FY2016-2017 Community Developmental Disabilities Request for Proposals (RFP) – Amendment 4

Responses for Additional Written Inquiries received from March 4, 2015 through March 13, 2015
Deadline for Written Inquiries: March 16, 2015
Deadline for Proposals: March 24, 2015

Questions and Answers:

Question #1: In regards to section 4.02, item #7; for proof of certification to provide Medicaid reimbursable services we have uploaded the Medicaid Provider ID letter we had received from Xerox. Will this be acceptable documentation or is something more required?

> **Answer #1:** Yes, a copy of the Medicaid Provider ID letter will be acceptable to satisfy the criterion listed. Any documentation included with the application as proof of certification will be evaluated by the PEC and the applicable points given based on the proof provided.

Question #2: Are Medicaid Waiver providers required to also provide services to individuals through the grant? This is a requirement for Behavioral Health Providers and I was wondering if it was the same for SDS.

> **Answer #2:** No. Receiving or not receiving CDD grant funds has no bearing on an agency's ability to maintain certification under the Medicaid Waiver program.

Question #3: Is there a page limitation for the proposal? I am not finding information on the format and length of the proposal to be submitted. Am I missing the information or is it up to the author? In the past we have had to follow specific, fonts, spacing, etc. Is this not a requirement for the new RFP?

> **Answer #3:** The size and format of the proposal is controlled by the design of the electronic application. The format for documents attached by the applicant in response to a requested document is up to the applicant, unless specified in the criteria. Please also refer to Answer #20 of Amendment #1 to the CDD RFP for the individual and combined limits for attachments for the entire solicitation response. The character limit for each text response is listed in each text box in GEMS.

Question#4: What category on the budget does staff training expense, such as general staff training; Travel, or Other Expense? Also, if we pay mileage to staff who transport clients in their own vehicles, does that go into Other Expenses, vs. travel?

> **Answer #4:** Please refer to Proposed Budget under Section 1.06 Program Funding for the link to the DHSS Grant Budget Preparation Guidelines that clearly outline the budget detail and budget narrative requirements to be followed in preparing a budget using GEMS. Agency Staff Travel for any purpose should be included in the "200 Travel" line item with the purpose and costs clearly detailed in the narrative as Staff Travel (Mileage reimbursement to staff for client transportation).

Client Travel (bus tokens/taxi vouchers, etc.) should be included under the "600 Other Costs" line item and Client Travel costs clearly detailed in the narrative. Fees associated with training registration or tuition, or the cost of contracted trainers should be included in the "600 Other Costs" line item and clearly described in the narrative.

Questions #5: I am not able to see the "Apply" button. Will that be available after the written inquiry deadline of March 16, 2015 or is that something I should already be able to access?

>**Answer #5:** You must be registered in GEMS in order to apply to a solicitation. If you are an existing contact, your agency's Power User must assign you the applicable security privileges to grant you access to Read, Write and/or Submit to complete the required tasks within GEMS.

Question #6: For the logic model for this grant proposal, are we to respond just to the Division goals and complete the logic model as it is? Or are we to add additional goals?

>**Answer #6:** Please refer to Section 4.04.1 and 4.04.2; as well as the amended criteria in 4.04.3 clarified in Answer #1 of Amendment 2 of the CDD RFP for the first response to this question. Additional goals are not prohibited; however, the proposal must first meet the minimums described in the RFP.