthy marriage portion, which could apply to a broader segment of the population, what is HHSC's vision for that – younger, single, future-marrieds?

Response: The RFP is geared to couples planning marriage and waiving the marriage license fees. It does not preclude younger or single individuals planning marriage but the majority will be couples at this time.

17. Should sub-awards be distributed based on outcome or should it be awarded at one-time?

Response: The RIs will need to follow their own procurement guidelines for selecting subcontractors.

18. In the context of capacity building is HHSC interested in one area than another (i.e. a) leadership b) fundraising c) programming d) fiscal structure?

Response: Please refer to the Evaluation Criteria in the RFP.

19. Do you anticipate site visits between November & Dec 20, 2007?

Response: Possibly; no guarantee we will conduct site visits.

20. Explain why almost half of the budget (\$450,000) is allocated in the planning portion of six months and the remaining half \$500,000 is allocated to a 12 month period.

Response: HHSC anticipates that this will be an appropriate allocation of resources.

21. On Page 25, 3.15.1, Business Proposal- How are these weighted? Evenly? What?

Response: Please refer to the order of precedence for evaluation criteria. HHSC will not publish further information.

22. Who is going to review/grade/evaluate the RFP grants?

Response: HHSC will put together a review panel.

23. Page 28, 3.15.1.4, Section 4 “Value Added Benefits” (Intentionally blank); What is Value Added Benefits?

Response: In this RFP, HHSC is not looking for Value Added Benefits, Irrelevant.

24. Section 3.15.1 includes Value Added Benefits as a proposal section but section 3.15.1.4 shows that section was intentionally left blank. How should this section be handled?

Response: In this RFP, HHSC is not looking for Value Added Benefits.

25. Explain what is expected in the assumption section p.28, 3.15.1.5, Section 5

Response: If your proposal is based on an assumption, please qualify it so that the reviewers are aware of your assumptions.

26. Can HHSC be 1 or more of the 3 letter of support for projects in last 5 years?

Response: No.

27. Do the references have to be from the region they are submitting the proposal for? Can they be knowledgeable of the services provided in that region to submit references? (Page 26 1. Corporate Background & Experience)

Response: No, references do not have to be from the region. We encourage the bidder to have support from within the region to be served.

28. Please elaborate on the process of establishing and budgeting for ‘deliverables’ (‘Not what you do, but what you get done’)

Response: Each R.I. will be paid based on a deliverables schedule, not a cost reimbursement schedule. This means you will be paid for completing an activity, not reimbursed for the actual cost of an activity.

29. Should the capacity building provided by the R.I. be tied to the sub awardees’ organization or the proposed model?

Response: Each R.I. is expected to build capacity within their region to deliver healthy marriage education.

30. Are there restrictions to how sub-awardees can use funds?

Response: Direction will be provided to R.I.s on how to select, award and contract with local subcontractors after HHSC awards contracts.

31. If an organization does not have an annual revenue consistent with the size of the grant, are they still eligible to apply?

Response: Yes.

32. What is HHSC’s long-term plan for this program? Do you anticipate future funding opportunities after the 18 months?

Response: Refer to RFP plan after completion of initial phase.

33. Is this a new initiative or is it building upon a previous federal or state initiative?

Response: New state legislation.

34. What age groups are targeted?

Response: Program services will not be limited to any one age group. Couples seeking a marriage license will be a primary target audience.

35. What incentive does the county clerk, etc. have to work with us when their county coffers are lowered because the couples do not have to pay for the licenses?

Response: This will be addressed during planning phase training activities.

36. On page 8, 1.5 Mission 2nd paragraph-Regarding "Base of Volunteers"; Does HHSC see volunteers/unpaid doing much of couple group training?

Response: Yes.

37. How many trips to Austin will be needed to attend training? Number of days?

Response: One trip to Austin per month should be budgeted for training. Trainings will likely last 1-2 days but may be up to 4-5 days. Refer to RFP for more details.

38. On RFP Page 15 states (top), "R.I.'s to directly provide or subcontract..." and on page 15, Item 2 "HHSC requires the R.I.... to subcontract ...with providers...(Independent of the R.I.)" –Question: Must the R.I. subcontract all direct training?

Response: On RFP page 15 at the top it should read: RIs to directly provide AND/OR subcontract to local providers to deliver healthy marriage program services at no cost to participants.

39. What proportion does HHSC envision couples vs-individual ratio?

Response: There is no target ratio.

40. Is any curriculum recommended for the pre-marital training or can we use our own?

Response: The curriculum must be HHSC approved and research based.

41. Will there eventually be a set curriculum being used statewide?

Response: No, not as part of this RFP.

42. During the planning phase, can money be budgeted or spent for capital expenses?

Response: Capital expense normally relates to buildings, land, and other large items. We do not want to stymie creativity but as a general rule capital expenditures will not be allowed as line item in the budget.

43. Can a university apply? If yes, is there a cap on administrative overhead?

Response: Yes, universities can apply. The administrative overhead question will have to be answered during contract negotiations if the university is awarded the procurement.

44. On Page 17, #3. R.I. Provides...Collateral...; What is Collateral?

Response: Collateral in the context of the RFP refers to consumables relating to outreach. Collateral would be items such as pens, buttons, or other small giveaways that provide program information to be used for outreach.

45. What are the restrictions on what the funds to the sub-contractors can be used for?

Response: The TANF Block Grant is the funding source for this program and as such would need to follow the cost principles as outlined in OMB Circular A-87

46. How can we get more information on strengthening families and healthy marriage training academy, TCFV and other contractors roles in these grants?

Response: Many of these contracts are still in the negotiation phase and specifics are not available at this time. The web address for the Texas Council for Family Violence is <http://www.tcfv.org/>.

47. Are you looking for group or 1-1 services? If we have a proven curriculum, will the sub's pay for it or the R.I.'s?

Response: As stated on p. 18 of the RFP: deliver workshop in a group setting, unless another model is approved by HHSC. At this time it is anticipated that the R.I.'s will purchase and distribute curriculum materials.

48. Are the 6 sub-contracts supposed to cover all the counties of the region as per delivery of services?

Response: Yes.

49. On Page 15, Re: "Attend Strengthening Family & Healthy Marriage Training Academy" Question; When and where provided? Can "non-subcontractors" attend? Also, pastoral, DV Centers, etc-?

Response: Refer to RFP. Monthly training will be primarily held in Austin. Non-contractors may be able to attend based on capacity. Non-contractors may have to incur travel costs unless the R.I. budgets for scholarships to support local providers attendance at Training Academy events.

50. Is it mandatory for a subcontractor to have a certified healthy marriage trainer?

Response: No. Training will be provided as per RFP.

51. RFP page 5 refers to "Research-based" premarital education. Will the R.I. have any role/responsibility to determine whether a course meets these criteria?

Response: HHSC and the Technical Assistance contractor will develop a list of approved curriculum and will work with the RIs on other curriculum that might meet the criteria.

52. On Page 16, Completion certificate; Are both partners in the marriage required to complete the course to waive the fee?

Response: Yes.

53. How many days should be budgeted for the informational meeting? (P. 15, last bullet)

Response: Budget 2 days for the informational meeting in Austin that will take place following the final award announcement.

54. How many days will the monthly meeting last? (p. 16, first bullet)

Response: One trip to Austin per month should be budgeted for training. Trainings will likely last 1-2 days but may be up to 4-5 days.

55. Do we have to target all the counties in the region?

Response: Services must be offered throughout the region at a reasonable frequency.

56. What % of the regions total population is targeted?

Response: The target is couples seeking a marriage license.

57. What are the definitions of corporate and vendor?

Response: "Corporate" refers to a group, organization, or corporation; a "vendor" is a person or entity that offers to provide goods or services.

58. Regarding Grant Reviewers: Will this be HHSC staff? Peer Reviews? (not individual names)

Response: HHSC will put together a review panel.

59. The HUB subcontracting requirement was not highlighted during the conference, how much weight does subcontracting with a HUB have?

Response: As stated on p. 18 of the RFP, Respondents are not required to submit Historically Underutilized Business (HUB) subcontracting plans with their proposals.

60. I am a professor at UT (in Human Development and Family Sciences) and I have already developed a web site based on 25 years of research, on how to make healthy decisions about whether to commit to marrying to a partner. If I submit a proposal and it is funded does the website become the property of HHSC?

Response All materials developed with HHSC grant monies become property of HHSC. Ownership of products developed prior to award can be discussed during contract negotiations.

61. If the website isn't appropriate for me, how can I make the website available to deliverers or to the Healthy Marriage Initiative in Texas Generally?

Response: Please clarify question. What is meant by "if the website isn't appropriate for me...."

62. In working through an existing network of providers, will the higher priority be to reach couples or individuals? Committed couples will form a more specific group (those anticipating a wedding) as opposed to individuals who may be “potential” marriage partners (later on), as in high school family living students?

Response: The priority is couples who are seeking a marriage license.

Failure of to acknowledge receipt of this addendum may result in offer rejection. Offerors may acknowledge receipt of this addendum by one of the following methods:

1. Sign and return this addendum to HHSC with the solicitation response; or
2. Acknowledge receipt of this addendum on face of offer, **or**;
3. If response has already been submitted by respondent, respondent may acknowledge receipt of this addendum prior to solicitation due date and time by signing and faxing to:

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Attn:

Phone:

Fax:

Authorized Signature: _____ Date: _____

Printed or Typed Name of Authorized Signature: _____

Business Entity Name: _____