



**AMENDMENT #1
REQUEST FOR PROPOSALS NO. 19100101 TANF APA
Afterschool Program Activities**

Amendments to the RFP are as follows:

1. First paragraph of Section 2.3 shall be amended to state:

MDHS is soliciting non-profit organizations *and non-federal entities* to implement a program for age appropriate services, in multiple locations, with a priority given to entities that target children and youth attending high poverty/low performing schools or at-risk youth attending schools in high poverty areas where high juvenile justice referrals take place. Programs will service the target populations during non-school hours or periods when school is not in session such as afterschool and summer recess. Programs will also commit to 50% of the total served being a SNAP or TANF recipient. Providers being reimbursed for the care of children from the Childcare Development Funds (CCDF) grant cannot be reimbursed for those same children under this RFP.

2. Fourth paragraph of Section 2.3 A., “Service Area Description” shall be amended to state:

The Lead Agency shall be responsible for ~~hiring~~ *retaining* and managing all qualified staff, securing signed written agreements with other entities to provide coverage in the selected geographical area, assure program compliance, spending oversight of funds by sub-recipients or contractors, monitoring the programs and services, and take full responsibility of any sub-recipient that has entered into an agreement to provide services and do not meet their obligations. The Lead Agency will serve as the single point of contact for all program issues.

3. Questions and Answers are attached.

Please acknowledge receipt of Amendment #1 by returning it, along with your proposal package, by November 15, 2019, at 2:00 PM, CST. This acknowledgement should be enclosed in your proposal package. **Failure to submit this acknowledgement may result in rejection of the proposal package.**

Name of Company

Authorized Official’s Typed Name/Title

Signature of Authorized Official
(No stamped signature)

Date

Should an amendment to the RFP be issued, it will be posted on the MDHS website (www.mdhs.ms.gov) in a manner that all Respondents will be able to view. Further, Respondents must acknowledge receipt of any amendment to the solicitation by signing and returning the amendment with the proposal package, by identifying the amendment number and date in the space provided for this purpose on this form, or by letter. The acknowledgment must be received by MDHS by the time and at the place specified for receipt of proposals. It is the Respondent’s sole responsibility to monitor the website for amendments to the RFP.

QUESTIONS AND ANSWERS AFTERSCHOOL PROGRAM ACTIVITIES

Question Number	RFP Page Number	Paragraph Number	RFP Section Reference Number	Question & Answer
1	7	1	Section 2.3	<p>The RFP states that priority will be “given to entities that target children and youth attending high poverty/low performing schools or at-risk youth attending schools in high poverty areas where high juvenile justice referrals take place.” If a program targets high poverty/low performing schools, can it prioritize serving students who are performing below grade level or does it have to serve at-risk youth, which the RFP defines as “youth that have school disciplinary problems not referred to the youth court and youth who have completed parole or probation and no longer under the jurisdiction of the youth court”?</p> <p>ANSWER: Serving at-risk youth is an option that holds priority, but it is not a requirement.</p>
2	7	1	Section 2.3	<p>The RFP states that “programs will also commit to 50% of the total served being a SNAP or TANF recipient.” What is the verification process to fulfill this requirement? Is the subgrantee expected to verify TANF/SNAP beneficiary status themselves, or is the subgrantee only expected to provide MDHS with client information so that MDHS can verify their TANF/SNAP status?</p> <p>ANSWER: At enrollment, a signed self-certification from the parent or legal guardian that the program participant receives SNAP or TANF will be sufficient for this grant period.</p>
3	7	1	Section 2.3	<p>The RFP states that “programs will also commit to 50% of the total served being a SNAP or TANF recipient.” If the subgrantee is expected to verify the status, can it be as simple as asking adult caregivers if they are a TANF or SNAP beneficiary?</p> <p>ANSWER: Yes, see answer to Question 2.</p>
4	10	1	Section 2.3(C)	<p>The RFP states that “subgrantees will be required to prepare and submit demographic and outcome reports by a MDHS designated due date.” How frequent are the outcomes reports?</p> <p>ANSWER: Identification and service data will be required monthly but may change at MDHS discretion. Outcome reports may be required quarterly depending on the model of each program but will be required on an annual basis. Reporting requirements will be established with each subgrantee after the grant award.</p>
5	10	1	Section 2.3(C)	<p>The RFP states that “subgrantees will be required to prepare and submit demographic and outcome reports by a MDHS designated due date.” Are the outcomes in these reports ones proposed by the subgrantee in the proposal, or are there specific outcomes that MDHS requires subgrantees to report on?</p>

Question Number	RFP Page Number	Paragraph Number	RFP Section Reference Number	Question & Answer
				ANSWER: Outcome reporting will be based on the detailed performance measures/outcomes proposed by the subgrantee.
6	11	6	Section 2.3(C)	The RFP states that subgrantees must provide the SSN for all clients. Do subgrantees have to collect the SSNs of both the child and their parents/guardians or just the child in the afterschool program? ANSWER: ANSWER: Collection should be for participants in the non-school hour program.
7	11	7	Section 2.3(C)	The RFP states that subgrantees must provide the Education Level at Services Start for all clients. Does the “Education Level at Service Start” mean the grade level of each student participating in the afterschool program? ANSWER: Yes.
8	11	7	Section 2.3(C)	The RFP states that subgrantees must provide the Education Level at Services Start for all clients. Does the Education Level information need to be provided to MDHS on a monthly basis as one of the three datasets? If so, do subgrantees need to provide it for all students participating in the afterschool program each month or only the new participants that month? ANSWER: Subgrantees should report this dataset at Service Start and continue reporting on all students served within designated periods to be turned in on a due date that MDHS designates.
9	32	Sample Subgrant Agreement; 2 nd full paragraph	XIX, A.	The RFP states, “Subgrantee shall furnish MDHS written monthly reports of costs incurred and such reports shall contain sufficient data to provide evidence of budget compliance.” Can you clarify what MDHS expects in terms of documentation/data that will be sufficient to provide evidence of budget compliance? ANSWER: The subgrantee shall be able to isolate and trace every subgrant dollar from receipt to expenditure and have on file appropriate supporting documentation for each transaction. Examples of documentation are vendor invoices, bills of lading, purchase orders, payment vouchers, payrolls, bank statements and reconciliations, documentation to verify that only eligible clients were served; employee activity sheets to verify activities performed and the actual hours worked for each activity/subgrant; and, cash receipt logs to verify all funds received and the actual date of receipt.
10	29	Sample Subgrant Agreement; 4 th full paragraph	XIV, D.	The RFP states, “MDHS retains the right to perform a supplemental audit and review, when MDHS deems the same to be appropriate, of any and all of the Subgrantee’s and/or its Contractor/ Subcontractor's books, records and accounts.”

Question Number	RFP Page Number	Paragraph Number	RFP Section Reference Number	Question & Answer
				<p>Can you clarify what we would need to provide for a supplemental audit – for example, would this include information such as employee resumes, hiring letters, etc.?</p> <p>ANSWER: Please see Section 9, “Monitoring” of the MDHS Subgrant/Agreement Manual by copying and pasting the below link in your web browser: https://www.mdhs.ms.gov/wp-content/uploads/2019/10/MDHS-SubgrantAgreement-Manual.pdf</p>
11	4; 15		Section 1.4; Section 1.5; Section 3.2	<p>Section 1.4 (“Proprietary Information”), Section 1.5 (“Debarment”), and Section 3.2 (“Subgrantee Documentation”) state that the MDHS Debarment Verification Form, Proprietary Information Form, and subgrantee forms (Standard Assurances, Subgrant/agreement Manual Acceptance Form, Board Member’s Notification of Liability, and Minority Vendor Self-Certification Form) are all mandatory for the proposal. However, I do not see them listed in Section 4.3, which details the response format. Where in the proposal should these forms be included? In the “Additional Data” section?</p> <p>ANSWER: All of the above mentioned forms shall be completed, signed, and included as part of Respondent’s proposal in the “Additional Data” section.</p>
12	15		Section 4.1.3	<p>In Section 4.1.3, the RFP states that proposals must include an organization chart and resumes. Do applicants need to provide resumes for all staff or only key staff? For example, we employ a number of afterschool tutors throughout the state – do we need to include all of their resumes?</p> <p>ANSWER: Resumes for key staff will be sufficient.</p>
13	7		Section 2.3	<p>This section indicates that that program should target youth “...in high poverty areas where high juvenile justice referrals take place.” Does this mean that the youth in the programs must be referred by juvenile justice programs, or just that they come from an area with a high number?</p> <p>ANSWER: ANSWER: See answer to Question 1. If opting to serve at-risk youth, services should occur in an area where at-risk youth are attending schools in high poverty areas where high juvenile justice referrals take place.</p>
14	7		Section 2.3	<p>Must at least 50% of total youth served actually receive TANF or SNAP, or can they simply be living at a level which would qualify them for such services?</p> <p>ANSWER: 50% of the total youth served must receive SNAP or TANF.</p>
15	8 & 9		Section 2.3 (B) 1, 2, & 3	<p>Must the Lead Agency (as described in 2.3 A above) itself provide the services listed in B, or may those services be provided by either the Lead Agency or the partnership agencies?</p>

Question Number	RFP Page Number	Paragraph Number	RFP Section Reference Number	Question & Answer
				ANSWER: The services may be provided by either the Lead Agency or partnership agencies; however, the Lead Agency will bear the administrative responsibilities as outlined in Sec. 2.3(A).
16	11 & 12		Section 2.3c	Will the stage of trauma-informed care a program operates in affect scoring, so that, for example, an organization that is trauma responsive will score higher than one that is trauma aware? ANSWER: Possibly, yes. MDHS will is seeking proposals that demonstrate Respondent's commitment to including trauma-informed values and practices in Respondent's delivery of services.
17	15		Section 3.1 N	Will the respondent be required to provide TANF services that are not already part of the service it delivers? ANSWER: See answer to Question 25.
18	15		Section 4.1.4	Section 4.1.4 requires a list of 3 contracts or projects from the past 5 years. If the program proposed is one which has operated each summer for several years, can the partnership organizations who worked with the Lead Agency in those past summers be the entities providing the letters of collaboration? ANSWER: Yes.
19	16		Section 4.1.10	If the Lead Agency is a newly-formed 501(c)(3) nonprofit corporation that does not yet have audited financial statements, may the Lead Agency provide audited financial statements from the other partnership organizations instead? ANSWER: Yes.
20	16		Section 4.1.10	For a newly-formed Lead Agency, what documents should be included to assure MDHS of its financial status, responsibility, and stability for the performance of the contract? ANSWER: A newly-formed Lead Agency must submit an IRS status letter and a certificate of good standing from the MS Secretary of State.
21	18		Section 4.3.5	If the personnel will not be engaged until after the RFP response is due, should the Lead Agency provide job descriptions for the positions that have not yet been filled? If job descriptions are not adequate, should they be augmented with the resumes of staff that have been hired in prior years and would that (i.e. a job description and a sample resume from a past employee) then be responsive to the question? ANSWER: Job descriptions would be sufficient. Resumes for potential hires would also be encouraged and considered responsive.

Question Number	RFP Page Number	Paragraph Number	RFP Section Reference Number	Question & Answer
22	9 - 10		Section. 2.3(B)(3)(n)	n. Expand learning programs that provide students additional program hours before, during, or after traditional school or summer program hours. Can you expound on the operating hours of the afterschool program? Is there a required number of hours that students need to attend? ANSWER: ANSWER: Children often need non-traditional hours for effective participation in a non-school hour program. The proposer may opt to provide services before school, during school lunch breaks or later evening hours. There is not an hour of attendance requirement, however, hours of participation should equate to achieving proposed performance measures and outcomes.
23	5		Section 1 Subsection 1.6	Page 5 Section 1, subsection 1.6 – Required Letter of Intent (Mandatory) If during the writing process but after submission of the Letter of Intent, will a prospective applicant be allowed to amend their location of service area to add or remove counties listed in the Letter of Intent should the applicant find it necessary to do so? ANSWER: Yes – however, such a modification may also involve coordination with and approval by MDHS.
24	7		Section 2.3	Page 7 Section 2.3 Scope of Services – Afterschool Program Activities- Please clarify eligibility determination for youth, i.e. determining if a youth is a SNAP or TANF recipient. ANSWER: See answer to Question 2.
25	9		Section 2.3 Subsection B3	Page 9 Section 2.3 Subsection B 3) Respondent must describe in detail its ability to complete some, if not all, of the following duties: listed as letters a. through n. Please clarify “some, if not all,” in terms of level or responsiveness by a prospective applicant. How many services would a successful respondent be expected to provide? How will responsiveness be assessed in the “4.2.2 – Step Two: Evaluation Factors”? ANSWER: ANSWER: The number of services or actual services a proposer submits within the service model is left up to the proposer. MDHS does not wish to mandate or limit the number of services within a service model, only that services are provided with quality in nature and demonstrates the proposer’s performance measures. Evaluation of services will fall under the <i>Service Plan</i> category of Evaluation Factors and will count for 30 points.
26	16		Section 4.1 Subsection 4.1.9	Page 16 Section 4.1, subsection 4.1.9- Will a separate question and clarification period be offered in the event there are questions related to the “Cost Estimation Worksheet”?

Question Number	RFP Page Number	Paragraph Number	RFP Section Reference Number	Question & Answer
				ANSWER: MDHS may entertain additional questions solely related to the “Cost Estimation Worksheet.” Respondents that properly submitted a letter of intent will be promptly notified of those requirements.
27	17		Section 4.2 Subsection 4.2.2	Page 17 Section 4.2, subsection 4.2.2- Please provide additional information on each of the Evaluation Factors. Will criteria of responsiveness for each of the listed Evaluation Factors be provided? ANSWER: MDHS will not provide that information.
28	7		Section 2.3	In section 2.3, it states that MDHS is seeking non-profit organizations to deliver services. Does “non-profit organizations” include state government or local school district entities? ANSWER: “Non-profit organizations” include state government or local school districts.
29	22		Attachment A	I am assuming the sample MOU (attachment A) is included to allow respondents and their legal counsel to know what to expect in an agreement and it is NOT something to be included in the application. Is that right? ANSWER: Correct.
30	41		Attachment E	For the Attachment E -Standard Assurances, do we simply the components and place into a document or simply print and sign pages 42- 46 and submit that? ANSWER: Either method would be sufficient.
31	N/A		N/A	Are electronic signatures allowed? ANSWER: Yes, if the signatures can be authenticated through time and date stamp.
32	6-7		Section 2.1	On funding, is the \$15 million allocated for year one for the entire program for future years/extensions? ANSWER: The \$15 million is allocated for the initial term of 9 months beginning January 1, 2020 through September 30, 2020.
33	8		Section 2.3(A)	In describing partners on page 8, are these groups/individuals that are providing services under our agreement that impact the students we are trying to help? In other words, if we hold tutoring after school in a church or a school and the church/school is only providing meeting space and nothing programmatic, then would they be considered a partner? ANSWER: ANSWER: A partner would be a sub recipient to the lead agency that is assisting to provide services. In the example used above, the answer would be No.

Question Number	RFP Page Number	Paragraph Number	RFP Section Reference Number	Question & Answer
34	10		Section 2.3.C	Under Section 2.3.C. on page 10, is the schematized list of services to be provided to MDHS included in the RFP response or is this for reporting purposes? Or both? ANSWER: Both.
35	12 – 15		Section 3	From Section 3, are these simply to be restated and affirmed as an attachment to the response? For example from B. Conflict of Interest, we would state something like "We shall disclose any contractual relationship or other contact with any State personnel, etc," ANSWER: The Sec. 3 "Required Respondent Statements" must be restated and affirmed and included as a separate Appendix to the Proposal labeled as "Required Respondent Statements."
36			Section 4.3.(5)	Under 4.3.(5), we have some positions that will not be filled until we know we have the funding to pay for salaries to hire them. We are unable to provide resumes but can we submit a job description? ANSWER: Job descriptions would be sufficient. Resumes for potential hires would also be encouraged and considered responsive.
37			Section 4.1.4	Under Section 4.1.4 are these referencing the same projects as listed in 4.1.5? ANSWER: The information requested in Section 4.1.4 may coincide with information requested in Section 4.1.5; however, it is not required to be the same information.