

**RSS/TA RFP
OFFERORS' CONFERENCE
May 9, 2017**

QUESTIONS and ANSWERS

- 1) Is there required formatting for line spacing and page numbering in the response?

Answer: We didn't specify single or double spacing. The fill-in enabled application includes page numbers.

- 2) If a non-profit, community based organization proposes to provide VESL/ES, and will subcontract with a school district for the VESL, do two separate proposals need to be submitted for each entity, or just one?

Answer: Only one application is required; however, both entities must meet the prequalification requirements by the specified deadline. In addition, if successfully funded, both entities would be required to meet SETA's insurance requirements prior to contract execution.

- 3) Are separate budgets required in proposals for RSS and TA funding?

Answer: No

- 4) Where exactly should the budget narrative be included?

Answer: The fill-in prompt for the Budget Narrative can be found on page V-14, paragraph VI(A). Be advised that the page number will change as narrative is typed into the application. The paragraph reference, however, will remain the same.

- 5) Will Participant and Party Disclosure forms need to be submitted if no contributions have been made to SETA's Governing Board members?

Answer: Yes, and although they may be absent contribution disclosures, they must be signed and dated by the applicant's authorized representative, which stands to certify that fact.

- 6) Should the 7 hard copies be labeled "Copy 1", "Copy 2", etc.?

Answer: There is no required numbering for proposal copies.

- 7) Are there any additional requirements for informing SETA about prequalification other than what is indicated in the RFP, specifically, for agencies with current SETA funding?

Answer: Contact Gricelda Ocegueda at (916) 263-3838 to inform her of your intent to apply, as well as confirm with her the documents that are needed by your organization to meet prequalification requirements.

- 8) Are there best practices/recommendations for the client to case manager ratio?

Answer: 40 clients is the historical standard; however, case management is fluid in an open entry/exit program. As clients enroll, others will exit the program for a revolving caseload.

- 9) Are there historic results available for county-wide based performance standards?

Answer: Success indicators that will be utilized as the basis for the evaluation of program performance can be found in Section II, pages 12 through 13, of the RFP.

10) Is a “blanket” resolution reflecting individuals with signing and contract execution authority acceptable as Exhibit A, or must it be a resolution specific to this RFP?

Answer: Yes, blanket resolutions are acceptable.

11) What is the expected timeline for participants to enter employment? Is it flexible based on achieving English language proficiency?

Answer: RSS and TA funded services follow a “Work First” philosophy. Successful applicants will be expected to move participants through program services to job placement as quickly as possible.