BALTIMORE CITY DEPARTMENT OF SOCIAL SERVICES, DHR
REQUEST FOR PROPOSAL FOR
WORK PARTICIPATION, PLACEMENT AND SUPPORT SERVICES
BCDSS/FIA-16-060-S

Offerors Please Note: Questions are requested to be submitted at least five (5) days prior to the Proposal due date (see RFP Section 1.9 "Questions")

QUESTIONS AND RESPONSES #3

Question 23:   In **Attachment P Federal Work Activities & Documentation Requirements**, BCDSS provides a list of acceptable forms of ongoing verification for the Federal Core Activity of Unsubsidized Employment. Will BCDSS allow the use of Maryland State Wage Reporting data to verify a customer's employment?

Response: **Currently, Maryland State Wage Reporting data is not accepted as proof of employment for ongoing verifications.**

Question 24:   Does BCDSS have any page limitations for either the Technical or Pricing proposal? Are there any spacing or formatting requirements (i.e., double-spaced, 1-inch margins, 12-point font, etc.)?

Response: **The Technical Proposal does not have any page limitations or other formatting requirements other than the format requirements specified in section 4.4 Volume I – Technical Proposal of the RFP.**

The Pricing Proposal shall be submitted in the Pricing Form Attachment F provided as a part of the RFP.

Question 25:   Concerning Section 4.4.2.10: List of Current or Prior State Contracts - May an Offeror also include the state contracts of any sub-contractors to demonstrate experience?

Response: **No, the List of Current or Prior State Contracts is to demonstrate the Offeror's performance and experience on State contracts not the experience of its subcontractors.**

Question 26:   For the required references mentioned in RFP Sections 4.4.2.5 and 4.4.2.9, are Offerors permitted to include reference letters for partner organizations as well?

Response: **Any reference that is able to demonstrate the Minimum Qualifications of the Offeror or able to document the Offerors' ability to provide the services as specified in the RFP may be used.**

Question 27:   Can BCDSS share a general profile of the members on the proposal review committee? Will the same committee review both the technical and the pricing proposal?

Response: **Composition of the Evaluation Committee or other information pertaining to member's backgrounds, experience, etc. shall remain anonymous until there is a situation in which Offerors may need to meet with the Evaluation Committee. The same Evaluation Committee will review both the Technical and Pricing Proposals.**

Question 28:   For the required references mentioned in RFP Section 4.4.2.9, does "client" refer to the Offeror's funders/supporters? May past customer references also be included under the requirement noted?

Response: **"Client" refers to persons whom the Offeror has provided services to. Past client references may also be included as long as the services were provided to the client within the past five (5) years.**

Question 29:   Section 3.14.4, the RFP states that "BCDSS also reserves the right to refer additional TCA customers to supplement Contractor enrollments, which may be reduced due to attrition through a modification to the Contract." What sort of documentation is required to show to that a Customer has dropped out of the program and is not able to be re-engaged?

Response: **The vendor will document the Customer's status change in WORKS database, as well as place a hard copy of the status change in the Customer's file.**

Question 30:   Section 3.2.5 (b) states that a Contractor must make a minimum of two contact attempts within 30 days of the Customer non-compliance. For how long must a contractor continue to reach out to the Customer until BCDSS will agree to refer a new Customer to offset this attrition?

Response: **The vendor is required to make a minimum of two (2) contact attempts within 30 days. The attrition rate would need to be a significant amount determined by BCDSS in order to modify the Contract to refer additional TCA customers to a Contractor.**

Question 31:   Will vendors have access to agency/state/federal funding vouchers for participants interested in or require skill development to improve employability or advancement/wage gain?

Response: **No, vendors will not have access to agency/state/federal funding vouchers for skill development.**

Question 32:   Can you describe currently how vendors receive referrals?

Response: **Vendors will receive referrals based on customer interest and available space at the vendor's program.**

Question 33:   Is BCDSS supportive of organization partnerships where clients may be served in multiple locations?

Response: **Yes. However, the actual program site and volunteer opportunities qualified for the WEX/WEM activity code must be located within the city. Job placement can be located outside of Baltimore City, however, customers have the option to refuse job offers that present a reasonable transportation barrier.**

Question 34:   If you have submitted and can demonstrate that an application to become an MBE prior to the application deadline is in the approval process, can it count towards the MBE requirements?

Response: **A Minority Business may count towards the MBE requirement only once the Minority Business has been fully approved and received certification for the NAICS code(s) for which they will be performing the committed work.**

Question 35:   If you plan to self-perform a majority of the services under the contract, please verify that it will count as follows:

To meet 29% MBE Goal

14.50% Prime MBE (Self-performing - African American and MBE)
14.50 % Sub MBE (Women-owned MBE)

Response: **Please refer to the previous set of Questions and Responses (series # 2), Question 19, for the response to this question.**

Question 36: The Intent for Solicitation does not specify is this RFP a Pay for Performance or 100% cost reimbursable Agreements.

Response: **The Contracts resulting from this RFP shall be fixed-price incentive contracts.**

Question 37: Historically Mayor's Office of Employment Development (MOED) has received a Scope of Work from BCDSS, which was answered by the submission of a proposal. Has the process changed for MOED?

Response: **No, it has not changed for MOED.**