



STATE OF TENNESSEE  
DEPARTMENT OF HUMAN SERVICES

**REQUEST FOR PROPOSALS # 34530-44318  
FOR EMPLOYMENT AND CASE MANAGEMENT SERVICES  
AMENDMENT # 2 (RE-RELEASE FOR QUESTIONS AND  
COMMENTS #46 and #52)**

**DATE: OCTOBER 4, 2017**

**RFP # 34530-44318 IS AMENDED AS FOLLOWS:**

1. This RFP Schedule of Events updates and confirms scheduled RFP dates. Any event, time, or date containing revised or new text is highlighted.

EVENT	TIME (central time zone)	DATE
1. RFP Issued		September 13, 2017
2. Disability Accommodation Request Deadline	2:00 p.m.	September 18, 2017
3. Notice of Intent to Respond Deadline	2:00 p.m.	September 19, 2017
4. Written "Questions & Comments" Deadline	2:00 p.m.	September 25, 2017
5. State Response to Written "Questions & Comments"		October 3, 2017
6. Response Deadline	2:00 p.m.	October 12, 2017
7. State Completion of Technical Response Evaluations		October 19, 2017
8. State Opening & Scoring of Cost Proposals	2:00 p.m.	October 20, 2017
9. Negotiations		October 23 - 24, 2017
10. State Notice of Intent to Award Released <u>and</u> RFP Files Opened for Public Inspection	2:00 p.m.	October 24, 2017
11. End of Open File Period		November 1, 2017

12. State sends contract to Grantee for signature		November 3, 2017
13. Grantee Signature Deadline	2:00 p.m.	November 15, 2017

**2. State responses to questions and comments in the table below amend and clarify this RFP.**

Any restatement of RFP text in the Question/Comment column shall NOT be construed as a change in the actual wording of the RFP document.

QUESTION / COMMENT	STATE RESPONSE
<p>1 On the fourth page of the printed RFP a table is presented showing the eight DHS districts, a list of the counties within each district, the “Monthly Average Caseload” and the “Estimated Annual Specific Assistance to Individuals for Support and Incentive Payments”. The caseload sizes presented in the table are based on the first two years of the current contract period, ending in December 2016. These caseload sizes are considerably higher than the current (August 2017) caseloads. In this Proposer’s current districts, the caseloads reported in the table are 40 – 45% higher than the current caseloads as of August, 2017. Can the State supply more recent, accurate caseloads by Districts?</p>	<p>Please see Attachment 3 of this Amendment #1 .</p>
<p>2 In Section B.1 of the proposed contract, “Term of Grant Contract”, it is stated that the grant period begins January 1, 2018 and ends on December 31, 2021. That is a four year period. Is the contract meant to be for four years? In other places, such as B.2 about possible extensions, it is implied that the grant period is three years. Please clarify.</p>	<p>This is a 3 year Contract (Jan 1, 2018- December 31, 2020), with two one year options for renewal by the State. Please see Sections 3 and 4 of this RFP Amendment.</p>
<p>3 In Section C.8 of the proposed contract the possibility of requesting reimbursement for Indirect Costs is discussed. If the Proposer is subject to an indirect cost rate within the Agency’s administration, is that indirect cost to be included in the “monthly per Client rate for ECMS services” on the cost proposal sheet or is that indirect cost rate to be added if and when a contract is awarded?</p>	<p>There will be an indirect cost rate of 14% included in the Maximum Liability, Section C.1. of Attachments 6.6. and 6.7 of the RFP, which will be applicable in the event a contract is awarded; however, indirect costs should <u>not</u> be included in the Cost Proposal.</p>
<p>4 Please list the existing agency/organization names and the currently contracted monthly per client rate for ECMS services in each of the 8 districts statewide.</p>	<p>Please see Attachment 1 of this RFP Amendment.</p>
<p>5 Are all the costs related to <i>Specific Assistance to Individuals</i>, as described in section A.17 of the Pro Forma contract, to be covered by the Grantee as a part of the monthly per client rate proposed, or will these costs be</p>	<p>These costs will be reimbursed separately, similar to the Milestone Incentive Payments defined in Section A.23 – A.25. of Attachments 6.6. and 6.7 of the RFP.</p>

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reimbursed separately, similar to the <i>Milestone Incentive Payments</i> section A.23 – A.25?	
6 Please list any regions where there is an active <i>Corrective Action Plan</i> currently in place, as described in section A.46 and A.47 of the Pro Forma contract.	None as of October 2, 2017
7 Is the expected start date for this contract 1/1/18? If not please provide anticipated start of services date.	January 1, 2018 is the anticipated start date of the Grant Contract and date services are to start. Grantees are expected to make the necessary provisions to have everything in place for service delivery on 1/1/18.
8 Are the Performance Measurement Outcomes (PMO) reports from the most recent reporting period, as described in section A.44 of the Pro Forma contract, available for RFP proposer review? If so, how would we obtain copies? Are the currently ECMS contracted agencies in each of the eight districts currently meeting these expected outcomes? If not, please provide data by district on which of these outcomes are not being met.	The established Performance measures are set forth in Section A.44 of Attachments 6.6 and 6.7. of the RFP. Please note that these are not the same as those indicated in the most recent Performance Measurement Outcome reports.  Please see Attachment 2 of this RFP Amendment.
9 Will all existing ECMS clients currently being served in each district be transferred over the new grantee on the contract start date? If so, will the new contracting agency be accountable for any questioned costs or amounts determined not to be allowable as described in section A.47 of the Pro Forma contract during the prior ECMS contractor's service time frame?	A) Yes, Grantees will assume responsibility for providing services for clients served by the current contractor(s). B) The new Grantee will not assume the responsibility of a previous ECMS contractor's services timeframe.
10 What is the current total caseload, by district, for clients currently receiving ECMS services?	Please see the State's Response to Question #1, above.
11 If the proposing agency does not have a physical office location within the boundaries described in section A.7.a. of the Pro Forma contract, can this standard be met by the proposing agency's staff providing orientation, intake, assessments, etc. in the clients home or community locations?	The State prefers a physical office location although, all staff need not be located/ housed in that location at the same time or on the same day (by, for example, a rotating office day schedule) to ensure: that clients have access to staff, resources to complete work activity requirements, have a means to submit documentation to demonstrate completion of work activity requirements, privacy areas to conduct monthly engagement meetings, and the ability to receive/retrieve transportation assistance, incentives, and supportive services. Grantees must also be able to provide space for audits and accessibility to case files. Grantees may elect to find their own office space or co-locate with other local community or government agencies, but clients should not travel more than 40 miles to the facility.  The State will consider an alternative arrangement with regard to providing services, provided such alternative does not compromise privacy, the

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	integrity of the program, quality of services delivered, or place an undue burden or hardship on Clients.
12 If new ECMS referral is obtained, and all initial engagement attempts and protocols defined in section A.10- A.11 are followed but the clients does not comply, is the ECMS agency still reimbursed the monthly per client rate during the time period that the ECMS agency efforts were being attempted?	Yes. Efforts that extend beyond the engagement period as described in Section A.10-11 will not be reimbursed for those subsequent months.
13 Please explain why both a Pro Forma Grant Contract (Attachment 6.6), and a Pro Forma Interagency Grant Contract (Attachment 6.7), is included in the RFP announcement and how they interact with one another for this scope of service.	The Scope of Services ("Scope") set forth in Attachments 6.6 and 6.7 are the same. The Interagency Grant Contract (Attachment 6.7.) is the standard format required by the State for any formal agreements between two State of Tennessee government agencies.
14 In section 1, the caseload numbers provided for each district from 1/1/15 -12/31/16 are a combined total of 8,637 for the state. The April 2017 caseload provided is 5,335 with a monthly reduction of 2% to 3% making the current state caseload average approximately 4,922 which amounts to over 50% of a caseload reduction based on the data provided. Please provide a District breakdown using the most recent complete data month of August if possible or the 2 <sup>nd</sup> quarter average for 2017. Please also provide a breakdown for all 95 counties of the current county caseload.	Please see the State's Response to Question #1.
15 Please confirm the contract, once awarded will be delivered for four years, January 1, 2018 – December 31, 2021.	Please see the State's Response to Question #2.
16 Please explain the dollar amounts listed on the map and district page for Location of Services in the Introduction. How were the amounts derived, does this include incentives that are listed as direct reimbursable to the contractor? Please provide a dollar amount for the last quarter of support not including directly reimbursed incentives.	A) The monthly average amounts were calculated from actual amount of supportive services and incentives reports of issuances to clients for a two year period. B) Yes, incentives are factored into this amount. C) Please see RFP Amendment 1 Attachment 4.
17 What is the current customer to staff ratio?	Please see RFP Amendment 1 Attachment 5.
18 #1.) I would like to inquire to clarify the chart under Location of Services:  (Location of Services chart and map from RFP Section)  The last column heading indicates "Estimated Annual Specific Assistance..."; however, the paragraph below the chart states "Client caseload estimates are approximate, based on the number of Families First Clients served	The chart shows the average caseloads and specific assistance is for a two-year period.

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<p>from January 1, 2015 through December 31, 2016...". The period given here is a two-year period. Please clarify if the chart of caseloads and specific assistance is for a one-year period or a two-year period.</p>	
<p>19 In regard to the requirement that the client not travel more than 40 miles to reach our office, for the purposes of this proposal how are you going to calculate the 40 miles? From our office location to the county center? We do not know the clients address, so that cannot be used. If we are going to have to expand (add new office locations) we need to know how you plan to calculate the 40 mile radius.</p>	<p>From the Grantee's office location to the county center</p>
<p>20 What is the current funding amount and what is the current cost-per-participant for this program?</p>	<p>a) Current funding: \$74,340,558.00 - \$82,655,762.00. b) Please see Attachment 1 of this Amendment #1.</p>
<p>21 What is the maximum funding amount available per district?</p>	<p>A maximum funding amount per district has not be established.</p>
<p>22 Section 1.1.1 Statement of Procurement Purpose, Target Population: This section discusses the April 2017 caseload of 5,335 and how "work-eligible Families First participants, has reduced by nearly thirty-five percent (35%) and continues to decrease on average by 2-3% each month." Is this percentage decrease caused by work-eligible FF participants finding sustainable employment and no longer needing TANF, or is it caused by work-eligible participants' status changing to "ineligible" and remaining on the Families First caseload?</p>	<p>The decline of the Families First caseloads is caused by several factors, with the top three (3) reasons being: employment, work sanction, and household reaching their sixty (60) month time limit.</p> <p>The decrease of the caseload is not specific to only one cause.</p>
<p>23 Section 1.1.1 Statement of Procurement Purpose, Location of Services: The italicized statement provided on the bottom of the page discusses historical estimates of caseloads. Regarding this section: "Other cases may result from individuals voluntarily seeking services from the ECMS service provider.... Section C.3. "The Grantee shall be reimbursed for actual, reasonable, and necessary costs based upon the Grant Budget, not to exceed the Maximum Liability established in Section C.1. Upon progress toward the completion of the Scope, as described in Section A of this grant contract, the Grantee shall submit invoices prior to any reimbursement of allowable costs."</p> <p>a. Is the vendor expected to serve "walk-in" or voluntary clients (any individuals who are not work-eligible referred clients)?</p> <p>b. Are these voluntary clients</p>	<p>No, the Grantee is not expected to serve any clients that are not referred to them by the State with the exception of those described in Section A.21.b (which is less than 1% of the caseload) that may need only transportation assistance and/or support service per Sections A.17-22. This may include clients that are not currently in the Grantee's active caseload such as refugees, vocational rehabilitation clients, and/or minor parent caretakers in high school. However, the Grantee is not responsible for monitoring the work activity of those clients, but is expected to work with the State's Client Representative to ensure the support services are provided.</p>

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<p>TANF/Families First beneficiaries? c. How much is the vendor compensated for “voluntary” clients?</p>	
<p>24 RFP Attachment 6.2-Section B: Item Reference B.17: Given the short turnaround time for proposal submission, will the Funder reconsider including the reference forms in the proposal and allow them to be mailed separately?</p>	<p>RFP Attachment 6.2-Section B: Item Reference B.17 will not be changed.</p>
<p>25 A. SCOPE, Families First/TANF and the Workforce Innovation and Opportunity Act, A.5 and A.6:</p> <p>a. What is the rationale for the One-Stop partnership?</p> <p>b. Is the vendor expected to serve FF Clients not assigned to their caseload?</p> <p>c. Are equipment and office supplies provided for the employee assigned at the One-Stop?</p> <p>d. Must staff be positioned full-time at the One Stop Career Center full-time or can they be stationed there few times per week/month?</p> <p>e. What is the rationale for the awarded vendor having to review the budget f the One Stop Career Center</p>	<p>a) The Workforce Innovation and Opportunity Act (“WIOA”), which succeeded the Workforce Investment Act of 1998, Pub. L. 105-220, as the primary federal workforce development legislation, was enacted in July 2014 in part to achieve improve coordination among federal workforce development and related programs. WIOA makes Temporary for Assistance for Needy Families (“TANF”) a mandatory partner, which allows TANF agencies related to work, education or training, the initiation of an application, and career services to have greater opportunities to provide input into WIOA related activities and in its One-Stop centers. The WIOA system provides central points of service via its system of approximately 3,000 One-Stop centers.</p> <p>b) No</p> <p>c) Direct funding is not currently provided at the federal level for the operational costs of One-Stop centers. Therefore, contributions by mandatory partners are required to facilitate greater collaboration among the American Job Center (“AJC”) partners and to allow more federal dollars for direct training costs. This cost is evaluated and factored into the agreed upon budget for all partners based on proportionate use.</p> <p>d) The position can be stationed at the Career Center/AJC full-time (every day of the week) or one (1) or more days).</p> <p>e) WIOA guidance requires that the one-stop operating budgets be periodically reconciled against actual cost incurred and adjusted accordingly. Therefore, the mandated partners decided to evaluate the budgets on quarterly bases. It also helps the ECMS Grantees to determine whether to increase the number of FTEs based on customer volume. This reconciliation ensures that the budget reflects a cost allocation methodology that demonstrates how costs are charged to the</p>

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	Grantee and the State and each partner in proportion to the partner's use of the One-Stop center and/or relative benefit.
26 Attachment A-Grant Budget: Please elaborate on Grantee Participation.	Grantee Participation is not applicable to the resulting Contracts.
27 Attachment 6.2 Section B.13: If the personnel roster will include individuals that are yet to be hired, may a position description and qualifications substitute for name and resume?	Yes.
28 Attachment 6.2 Section B.13: Should the name, title and resume of administrative personnel be included? Can the name, title, and resume of administrative personnel be included without an estimated number of devoted hours if cost allocation of administrative overhead is distributed based on number of Full-Time Equivalent (FTE) program staff across contracts?	a) Yes. For key personnel that has been identified to work on this project. b) Yes.
29 Attachment 6.3: Will there be one Grantee per District? If multiple Grantees are awarded in a single District, may the Scope of Services or Cost Proposal be amended to reflect the change in anticipated caseload?	Yes. There will be one Grantee per District, however, a Respondent may be awarded contract(s) for multiple Districts. .
30 B 16: Can a proposer list federal contracts?	Yes, but still provide the information as requested in B.16
31 A 32: Is the methodology outlined here only applicable to self-employed clients?	Section A.32 applies to all full and part-time employed Families First/TANF clients assigned to the Grantee's caseload.
32 Exhibit 2: Is the Shelby County monthly caseload accurate at 2,821 per month?	Please see the State's Response to Question #1, above.
33 The RFP states "As of April 2017, the Families First caseload was 26,929. Of those work-eligible Families First Clients, the ECMS service providers' caseload was 5,335. Since October 2014, DHS' caseload, of those work-eligible Families First participants, has reduced by nearly thirty-five percent (35%) and continues to decrease on average by 2-3% per month. The table below shows the estimated annual caseloads and specific assistance to individuals for Support and Incentive Payments for calendar years 2015 and 2016 for each District." Is this 2-3% monthly decrease due to customers gaining employment and having their TANF case closed?	Please see the State's Response to Question #22, above.
34 Can you provide the funding amount per region?	Please see the State's Response to Question #21.
35 Can you provide the current client rate?	Please see the State's Response to Question #21.
36 Can profit be included in the budget?	Please see the State's Response to #3.
37 Can you clarify as to what should be included	There will be an indirect cost rate of 14% included

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in the budget line for interest?	in the Maximum Liability, Section C.1. of Attachments 6.6. and 6.7 of the RFP, which will be applicable in the event a contract is awarded; however, indirect costs should not be included in the Cost Proposal .
38 Can you please clarify the monthly caseload, does this include enrolled customers or are they referrals?	The monthly caseloads consist of Families First/TANF clients that are assigned to the Grantee each month (i.e. newly referral and exiting clients). Once the Grantee is no longer working with the client and request case closure from the State or the State initiates the case closure for other non-compliance with requirements, the Families First/TANF the client should be removed from your caseload total and invoice following month.
39 C.3 Payment Methodology: If, as stated, "The Grantee shall be reimbursed for actual, reasonable, and necessary costs based upon the Grant Budget," is the proposed cost per client to be given in the Cost Proposal for evaluation purposes only?	Yes, the cost given in the Cost Proposal will be used for the cost proposal evaluation. This rate will also be the per client rate for the awarded contract.
40 Excerpts from RFP  Page 2 -. DHS is also in partnership with the Local Workforce Development Agencies (LWDAs), through the Tennessee Department of Labor and Workforce Development, in support of the Workforce Innovation and Opportunity Act to streamline and increase the coordination of employment related services.  Page 6 - The objective of DHS is to empower the families that we serve through TANF by building their capacity and helping them to reach self-sustaining outcomes for their families. There are number of guiding principles to which the awarded proposer must adhere to in the provision of employment and case management services to the Families First participants of DHS, which are governed by state and federal regulations; administrative rules; the DHS Families First Policy manual; Tennessee's four-year Workforce Innovation and Opportunity Act (WIOA) Combined State Plan; Code of Federal Regulations (45 CFR); and written policy directives issued by DHS and any applicable changes adopted by rule. A more complete description of the services to be provided as set forth in Section A of Attachment 6.6 and Section A of Attachment 6.7 (Grant Pro Forma applicable to another Tennessee State Agency and members of the	Yes. However the program, staffing and funding should be operated apart from each other.



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<p>University of Tennessee or Board of Regents educational systems) of this RFP and the Exhibits and Attachments thereto.</p> <p>Agency Question:</p> <p>In an August 24, 2017, the Tennessee Department of Labor and Workforce Development released a memorandum regarding the role of the Local Workforce Development Board. The memorandum stated the following: "The purpose of this communication is to address questions posed by Local Workforce Development Board (LWDB) staff concerning whether or not One-Stop Delivery system services (specifically in relation to Senior Community Service Employment Program, RESEA, SNAP E&amp;T, and Youth) can be directly provided by LWDBs or their staff. LWDBs, including entities selected to serve as staff, are prohibited from serving as a direct service provider of One Stop Delivery system services. Fiscal Agents and the roles of the One Stop Delivery Services providers.</p> <p>Are Local Workforce Development Board Fiscal Agents eligible to submit a proposal and provide services for the Department of Human Services, Employment and Case Management Services program?</p>	
<p>41</p> <p>There are no page numbers in the RFP file. Would the State reissue with page numbers for the purpose of reference?</p>	<p>Yes. The PDF of the RFP which is posted on the Central Procurement Office website has been updated to include page numbers.</p> <p><a href="http://www.tn.gov/generalservices/article/request-for-proposals-rfp-opportunities">http://www.tn.gov/generalservices/article/request-for-proposals-rfp-opportunities</a></p>
<p>42</p> <p>RFP Section 1.1.2 says maximum liability will be determined by combining the total cost proposal awarded and associated reimbursements for the support and incentive payments. Please clarify if the unit price/cost proposal form should or should not include the associated reimbursements for support and incentive payments.</p>	<p>The per client rate in the cost proposal should not include the associated reimbursements for support and incentive payments.</p>
<p>43</p> <p>The current contract for Employment and Case Management Services contains a provision limiting the Contractor's liability to two times the State's Maximum Liability. We request that the State amend the procurement or otherwise include in the resultant contract a similar limitation of liability provision consistent with Tennessee Code Annotated, Section 12-3-701. We understand and agree that, under the Section, such limitation will not apply to indemnification obligations for</p>	<p>The provision referenced is not applicable to or included in state of Tennessee grant contracts.</p>

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<p>infringement of third-party intellectual property rights, liquidated damages, intentional torts, criminal acts, fraudulent conduct, or acts or omissions that result in personal injuries or death. This addition will maintain consistency in the State's procurement approach with respect to this work while complying with State law.</p>	
<p>44 Instructions for Attachment 6.2, C.2 and C.3 are almost identical. Would the State please explain the difference or edit one of the requirements?</p>	<p>In Attachment 6.2, C.2, the State is looking for the Respondent's implementation plan, which includes: office location, staffing, training, internal case management filing systems, access to the State's system, development of documentation, orientation with clients, etc. to deliver the scope of services on January 1, 2018 and able to accept clients. In Attachment 6.2, C.3, the State wants the Respondent to describe its internal management plan and project timeline to ensure that the Respondent will be ready to deliver services on January 1, 2018.</p>
<p>45 Instructions for Attachment 6.2, C.4 says, "Administrative experience, capacity, and success or effectiveness of the Respondent's organization to..." Does the State intend this section to address just our corporate experience/capacity in accomplishing the services listed, or address our approach to the services listed?</p>	<p>Address just corporate experience/capacity in accomplishing the services listed.</p>
<p>46 Per RFP Section 3.1.1.2 and Attachment 6.2, A.3, please confirm that the 200-page limit does not include the following:  -- All tabs and dividers  -- RFP Attachments 6.1 and 6.2  -- Response to Section A and related attachments  -- Resumes and position descriptions  -- Organizational charts  -- Sample communication material and assessment tools</p>	<p>The State can confirm that the items listed in the question will not be considered for purposes of determining the 200-page limit for narrative responses.</p>
<p>47 Per section 3.1.1.2 and Attachment 6.2, A.3, please confirm that offerors may use a smaller than 12-point font in graphics and tables provided that all text is legible.</p>	<p>Yes, use of a smaller font is permissible for graphic and tables only, but the text must be legible.</p>
<p>48 For Attachment 6.3, would the State consider a separate monthly per client price for each year of the four-year initial contract term? This would allow a vendor to provide best value to the State.</p>	<p>No.</p>
<p>49 For Attachment 6.3, please confirm that the type of contract resulting from this RFP is a firm fixed price arrangement to be billed on a "monthly per client" basis.</p>	<p>The contracts to be awarded are grant contracts. As stated in Section C.3. of Attachment 6.6. and Attachment 6.7., of the RFP, the Grantee will be reimbursed for actual, reasonable and necessary costs based on the Grant Budget, although Respondents will submit per-client proposed cost with Cost Proposals are submitted.</p>

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50 For Attachment 6.3, if a contractor shall incur costs for implementation, can the State please indicate how the contractor will be reimbursed for those activities?	The State will not reimburse an implementation cost since an indirect cost rate of 14% will be applied to the per client rate upon award.
51 Regarding the Pro Forma contract, please confirm that a line item budget will not be required for the final contract and that only the supportive service/client incentive payments and the unit price per case is to be included as the form of payment for this contract.	The maximum liability of each awarded district will consist of the per client rate (with indirect cost rate) from the cost proposal plus the specific assistance to individual.
52 A.6.a.1 says if the grantee elects to have a physical presence in the One Stop, the department will reimburse for up to one FTE. Is this cost in addition to staffing in the grant budget or should it be included in the grant budget?	<p>If the Grantee elects to have a full time equivalent staff person located in the One Stop Center /AJC, such position and any other identified costs incurred by agreement in accordance with the Tennessee WIOA MOU and by the State, will be in addition to the Grant Contract awarded and will be invoiced separately.</p> <p>Please note that most of the services provided under the Grant Contract will not be provided in relation to the WIOA MOU, and that the State will only reimburse the Grantee for costs associated with the TN WIOA MOU based upon proportionate use. The costs associated with the TN WIOA should not be included in the Cost Proposal, as these costs are will be evaluated separately on a more frequent basis and reimbursed from a distinct budget.</p>
53 Per Contract A.44.a.2, Educational Success (Fifty percent (50%) of pre-school-aged children of Clients are engaged in quality early childhood experiences): (a) To help us meet this requirement, will the State share childcare enrollment status and facilities with the contractor during the contract term, or is this available through on a real-time basis through another resource, such as the State Child Care Resource and Referral Line? (b) If there are no slots available with Head Starts and/or (3)-Star facilities are not available, how will the State take this into consideration when calculating this performance measure?	<p>a) This requirement will be self-reporting information from the client. The Grantee would obtain documentation from the client verifying the child's enrollment in a childcare facility. The State can provide a list of childcare facilities under our licensing oversight.</p> <p>b). Section A.44.a.2, states" such as 3-star childcare, early head start, head start, etc." which gives the Grantee the ability to count for other childcare programs where the child may be enrolled that still focus on the child's development, growth and kindergarten readiness.</p>
54 Per Contract A.44.c, Health and Well-Being (Forty percent (40%) of Clients having Barriers to employment that referred for additional supportive services), what documentation will be required to verify clients are engaged with "supportive services/vendors"?	Section A.45.d. of Attachment 6.6. and 6.7. of the RFP describes the required Barriers Report that the Grantee will use to indicate the type of barrier and track if and when the barrier was address/resolved.
55 Per Contract A.44.d, Health and Well-Being (Thirty percent (30%) of families will participate in community support networking and empowerment opportunities), do the	This can be a combination of in-person meetings and/or social media or web-based presentations, but the vendor must have a method of determining/verifying that the family participated.

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opportunities have to be in person meetings, or can they be some type of social media or web-based presentation?	
56 Under Contract A.44.d, does denominator for this PMO only include those referred to community support networking and empowerment opportunities or the caseload for the review period?	The denominator will be the entire ECMS FF/TANF caseload for that District. It's the State's expectation that all families be referred to/connected to a community support networking event and are invited to participate in empowerment opportunities as a part of the Two Generational Approach.
57 Directly above Contract A.48 is the statement, "THE PROVISIONS OF SECTION A.47 SHALL BE APPLCIABLE ONLY IF GRANTEE ENGAGES ANOTHER INDIVIDUAL OR ENTITY TO PERFORM ANY SERVICE(S)." Should this reference Section A.48, rather than A.47?	Yes. This statement/subtitle is in reference to Section A.48. of Attachments 6.6 and 6.7 of the RFP.
58 Contract B.1 (and Attachment 6.3) says the contract is January 1, 2018 to December 31, 2021, which is 4 years (48 months). Section B.2 says the State can execute up to two renewal options not to exceed 12 months each, and the maximum Term should not exceed 60 months. As this is a total of 72 months, please clarify the correct contract term.	Please see the State's Response to Question #2.
59 Instructions for Attachment 6.2, C.2 and C.3 are almost identical. Would the State please explain the difference or edit one of the requirements?	Please see the State's Response for Question #44.
60 The introduction to Attachment 6.2, C.4 says "Administrative experience, capacity, and success or effectiveness of the Respondent's organization to..." Does the State intent this section to address just our corporate experience/capacity in accomplishing the services listed, or address our approach to the services listed?	Please see the State's Response for Question #45.
61 Per section 3.1.1.2 and Attachment 6.2, A.3, please confirm that the 200-page limit does not include the following: <ul style="list-style-type: none"> <li>- All tabs and dividers</li> <li>- RFP Attachments 6.1 and 6.2</li> <li>- Response to Section A and related attachments</li> <li>- Resumes and position descriptions</li> <li>- Organizational charts</li> <li>- Sample communication material and assessment tools</li> </ul>	Please see the State's Response for Question #46.
62 Per section 3.1.1.2 and Attachment 6.2, A.3, please confirm that offerors may use a smaller than 12-point font in graphics and tables provided that all text is legible.	Please see the State's Response for Question #47.
63 It is our understanding that the Awardee will have contractor status as is the case currently. Please confirm.	Upon award and execution of a Grant Contract, the Respondent will be a Grantee and will receive the active ECMS Families First caseload based on the

QUESTION / COMMENT	STATE RESPONSE
	District awarded. The caseload is subject to change based on new referrals and case closures.

3. **Delete RFP Attachment 6.6. Section B.1 in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):**

B.1. This Grant Contract shall be effective for the period beginning on **January 1, 2018** (“Effective Date”) and ending on **December 31, 2020**, (“Term”). The State shall have no obligation to the Grantee for fulfillment of the Scope outside the Term.

4. **Delete RFP Attachment 6.7 Section B.1 in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):**

B.1. This Grant Contract shall be effective for the period beginning on **January 1, 2018** (“Effective Date”) and ending on **December 31, 2020**, (“Term”). The State shall have no obligation to the Grantee for fulfillment of the Scope outside the Term.

5. **Delete RFP section 1.1.2 in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):**

1.1.2 The Maximum Liability for each grant contract awarded will be determined by combining the total cost proposal(s) for the awarded District for ECMS Services and associated reimbursements for Support and Incentive Payments based on annual estimates provided in Section 1.1.1 above for the contract term specified in Pro Forma grant contract B.1. **Indirect cost rate of up to 14% could be added to the awarded per client rate. The indirect cost rate will not be evaluated in the Cost Proposal.**

6. **Delete RFP section 6.3.1 in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):**

## RFP ATTACHMENT 6.3.1

### COST PROPOSAL & SCORING GUIDE

*NOTICE: THIS COST PROPOSAL MUST BE COMPLETED EXACTLY AS REQUIRED*

**COST PROPOSAL SCHEDULE**— The Cost Proposal, detailed below, shall indicate the proposed price for goods or services defined in the Scope of Services of the RFP Attachments 6.6. and 6.7., *Pro Forma* Contracts and for the entire contract period. The Cost Proposal shall remain valid for at least one hundred twenty (120) days subsequent to the date of the Cost Proposal opening and thereafter in accordance with any contract resulting from this RFP. All monetary amounts shall be in U.S. currency and limited to two (2) places to the right of the decimal point.

**NOTICE:** The Evaluation Factor associated with each cost item is for evaluation purposes only. The evaluation factors do NOT and should NOT be construed as any type of volume guarantee or minimum purchase quantity. The evaluation factors shall NOT create rights, interests, or claims of entitlement in the Respondent.

Notwithstanding the cost items herein, pursuant to the second paragraph of the *Pro Forma* Contract section C.1. (refer to RFP Attachments 6.6. and 6.7.), “The State is under no obligation to request work from the Grantee in any specific dollar amounts or to request any work at all from the Grantee during any period of this Contract.”

This Cost Proposal must be signed, in the space below, by an individual empowered to bind the Respondent to the provisions of this RFP and any contract awarded pursuant to it. If said individual is not the *President* or *Chief Executive Officer*, this document must attach evidence showing the individual's authority to legally bind the Respondent.

<b>RESPONDENT SIGNATURE:</b>			
<b>PRINTED NAME &amp; TITLE:</b>			
<b>DATE:</b>			
<b>RESPONDENT LEGAL ENTITY NAME:</b>			
<b>DISTRICT ONE (RFP Section 1.1.1)</b>			
Cost Item Description	Proposed Cost	State Use Only	
		Evaluation Factor	Evaluation Cost (cost x factor)
District One - monthly per Client rate for ECMS services during the term of the contract [January 1, 2018 through December 31, 2020]	\$ _____ Per Client	2133	
<b>EVALUATION COST AMOUNT</b> (sum of evaluation costs above): The Solicitation Coordinator will use this sum and the formula below to calculate the Cost Proposal Score. Numbers rounded to two (2) places to the right of the decimal point will be standard for calculations.			
<b>lowest evaluation cost amount from <u>all</u> proposals</b> _____ <b>evaluation cost amount being evaluated</b>		<b>x 30</b> <b>(maximum section score)</b>	<b>=</b> <b>SCORE:</b>
<i>State Use – Solicitation Coordinator Signature, Printed Name &amp; Date:</i>			

7. Delete RFP section 6.3.2 in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):

**RFP ATTACHMENT 6.3.2**

### COST PROPOSAL & SCORING GUIDE

*NOTICE: THIS COST PROPOSAL MUST BE COMPLETED EXACTLY AS REQUIRED*

**COST PROPOSAL SCHEDULE**— The Cost Proposal, detailed below, shall indicate the proposed price for goods or services defined in the Scope of Services of the RFP Attachments 6.6. and 6.7., *Pro Forma* Contracts and for the entire contract period. The Cost Proposal shall remain valid for at least one hundred twenty (120) days subsequent to the date of the Cost Proposal opening and thereafter in accordance with any contract resulting from this RFP. All monetary amounts shall be in U.S. currency and limited to two (2) places to the right of the decimal point.

**NOTICE:** The Evaluation Factor associated with each cost item is for evaluation purposes only. The evaluation factors do NOT and should NOT be construed as any type of volume guarantee or minimum purchase quantity. The evaluation factors shall NOT create rights, interests, or claims of entitlement in the Respondent.

Notwithstanding the cost items herein, pursuant to the second paragraph of the *Pro Forma* Contract section C.1. (refer to RFP Attachments 6.6. and 6.7.), "The State is under no obligation to request work from the Grantee in any specific dollar amounts or to request any work at all from the Grantee during any period of this Contract."

This Cost Proposal must be signed, in the space below, by an individual empowered to bind the Respondent to the provisions of this RFP and any contract awarded pursuant to it. If said individual is not the *President* or *Chief Executive Officer*, this document must attach evidence showing the individual's authority to legally bind the Respondent.

<b>RESPONDENT SIGNATURE:</b>			
<b>PRINTED NAME &amp; TITLE:</b>			
<b>DATE:</b>			
<b>RESPONDENT LEGAL ENTITY NAME:</b>			
<b>DISTRICT TWO (RFP Section 1.1.1)</b>			
Cost Item Description	Proposed Cost	State Use Only	
		Evaluation Factor	Evaluation Cost (cost x factor)
District Two – monthly per Client rate for ECMS services during the term of the contract [January 1, 2018 through December 31, 2020]	\$ _____ Per Client	3048	
<b>EVALUATION COST AMOUNT</b> (sum of evaluation costs above): The Solicitation Coordinator will use this sum and the formula below to calculate the Cost Proposal Score. Numbers rounded to two (2) places to the right of the decimal point will be standard for calculations.			
$\frac{\text{lowest evaluation cost amount from all proposals}}{\text{evaluation cost amount being evaluated}} \times 30 \text{ (maximum section score)} = \text{SCORE:}$			
<i>State Use – Solicitation Coordinator Signature, Printed Name &amp; Date:</i>			

8. Delete RFP section 6.3.3 in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):

**COST PROPOSAL & SCORING GUIDE**

**NOTICE: THIS COST PROPOSAL MUST BE COMPLETED EXACTLY AS REQUIRED**

**COST PROPOSAL SCHEDULE**— The Cost Proposal, detailed below, shall indicate the proposed price for goods or services defined in the Scope of Services of the RFP Attachments 6.6. and 6.7., *Pro Forma* Contracts and for the entire contract period. The Cost Proposal shall remain valid for at least one hundred twenty (120) days subsequent to the date of the Cost Proposal opening and thereafter in accordance with any contract resulting from this RFP. All monetary amounts shall be in U.S. currency and limited to two (2) places to the right of the decimal point.

**NOTICE:** The Evaluation Factor associated with each cost item is for evaluation purposes only. The evaluation factors do NOT and should NOT be construed as any type of volume guarantee or minimum purchase quantity. The evaluation factors shall NOT create rights, interests, or claims of entitlement in the Respondent.

Notwithstanding the cost items herein, pursuant to the second paragraph of the *Pro Forma* Contract section C.1. (refer to RFP Attachment 6.6. and Attachment 6.7. ), “The State is under no obligation to request work from the Grantee in any specific dollar amounts or to request any work at all from the Grantee during any period of this Contract.”

This Cost Proposal must be signed, in the space below, by an individual empowered to bind the Respondent to the provisions of this RFP and any contract awarded pursuant to it. If said individual is not the *President* or *Chief Executive Officer*, this document must attach evidence showing the individual’s authority to legally bind the Respondent.

<b>RESPONDENT SIGNATURE:</b>			
<b>PRINTED NAME &amp; TITLE:</b>			
<b>DATE:</b>			
<b>RESPONDENT LEGAL ENTITY NAME:</b>			
<b>DISTRICT THREE (RFP Section 1.1.1)</b>			
Cost Item Description	Proposed Cost	State Use Only	
		Evaluation Factor	Evaluation Cost (cost x factor)
District Three – monthly per Client rate for ECMS services during the term of the contract [January 1, 2018 through December 31, 2020]	\$ _____ Per Client	2175	
<b>EVALUATION COST AMOUNT</b> (sum of evaluation costs above): The Solicitation Coordinator will use this sum and the formula below to calculate the Cost Proposal Score. Numbers rounded to two (2) places to the right of the decimal point will be standard for calculations.			
<b>lowest evaluation cost amount from <u>all</u> proposals</b>		<b>x 30</b> (maximum section	= <b>SCORE:</b>



<b>evaluation cost amount being evaluated</b>	<b>score)</b>	
<i>State Use – Solicitation Coordinator Signature, Printed Name &amp; Date:</i>		

9. Delete RFP section 6.3.4 in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):

**RFP ATTACHMENT 6.3.4**

**COST PROPOSAL & SCORING GUIDE**

*NOTICE: THIS COST PROPOSAL MUST BE COMPLETED EXACTLY AS REQUIRED*

**COST PROPOSAL SCHEDULE**— The Cost Proposal, detailed below, shall indicate the proposed price for goods or services defined in the Scope of Services of the RFP Attachments 6.6.and 6.7., *Pro Forma* Contracts and for the entire contract period. The Cost Proposal shall remain valid for at least one hundred twenty (120) days subsequent to the date of the Cost Proposal opening and thereafter in accordance with any contract resulting from this RFP. All monetary amounts shall be in U.S. currency and limited to two (2) places to the right of the decimal point.

**NOTICE:** The Evaluation Factor associated with each cost item is for evaluation purposes only. The evaluation factors do NOT and should NOT be construed as any type of volume guarantee or minimum purchase quantity. The evaluation factors shall NOT create rights, interests, or claims of entitlement in the Respondent.

Notwithstanding the cost items herein, pursuant to the second paragraph of the *Pro Forma* Contract section C.1. (refer to RFP Attachments 6.6. and 6.7.), “The State is under no obligation to request work from the Grantee in any specific dollar amounts or to request any work at all from the Grantee during any period of this Contract.”

This Cost Proposal must be signed, in the space below, by an individual empowered to bind the Respondent to the provisions of this RFP and any contract awarded pursuant to it. If said individual is not the *President* or *Chief Executive Officer*, this document must attach evidence showing the individual's authority to legally bind the Respondent.

<b>RESPONDENT SIGNATURE:</b>			
<b>PRINTED NAME &amp; TITLE:</b>			
<b>DATE:</b>			
<b>RESPONDENT LEGAL ENTITY NAME:</b>			
<b>DISTRICT FOUR (RFP Section 1.1.1)</b>			
<b>Cost Item Description</b>	<b>Proposed Cost</b>	<b>State Use Only</b>	
		<b>Evaluation Factor</b>	<b>Evaluation Cost</b> (cost x factor)

District Four – monthly per Client rate for ECMS services during the term of the contract [January 1, 2018 through December 31, 2020]	\$ _____ Per Client	2892	
<b>EVALUATION COST AMOUNT</b> (sum of evaluation costs above): The Solicitation Coordinator will use this sum and the formula below to calculate the Cost Proposal Score. Numbers rounded to two (2) places to the right of the decimal point will be standard for calculations.			
<b>lowest evaluation cost amount from all proposals</b> <hr/> <b>evaluation cost amount being evaluated</b>		<b>x 30</b> <b>(maximum section score)</b>	<b>=</b> <b>SCORE:</b>
<i>State Use – Solicitation Coordinator Signature, Printed Name &amp; Date:</i>			

10. Delete RFP section 6.3.5 in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):

RFP ATTACHMENT 6.3.5

**COST PROPOSAL & SCORING GUIDE**

*NOTICE: THIS COST PROPOSAL MUST BE COMPLETED EXACTLY AS REQUIRED*

**COST PROPOSAL SCHEDULE**— The Cost Proposal, detailed below, shall indicate the proposed price for goods or services defined in the Scope of Services of the RFP Attachments 6.6.and 6.7., *Pro Forma* Contracts and for the entire contract period. The Cost Proposal shall remain valid for at least one hundred twenty (120) days subsequent to the date of the Cost Proposal opening and thereafter in accordance with any contract resulting from this RFP. All monetary amounts shall be in U.S. currency and limited to two (2) places to the right of the decimal point.

**NOTICE:** The Evaluation Factor associated with each cost item is for evaluation purposes only. The evaluation factors do NOT and should NOT be construed as any type of volume guarantee or minimum purchase quantity. The evaluation factors shall NOT create rights, interests, or claims of entitlement in the Respondent.

Notwithstanding the cost items herein, pursuant to the second paragraph of the *Pro Forma* Contract section C.1. (refer to RFP Attachments 6.6.and 6.7.), “The State is under no obligation to request work from the Grantee in any specific dollar amounts or to request any work at all from the Grantee during any period of this Contract.”

This Cost Proposal must be signed, in the space below, by an individual empowered to bind the Respondent to the provisions of this RFP and any contract awarded pursuant to it. If said individual is not the *President* or *Chief Executive Officer*, this document must attach evidence showing the individual's authority to legally bind the Respondent.

<b>RESPONDENT SIGNATURE:</b>	
<b>PRINTED NAME &amp; TITLE:</b>	
<b>DATE:</b>	

<b>RESPONDENT LEGAL ENTITY NAME:</b>			
<b>DISTRICT FIVE (RFP Section 1.1.1)</b>			
Cost Item Description	Proposed Cost	State Use Only	
		Evaluation Factor	Evaluation Cost (cost x factor)
District Five – monthly per Client rate for ECMS services during the term of the contract [January 1, 2018 through December 31, 2020]	\$ _____ Per Client	2493	
<b>EVALUATION COST AMOUNT</b> (sum of evaluation costs above): The Solicitation Coordinator will use this sum and the formula below to calculate the Cost Proposal Score. Numbers rounded to two (2) places to the right of the decimal point will be standard for calculations.			
<b>lowest evaluation cost amount from <u>all</u> proposals</b> <hr/> <b>evaluation cost amount being evaluated</b>		<b>x 30</b> <b>(maximum section score)</b>	<b>=</b> <b>SCORE:</b>
<i>State Use – Solicitation Coordinator Signature, Printed Name &amp; Date:</i>			

11. Delete RFP section 6.3.6 in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):

**RFP ATTACHMENT 6.3.6**

**COST PROPOSAL & SCORING GUIDE**

*NOTICE: THIS COST PROPOSAL MUST BE COMPLETED EXACTLY AS REQUIRED*

**COST PROPOSAL SCHEDULE**— The Cost Proposal, detailed below, shall indicate the proposed price for goods or services defined in the Scope of Services of the RFP Attachments 6.6.and 6.7., *Pro Forma* Contracts and for the entire contract period. The Cost Proposal shall remain valid for at least one hundred twenty (120) days subsequent to the date of the Cost Proposal opening and thereafter in accordance with any contract resulting from this RFP. All monetary amounts shall be in U.S. currency and limited to two (2) places to the right of the decimal point.

**NOTICE:** The Evaluation Factor associated with each cost item is for evaluation purposes only. The evaluation factors do NOT and should NOT be construed as any type of volume guarantee or minimum purchase quantity. The evaluation factors shall NOT create rights, interests, or claims of entitlement in the Respondent.

Notwithstanding the cost items herein, pursuant to the second paragraph of the *Pro Forma* Contract section C.1. (refer to RFP Attachments 6.6. and 6.7.), “The State is under no obligation to request work from the Grantee in any specific dollar amounts or to request any work at all from the Grantee during any period of this Contract.”

This Cost Proposal must be signed, in the space below, by an individual empowered to bind the Respondent to the provisions of this RFP and any contract awarded pursuant to it. If said individual is not the *President* or *Chief Executive Officer*, this document must attach evidence showing the individual's authority to legally bind the Respondent.

<b>RESPONDENT SIGNATURE:</b>			
<b>PRINTED NAME &amp; TITLE:</b>			
<b>DATE:</b>			
<b>RESPONDENT LEGAL ENTITY NAME:</b>			
<b>DISTRICT SIX (RFP Section 1.1.1)</b>			
Cost Item Description	Proposed Cost	State Use Only	
		Evaluation Factor	Evaluation Cost (cost x factor)
District Six – monthly per Client rate for ECMS services during the term of the contract [January 1, 2018 through December 31, 2020]	\$ _____ Per Client	2301	
<b>EVALUATION COST AMOUNT</b> (sum of evaluation costs above): The Solicitation Coordinator will use this sum and the formula below to calculate the Cost Proposal Score. Numbers rounded to two (2) places to the right of the decimal point will be standard for calculations.			
<b>lowest evaluation cost amount from all proposals</b> _____		<b>x 30</b> (maximum section score)	<b>=</b> <b>SCORE:</b>
<b>evaluation cost amount being evaluated</b>			
<i>State Use – Solicitation Coordinator Signature, Printed Name &amp; Date:</i>			

12. Delete RFP section 6.3.7 in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):

**RFP ATTACHMENT 6.3.7**

**COST PROPOSAL & SCORING GUIDE**

*NOTICE: THIS COST PROPOSAL MUST BE COMPLETED EXACTLY AS REQUIRED*

**COST PROPOSAL SCHEDULE**— The Cost Proposal, detailed below, shall indicate the proposed price for goods or services defined in the Scope of Services of the RFP Attachments 6.6.and 6.7., *Pro Forma* Contracts and for the entire contract period. The Cost Proposal shall remain valid for at least one hundred twenty (120) days subsequent to the date of the Cost Proposal opening and thereafter in accordance with any contract resulting from this RFP. All monetary amounts shall be in U.S. currency and limited to two (2) places to the right of the decimal point.

**NOTICE:** The Evaluation Factor associated with each cost item is for evaluation purposes only. The evaluation factors do NOT and should NOT be construed as any type of volume guarantee or minimum purchase quantity. The evaluation factors shall NOT create rights, interests, or claims of entitlement in the Respondent.

Notwithstanding the cost items herein, pursuant to the second paragraph of the *Pro Forma* Contract section C.1. (refer to RFP Attachments 6.6.and 6.7.), "The State is under no obligation to request work from the Grantee in any specific dollar amounts or to request any work at all from the Grantee during any period of this Contract."

This Cost Proposal must be signed, in the space below, by an individual empowered to bind the Respondent to the provisions of this RFP and any contract awarded pursuant to it. If said individual is not the *President* or *Chief Executive Officer*, this document must attach evidence showing the individual's authority to legally bind the Respondent.

<b>RESPONDENT SIGNATURE:</b>			
<b>PRINTED NAME &amp; TITLE:</b>			
<b>DATE:</b>			
<b>RESPONDENT LEGAL ENTITY NAME:</b>			
<b>DISTRICT SEVEN (RFP Section 1.1.1)</b>			
Cost Item Description	Proposed Cost	State Use Only	
		Evaluation Factor	Evaluation Cost (cost x factor)
District Seven – monthly per Client rate for ECMS services during the term of the contract [January 1, 2018 through December 31, 2020]	\$ _____ Per Client	2406	
<b>EVALUATION COST AMOUNT</b> (sum of evaluation costs above): The Solicitation Coordinator will use this sum and the formula below to calculate the Cost Proposal Score. Numbers rounded to two (2) places to the right of the decimal point will be standard for calculations.			
$\frac{\text{lowest evaluation cost amount from all proposals}}{\text{evaluation cost amount being evaluated}} \times 30 \text{ (maximum section score)} = \text{SCORE:}$			
<i>State Use – Solicitation Coordinator Signature, Printed Name &amp; Date:</i>			

13. Delete RFP section 6.3.8 in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):

**RFP ATTACHMENT 6.3.8**

**COST PROPOSAL & SCORING GUIDE**

*NOTICE: THIS COST PROPOSAL MUST BE COMPLETED EXACTLY AS REQUIRED*

**COST PROPOSAL SCHEDULE**— The Cost Proposal, detailed below, shall indicate the proposed price for goods or services defined in the Scope of Services of the RFP Attachments 6.6.and 6.7., *Pro Forma* Contracts and for the entire contract period. The Cost Proposal shall remain valid for at least one hundred twenty (120) days subsequent to the date of the Cost Proposal opening and thereafter in accordance with any contract resulting from this RFP. All monetary amounts shall be in U.S. currency and limited to two (2) places to the right of the decimal point.

**NOTICE:** The Evaluation Factor associated with each cost item is for evaluation purposes only. The evaluation factors do NOT and should NOT be construed as any type of volume guarantee or minimum purchase quantity. The evaluation factors shall NOT create rights, interests, or claims of entitlement in the Respondent.

Notwithstanding the cost items herein, pursuant to the second paragraph of the *Pro Forma* Contract section C.1. (refer to RFP Attachments 6.6. and 6.7.), "The State is under no obligation to request work from the Grantee in any specific dollar amounts or to request any work at all from the Grantee during any period of this Contract."

This Cost Proposal must be signed, in the space below, by an individual empowered to bind the Respondent to the provisions of this RFP and any contract awarded pursuant to it. If said individual is not the *President* or *Chief Executive Officer*, this document must attach evidence showing the individual's authority to legally bind the Respondent.

<b>RESPONDENT SIGNATURE:</b>			
<b>PRINTED NAME &amp; TITLE:</b>			
<b>DATE:</b>			
<b>RESPONDENT LEGAL ENTITY NAME:</b>			
<b>DISTRICT EIGHT (RFP Section 1.1.1)</b>			
Cost Item Description	Proposed Cost	State Use Only	
		Evaluation Factor	Evaluation Cost (cost x factor)
District Eight – monthly per Client rate for ECMS services during the term of the contract [January 1, 2018 through December 31, 2020]	\$ _____ Per Client	8463	
<b>EVALUATION COST AMOUNT</b> (sum of evaluation costs above):			

The Solicitation Coordinator will use this sum and the formula below to calculate the Cost Proposal Score. Numbers rounded to two (2) places to the right of the decimal point will be standard for calculations.			
$\frac{\text{lowest evaluation cost amount from all proposals}}{\text{evaluation cost amount being evaluated}} \times 30 \text{ (maximum section score)} = \text{SCORE:}$			
State Use – Solicitation Coordinator Signature, Printed Name & Date:			

14. Delete RFP Attachment 6.6 Attachment A in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):

**Attachment A**

<b>GRANT BUDGET</b>				
<b>Additional Identification Information As Necessary</b>				
The grant budget line-item amounts below shall be applicable only to expense incurred during the following				
Applicable Period: BEGIN: <b>January 1, 2018</b> END: <b>December 31, 2020</b>				
POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY <sup>1</sup>	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1. 2	Salaries, Benefits & Taxes	0.00	0.00	0.00
4. 15	Professional Fee, Grant & Award <sup>2</sup>	0.00	0.00	0.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications	0.00	0.00	0.00
11. 12	Travel, Conferences & Meetings	0.00	0.00	0.00
13	Interest <sup>2</sup>	0.00	0.00	0.00
14	Insurance	0.00	0.00	0.00
16	Specific Assistance To Individuals	0.00	0.00	0.00
17	Depreciation <sup>2</sup>	0.00	0.00	0.00
18	Other Non-Personnel <sup>2</sup>	0.00	0.00	0.00
20	Capital Purchase <sup>2</sup>	0.00	0.00	0.00
22	Indirect Cost	0.00	0.00	0.00
24	In-Kind Expense	0.00	0.00	0.00
25	<b>GRAND TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<sup>1</sup> Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A*. (posted on the Internet at: <http://www.tn.gov/finance/topic/fa-policyinfo>).

<sup>2</sup> Applicable detail follows this page if line-item is funded.

**GRANT BUDGET LINE-ITEM DETAIL:**

<b>PROFESSIONAL FEE, GRANT &amp; AWARD</b>	<b>AMOUNT</b>
District (insert number) – monthly per Client rate for ECMS services during the term of the contract [January 1, 2018 through December 31, 2020]	Amount
*Repeat for additional Districts as necessary	Amount
<b>TOTAL</b>	<b>Amount</b>

<b>SPECIFIC ASSISTANCE TO INDIVIDUALS</b>	<b>AMOUNT</b>
District (insert number) - annual reimbursement for Support and Incentive Payments during the term of the contract [January 1, 2018 through December 31, 2020]	Amount
*Repeat for additional Districts as necessary	Amount
<b>TOTAL</b>	<b>Amount</b>

15. Delete Attachment 6.7 Attachment A in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):

**Attachment A**

<b>GRANT BUDGET</b>				
<b>Additional Identification Information As Necessary</b>				
The grant budget line-item amounts below shall be applicable only to expense incurred during the following				
Applicable Period: BEGIN: January 1, 2018 END: December 31, 2020				
<b>POLICY 03 Object Line-item Reference</b>	<b>EXPENSE OBJECT LINE-ITEM CATEGORY <sup>1</sup></b>	<b>GRANT AGREEMENT</b>	<b>GRANTEE PARTICIPATION</b>	<b>TOTAL PROJECT</b>
1. 2	Salaries, Benefits & Taxes	0.00	0.00	0.00
4, 15	Professional Fee, Grant & Award <sup>2</sup>	0.00	0.00	0.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications	0.00	0.00	0.00
11. 12	Travel, Conferences & Meetings	0.00	0.00	0.00
13	Interest <sup>2</sup>	0.00	0.00	0.00
14	Insurance	0.00	0.00	0.00



16	Specific Assistance To Individuals	0.00	0.00	0.00
17	Depreciation <sup>2</sup>	0.00	0.00	0.00
18	Other Non-Personnel <sup>2</sup>	0.00	0.00	0.00
20	Capital Purchase <sup>2</sup>	0.00	0.00	0.00
22	Indirect Cost	0.00	0.00	0.00
24	In-Kind Expense	0.00	0.00	0.00
25	<b>GRAND TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<sup>1</sup> Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A*. (posted on the Internet at: <http://www.state.tn.us/finance/act/documents/policy3.pdf>).

<sup>2</sup> Applicable detail follows this page if line-item is funded.

**GRANT BUDGET LINE-ITEM DETAIL:**

PROFESSIONAL FEE, GRANT & AWARD	AMOUNT
District (insert number) – monthly per Client rate for ECMS services during the term of the contract [January 1, 2018 through December 31, 2020]	Amount
*Repeat for additional Districts as necessary	Amount
<b>TOTAL</b>	<b>Amount</b>

SPECIFIC ASSISTANCE TO INDIVIDUALS	AMOUNT
District (insert number) - annual reimbursement for Support and Incentive Payments during the term of the contract [January 1, 2018 through December 31, 2020]	Amount
*Repeat for additional Districts as necessary	Amount
<b>TOTAL</b>	<b>Amount</b>

16. Delete RFP Attachment 6.6. Section A.48 in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):

**THE PROVISIONS OF SECTION A.48 SHALL BE APPLICABLE ONLY IF GRANTEE ENGAGES ANOTHER INDIVIDUAL OR ENTITY TO PERFORM ANY SERVICE(S).**

- A.48. The Grantee may subcontract services to operate a substantial portion of the program to help the Families First Client and their families achieve self-sufficiency. The Grantee shall ensure that all subcontractors adhere to the provision of this Contract and comply with the Families First Program requirements and all applicable rules, regulations, directives, instructions, and policies promulgated or issued by the State.

- a. The Grantee shall not assign this Agreement or enter into a subcontract for any of the services performed under this Agreement without notifying the State of all subcontracts established under this Contract and ensure that all subcontracts approved by the State, each shall contain, at a minimum, contract language pertaining to "Conflicts of Interest," "Lobbying," "Nondiscrimination," "Public Accountability," "Public Notice," and "Records". The Grantee shall be the prime Grantee and shall be responsible for all work performed under this Contract.
- b. The Grantee shall ensure that any subcontract(s) or other written form of agreement with subcontractors entered into by the Grantee to provide services under this Contract, either directly or indirectly, details all services to be performed by the subcontractor, all associated costs, processes and procedures regarding financial controls, internal controls for program monitoring, safeguarding participants' information, and training of staff. The Grantee shall provide to the State all copies of any subcontract(s), memoranda, or written agreement(s) and supporting documents relating to performance of services under this Contract.
- c. The Contract shall provide written notification to the State any suspicion or knowledge of the subcontractor's failure to provide services or comply with terms or conditions under this Contract.
- d. The Grantee shall maintain and make available to State, upon request, any and all records regarding services performed by the subcontractor such as participants' files, invoices, receipts for goods or services purchased, and specific individuals to which work is assigned. The Grantee shall inform the State of all program changes or irregularities affecting performance under this Contract within two (2) business days of becoming aware of the event. The Grantee further agrees to maintain such records of the subcontractor for at least five (5) years following the expiration or termination of this Contract.
- e. The Grantee shall establish internal controls, including procedures for ongoing monitoring and reporting of subcontractors to ensure adherence to federal regulations, state statute and guidance, and the provisions of this Contract.
- f. The Grantee shall provide the State written documentation of the Grantee's monitoring tools, plans, schedules, and other supporting documents used to monitor all subcontractors' program operations and financials, as well as, processes for addressing observations and/or findings.
- g. The Grantee shall conduct annual on-site reviews of all subcontractors to ensure program integrity. The Grantee shall report the subcontractors' audit results to the State.

**17. Delete RFP Attachment 6.7. Section A.48 in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):**

**THE PROVISIONS OF SECTION A.48 SHALL BE APPLICABLE ONLY IF GRANTEE ENGAGES ANOTHER INDIVIDUAL OR ENTITY TO PERFORM ANY SERVICE(S).**

A.48. The Grantee may subcontract services to operate a substantial portion of the program to help the Families First Client and their families achieve self-sufficiency. The Grantee shall ensure that all subcontractors adhere to the provision of this Contract and comply with the Families First Program requirements and all applicable rules, regulations, directives, instructions, and policies promulgated or issued by the State.

- a. The Grantee shall not assign this Agreement or enter into a subcontract for any of the services performed under this Agreement without notifying the State of all subcontracts established under this Contract and ensure that all subcontracts approved by the State, each shall contain, at a minimum, contract language pertaining to "Conflicts of Interest," "Lobbying," "Nondiscrimination," "Public Accountability," "Public Notice," and "Records". The Grantee shall be the prime Grantee and shall be responsible for all work performed under this Contract.
- b. The Grantee shall ensure that any subcontract(s) or other written form of agreement with subcontractors entered into by the Grantee to provide services under this Contract, either directly or indirectly, details all services to be performed by the subcontractor, all associated costs, processes and procedures regarding financial controls, internal controls for program monitoring, safeguarding participants' information, and training of staff. The Grantee shall provide to the State all copies of any subcontract(s), memoranda, or written agreement(s) and supporting documents relating to performance of services under this Contract.
- c. The Contract shall provide written notification to the State any suspicion or knowledge of the subcontractor's failure to provide services or comply with terms or conditions under this Contract.
- d. The Grantee shall maintain and make available to State, upon request, any and all records regarding services performed by the subcontractor such as participants' files, invoices, receipts for goods or services purchased, and specific individuals to which work is assigned. The Grantee shall inform the State of all program changes or irregularities affecting performance under this Contract within two (2) business days of becoming aware of the event. The Grantee further agrees to maintain such records of the subcontractor for at least five (5) years following the expiration or termination of this Contract.
- e. The Grantee shall establish internal controls, including procedures for ongoing monitoring and reporting of subcontractors to ensure adherence to federal regulations, state statute and guidance, and the provisions of this Contract.
- f. The Grantee shall provide the State written documentation of the Grantee's monitoring tools, plans, schedules, and other supporting documents used to monitor all subcontractors' program operations and financials, as well as, processes for addressing observations and/or findings.
- g. The Grantee shall conduct annual on-site reviews of all subcontractors to ensure program integrity. The Grantee shall report the subcontractors' audit results to the State.

**18. Delete Section A.7.a. of RFP Attachment 6.6 and 6.7 in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):**

- a. Ensure that FF Clients and their families have access to Grantee's office to receive services without traveling more than 40 miles (measured from the Grantee's office location to the county center), or 45 minutes from their residence.

**19. RFP Amendment Effective Date.** The revisions set forth herein shall be effective upon release. All other terms and conditions of this RFP not expressly amended herein shall remain in full force and effect.

RFP 34530-44318 Amendment 1 Attachment 1

District 1                      **East Tennessee State University**

Tier 1	Tier 2	Tier 3
\$317.25/Client	\$249.75/Client	\$209.25/Client

District 2                      **East Tennessee State University**

Tier 1	Tier 2	Tier 3
\$317.25/Client	\$249.75/Client	\$209.25/Client

District 3                      **Maximus Human Services, Inc**

Tier 1	Tier 2	Tier 3
\$267.18/Client	\$241.81/Client	\$221.91/Client

District 4                      **Maximus Human Services, Inc**

Tier 1	Tier 2	Tier 3
\$270.00/Client	\$248.64/Client	\$232.48/Client

District 5                      **Workforce Essentials, Inc**

Tier 1	Tier 2	Tier 3
\$324.00/Client	\$256.50/Client	\$202.50/Client

District 6                      **Maximus Human Services, Inc**

Tier 1	Tier 2	Tier 3
\$258.46/Client	\$212.65/Client	\$190.22/Client

District 7                      **Workforce Essentials, Inc**

Tier 1	Tier 2	Tier 3
\$324.00/Client	\$256.50/Client	\$202.50/Client

District 8                      **Maximus Human Services, Inc**

Tier 1	Tier 2	Tier 3
\$236.39/Client	\$214.89/Client	\$199.10/Client

# RFP 34530-44318 Amendment 1 ATTACHMENT 2

2017 EMPLOYMENT AND CASE MANAGEMENT SERVICES PERFORMANCE MEASURE OUTCOMES	District 1		District 2		District 3		District 4		District 5		District 6		District 7		District 8	
	1st Q 2017	2nd Q 2017	1st Q 2017	2nd Q 2017	1st Q 2017	2nd Q 2017	1st Q 2017	2nd Q 2017	1st Q 2017	2nd Q 2017	1st Q 2017	2nd Q 2017	1st Q 2017	2nd Q 2017	1st Q 2017	2nd Q 2017
	February 1st-March 31st	April 1st- June 30th	February 1st-March 31st	April 1st- June 30th	February 1st-March 31st	April 1st-June 30th	February 1st- March 31st	April 1st-June 30th	February 1st-March 31st	April 1st-June 30th	February 1st-March 31st	April 1st-June 30th	February 1st-March 31st	April 1st-June 30th	February 1st-March 31st	April 1st-June 30th
PMO #1: Ninety percent (90%) of Clients shall obtain a GED or High School equivalency diploma/certificate within twelve (12) months of enrollment in an adult education program. This outcome and timeframe applies to those individuals without high school credentials and who have scored at a ninth (9th) grade level or higher on the initial pretest/assessment.																
Performance Outcome Results (Target Goal: 90%)	#DIV/0!	100%	#DIV/0!	#DIV/0!	#DIV/0!	50%	#DIV/0!	100%	100%	100%	#DIV/0!	#DIV/0!	100%	100%	#DIV/0!	40%
PMO #2: Forty percent (40%) of Clients shall obtain a recognized postsecondary certification within eighteen (18) months of enrollment or less in an educational institution. This outcome applies to those individuals that have a High School Diploma, GED, or High School equivalency diploma/certificate. The timeframe may vary based on the type of institution the individual is attending.																
Performance Outcome Results (Target Goal: 40%)	100%	71%	50%	92%	100%	50%	100%	67%	100%	100%	#DIV/0!	#DIV/0!	100%	100%	43%	36%
PMO #3: Forty percent (40%) of Clients shall obtain a recognized postsecondary degree within two (2) years of enrollment in an educational institution. This outcome applies to those individuals that have a High School Diploma, GED, or High School equivalency diploma/certificate.																
Performance Outcome Results (Target Goal: 40%)	#DIV/0!	100%	#DIV/0!	100%	0%	50%	0%	75%	#DIV/0!	100%	100%	40%	#DIV/0!	#DIV/0!	0%	50%
PMO #4: Forty percent (40%) of Clients shall obtain a recognized postsecondary degree within four (4) years of enrollment in an educational institution. This outcome applies to those individuals that have a High School Diploma, GED, or High School equivalency diploma/certificate.																
Performance Outcome Results (Target Goal: 40%)	#DIV/0!	100%	#DIV/0!	#DIV/0!	0%	100%	#DIV/0!	#DIV/0!	100%	#DIV/0!	0%	0%	100%	100%	0%	40%
PMO #5: Forty percent (40%) of Clients who have received a postsecondary certification or degree shall obtain full-time employment related to their field of study or in a professional career path within three (3) months of completion.																
Performance Outcome Results (Target Goal: 40%)	#DIV/0!	43%	#DIV/0!	53%	100%	80%	#DIV/0!	100%	#DIV/0!	100%	#DIV/0!	#DIV/0!	#DIV/0!	100%	#DIV/0!	17%
PMO #6: Thirty percent (30%) of Clients obtain full-time employment (30 hours or more) and earned income (increase in wages) closes the TANF case within the contract year. This outcome applies to those TANF cases that close for over income due to wage earnings and remained closed for six (6) consecutive months.																
Performance Outcome Results (Target Goal:30%)	74%	66%	75%	64%	79%	88%	68%	71%	#DIV/0!	96%	81%	79%	#DIV/0!	85%	78%	69%

*If the outcome was “#DIV/0!”, that district areas did not have any clients enrolled based on the specified timeframe and met the outcome during that review quarter and the PMO doesn’t negatively impact their rate for this outcome.*

## RFP 34530-44318 Amendment 1 Attachment 3

Districts	Aug-17	County Name	District	Aug-17
1	487	Carter	1	16
2	719	Claiborne	1	17
3	434	Cocke	1	19
4	584	Grainger	1	6
5	478	Greene	1	26
6	401	Hamblen	1	30
7	428	Hancock	1	11
8	1626	Hawkins	1	39
<b>Totals</b>	<b>5157</b>	Jefferson	1	26
		Johnson	1	6
		Sevier	1	32
		Sullivan	1	157
		Unicoi	1	6
		Union	1	7
		Washington	1	89
		Anderson	2	68
		Blount	2	33
		Campbell	2	52
		Knox	2	465
		Loudon	2	15
		Monroe	2	16
		Morgan	2	6
		Roane	2	34
		Scott	2	30
		Cannon	3	6
		Clay	3	14
		Cumberland	3	43
		Dekalb	3	5
		Fentress	3	4
		Jackson	3	7
		Macon	3	19
		Overton	3	8
		Pickett	3	6
		Putnam	3	66
		Rutherford	3	126
		Smith	3	6
		Sumner	3	57
		Trousdale	3	3
		Van Buren	3	1
		Warren	3	14
		White	3	9
		Williamson	3	12
		Wilson	3	28
		Bedford	4	28
		Bledsoe	4	8
		Bradley	4	45
		Coffee	4	29
		Franklin	4	11
		Grundy	4	11
		Hamilton	4	338
		Lincoln	4	21
		Marion	4	25
		McMinn	4	23
		Meigs	4	1
		Moore	4	0
		Polk	4	2
		Rhea	4	27
		Sequatchie	4	15
		Benton	5	6
		Cheatham	5	12
		Decatur	5	7
		Dickson	5	20
		Giles	5	10
		Hardin	5	18
		Henderson	5	35
		Henry	5	21
		Hickman	5	20
		Houston	5	0
		Humphreys	5	9
		Lawrence	5	24
		Lewis	5	9
		Marshall	5	11
		Maury	5	35
		Montgomery	5	196
		Perry	5	3
		Robertson	5	27
		Stewart	5	14
		Wayne	5	1
		Davidson	6	401
		Carroll	7	22
		Chester	7	14
		Crockett	7	7
		Dyer	7	37
		Fayette	7	16
		Gibson	7	36
		Hardeman	7	12
		Haywood	7	18
		Lake	7	10
		Lauderdale	7	28
		Madison	7	134
		McNairy	7	13
		Obion	7	17
		Tipton	7	35
		Weakley	7	29
		Shelby	8	1626
		<b>Total</b>		<b>5157</b>

**RFP 34530-44318 Amendment 1 Attachment 4**  
**Transportation Assistance and Supportive Services Only**  
(May-July 2017)

D1	\$ 41,153.63
D2	\$ 11,230.65
D3	\$ 24,545.45
D4	\$ 22,047.89
D5	\$ 11,129.10
D6	\$ 21,334.31
D7	\$ 17,374.98
D8	\$ 56,869.00

## RFP 34530-44318 Amendment 1 Attachment 5

September 2017- District 1			September 2017- District 2		
Caseload Numbers	487		Caseload Numbers	719	
Staff Positions/Titles	Current Number of Positions Filled	Number of Positions Vacant	Staff Positions/Titles	Number of Positions Filled	Number of Positions Vacant
Employment Specialist	27	0	Employment Specialist	27	0
Business Developer	5	0	Business Developer	5	0
Data Integrity Coordinator	4	0	Data Integrity Coordinator	4	0
Office Manager	2	0	Office Manager	2	0
Executive Aide	2	0	Executive Aide	2	0
Program Manager	1	0	Program Manager	1	0
Program Director	1	0	Program Director	1	0
Receptionist/Clerical (Part-Time)	5	0	Receptionist/Clerical (Part-Time)	5	0

September 2017 : District 5			September 2017 : District 7		
Caseload Size	478		Caseload Size	428	
Staff Positions/Titles	Current Number of Positions	Number of Positions Vacant	Staff Positions/Titles	Current Number of Positions	Number of Positions Vacant
Program Director	8	0	Program Director	8	0
Program Manager	2	0	Program Manager	2	0
Employment Specialist	1	0	Employment Specialist	1	0
Business Developer	1	0	Business Developer	1	0
Quality Assurance Monitor	0.5	0	Quality Assurance Monitor	0.5	0
Family Resource Specialist	1	0	Family Resource Specialist	1	0
Data Support / Admin	2	0	Data Support / Admin	2	0
IT Support	0.5	0	IT Support	0.5	0

September 2017 : District 3			September 2017 : District 4			September 2017 : District 6			September 2017 : District 8		
Caseload Size	434		Caseload Size	584		Caseload Size	401		Caseload Size	1626	
Staff Positions/Titles	Current Number of Positions	Number of Positions Vacant	Staff Positions/Titles	Current Number of Positions Filled	Number of Positions Vacant	Staff Positions/Titles	Current Number of Positions	Number of Positions Vacant	Staff Positions/Titles	Current Number of Positions	Number of Positions Vacant
Employment Specialist	5	1	Employment Specialist	7	0	Employment Specialist	4	1	Employment Specialist	17	2
Business Developer	1	0	Business Developer	1	0	Business Developer	1	0	Business Developer	4	1
Data Integrity Coordinator	1	0	Data Integrity Coordinator	1	0	Data Integrity Coordinator	2	0	Data Integrity Coordinator	1	1
Office Manager	0	0	Office Manager	0	0	Office Manager	0	0	Office Manager	1	0
Executive Aide	0	0	Executive Aide	0	0	Executive Aide	0	0	Executive Aide	0	0
Program Manager	1	0	Program Manager	1	1	Program Manager	1	0	Program Manager	2	0
Program Director	1	0	Program Director	1	1	Program Director	1	0	Program Director	1	0
Receptionist/Clerical (Part-Time)	1	0	Receptionist/Clerical (Part-Time)	3	1	Receptionist/Clerical (Part-Time)	1	0	Receptionist/Clerical (Part-Time)	4	0