RFP Questions / Answer:

1. Under 2.3 Budget Narrative and Cost Proposal on page 9 it states that the estimated total amount to be allocated is $1,500,000.00, and that "administration cost and service cost" should be clearly defined in the budget. Is there a cap or maximum amount on the percentage of this $1,500,000.00 that can go towards administration costs, and are there any limitations put on how administrative dollars are used?

   Answer: There is no administrative cost cap nor a maximum percentage amount assigned to the Education and Training Voucher Program / Dorm Placement program estimated allocation. While there are no limitations put on how administrative dollars are used, DCS would like to see the majority of the cost going towards services and direct payments to youth as defined in the scope of work of these programs. The Proposal Evaluation Procedure and Evaluation Criteria section of the RFP outlines how the budget will be scored.

2. Also on page 9 below that paragraph one of the administration and service costs that are to be clearly defined in the budget is "Emergency". Can you provide some more detail on what exactly would go into this budget item? For example, if a student had a serious transportation issue and requested ETV funds to resolve it under what circumstances would it is appropriate to consider it a transportation expense vs. an emergency expense.

   Answer: Emergency is defined as an unplanned expense to meet the need of a youth in a limited amount of time to overcome a barrier to their education and that is within the scope of ETV funding.

3. Finally, still under 2.3, just to confirm the $500,000 dollars noted on page 10 to be allocated for the College Dorm Placement program is not included in the $1,500,000.00 noted on page 9 for ETV administration and service costs is that correct?

   Answer: The total amount available under this RFP is $2,000,000. The Education and Training Voucher Program and the College Dorm Placement Program are two different programs which utilize two separate funding streams.

4. Under 4.1 Reports it says the vendor must create a survey tool to monitor student satisfaction, and that must be "administered by the vendor and returned to DCS for data analysis. Does this mean the vendor should collect the data and forward a report to DCS, or does DCS want the survey results to go directly to them without being returned to the vendor first?

   Answer: The survey tool should be returned to the vendor for data analysis. The Vendor is required to submit a data report with a copy of the data file to DCS for further analysis.