

Amendment #1
Request for Proposals (RFP) No. 20200104 Nov. TANF 2021 Services
Temporary Assistance for Needy Families

Amendments to the RFP are as follows:

1. Section 4.3 is MANDATORY. This applies to the response format that shall be used for all submitted proposals.

2. Section 4.3(6) Cost Data. First sentence shall be revised as follows:

“Estimate the ~~annual~~ cost of the service as directed in Section 4.1.8 to include the required Total Estimated Cost, Budget Narrative and Price Estimate (Cost Estimation Worksheet) as well as any other required information included in the Cost Proposal Packet provided to Respondent after proper and timely submission of Letter of Intent.”

The remainder of this section remains unchanged.

3. Section 4.3(9), 2nd paragraph shall be revised as follows:

*“Proposals shall be written following all of the directives contained in this document. The proposal shall be typed in Times New Roman 12 point font, double spaced and indexed and divided into the sections described ~~below~~ **above** to allow ease of handling and review by MDHS.”*

The remainder of this section remains unchanged.

4. Attachment H, Required Information Checklist, shall be revised as follows:

“F. 2. Cost Proposal Packet

- a. Budget Narrative
- b. Cost Estimation Worksheet
- c. Current Funding Statement
- d. Justification, if lower-tier partnership cost exceeds 50% of budget request.
- e. Approved Indirect Cost/Rate Plan, if applicable”**

The remainder of this Attachment remains unchanged.

5. MDHS Pre-Proposal Conference Summary (11/18/20) is attached and available for review.



Please acknowledge receipt of Amendment #1 by returning it, along with your proposal package, by December 8, 2020, at 2:00 PM, CT. 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.

**Request for Proposals (“RFP”)
AFTERSCHOOL PROGRAM ACTIVITIES (APA) AND/OR PARENTHOOD INITIATIVE (PI)
Solicitation No. 20200104 Nov. TANF 2021 Services
Pre-Proposal Conference
Wednesday, November 18, 2020 | 9:00 AM – 11:00 AM**

AGENDA

1. Welcome/Introductions

- A) MDHS Procurement Services – Bryan C. Wardlaw, Chief Procurement Officer and presenter for the conference.
- B) Please hold all questions until the end of the conference. NOTE: Any verbal answers provided during this pre-proposal conference are only intended for general discussion and do not represent MDHS’ final position. Any oral questions from today’s pre-proposal conference must be submitted in writing to MDHS no later than Friday, Nov. 20, 2020 by 2:00 p.m. in order to generate an official answer. Please refer to Sec. 1.9 of the RFP for submission of questions.
- C) The purpose of the Pre-proposal Conference is to provide technical review of the Nov. TANF 2021 RFP to assist potential Respondents in preparing a proposal to provide either APA, PI, or a combination of both APA & PI services to eligible Mississippians.

2. Procurement Schedule

- A) Last Day for Questions/Clarifications - **Friday, November 20, 2020 at 2:00 p.m.**
 - 1) questions must be submitted in writing pursuant to Sec. 1.9 of the RFP (ProcurementServices@mdhs.ms.gov); (includes questions regarding the cost proposal packet – no separate Question and Answers for the packet; must meet the deadline reflected in Section 1.1.1, Timeline)
 - 2) including any questions from today’s Pre-Proposal conference;
- B) Proposal Due Date - **Tuesday, December 8, 2020 by 2:00 p.m. NO LATE PROPOSALS WILL BE ACCEPTED. Know the dates listed in Section 1.1.1, Timeline.**

3. TANF Project Overview

- A) Desired TANF services = Afterschool Program Activities; Parenthood Initiative; and/or a combination of both. (Sec. 2.1 of RFP)
- B) Resultant Subgrant Agreement Term = (Initial Term) 18 months – starting April 1, 2021 and ending September 30, 2022; Possible renewal terms = three (3), one year renewal at MDHS discretion and based upon availability of funds. (Sec. 2.1; 2.7 and 2.8).
- C) Total Funding Available = \$30 Million.

4. Technical RFP Requirements – Per Section

- A) **Section 1 – Submission Requirements**
 - 1) **Sec. 1.1** – single package (properly labeled) containing:
 - a) One (1) original written proposal signed;
 - b) One (1) USB Flash Drive of the proposal. All submitted as pdf file.
 - c) (*As Applicable*) ALSO – 1 USB copy labeled as REDACTED

COPY – containing redacting info you believe to be Confidential and Proprietary. (Refer to Section 1.3 for more information).

- d) *If submitting proposal for APA and PI – ONLY SUBMIT ONE (1) PROPOSAL.
- 2) **Sec. 1.1.1** – Timeline – please consult accordingly; NOTE: Timeline may be subject to updates at MDHS discretion. Any updates to the timeline prior to the proposal submission deadline will be published as an amendment to the RFP and posted to the MDHS website. Any updates to the timeline past the proposal submission deadline will be posted to the MDHS website as a Revised Timeline for your convenience.
 - 3) **Sec. 1.1.2** – Rejection of Proposals – failing to include **MANDATORY** provisions as designated throughout the RFP.
 - 4) **Sec. 1.1.3** – Exceptions – **MANDATORY** requirement; Attachment B must be completed – even if no exceptions are taken by your organization. If there are no exceptions, please indicate with “N/A”.
 - 5) **Section 1.4** – Registration with MS SOS – must be currently registered or if not already registered and offered an award, must register within 5 business days of being offered an award. Must be registered before a final agreement can be signed.
 - 6) **Sec. 1.5** – Debarment – **MANDATORY** requirement; form included in Attachment D as Exhibit F must be completed. Please refer to Attachment D for details. Include justification if necessary. To be discussed in more detail later in this conference.
 - 7) **Sec. 1.10** – Acknowledgement of Amendments – **MANDATORY** requirement; amendments to the RFP will be posted to the MDHS website. Each amendment will include updates to the RFP and each amendment will include a cover sheet for Respondent signature. Each amendment cover sheet must be signed by Respondent and included as part of Respondent’s proposal.
- B) **Section 2**
- 1) **Sec. 2.3 – Service Area Description** – **MANDATORY** requirement; Must include the following components within proposal:
 - a) list of MS counties where services will be provided – must complete Attachment G;
 - i) Instructions have been provided to complete Attachment G;
 - ii) To complete this attachment – (1) identify the chart of services (APA, PI, or both) your organization proposes to provide; (2) identify the county/counties where your organization will provide those services; and (3) in the block to the right of each county, list the number of participants that will be served in each county.
 - iii) NOTE: the numbers you list to serve in each county **MUST** equal the total # of participants served as reflected in the body of your proposal (text of response to Sec. 2.3 and chart in Sec. 4.1.8).
 - b) description and number of participants served in each county; and
 - c) (AS APPLICABLE) lower-tier partnership information – (ref. Sec. 4.3(5)) **MUST** include Letters of Collaboration (LOC) from each lower-tier partner – NOTE: required contents of LOC at top of pg. 11 of RFP. LOC may also

include any required information of lower-tiers that are needed to complete Attachment C. LOC must be signed as stated in the RFP.

- 2) **Sec. 2.4 – Scope of Services – MANDATORY**
 - a) Afterschool Program Activities – explain services you will provide for this program and how those services will accomplish the requirements of specifications with this section.
 - b) Parenthood Initiative - explain services you will provide for this program and how those services will accomplish the requirements of specifications with this section.
 - 3) **Sec. 2.5 – Program Reports, Evaluations and Outcomes – MANDATORY**
 - a) Performance Measures and Outcomes – explain (according to these specifications) how your organization will track the performance and outcomes of your proposed services. Measures and outcomes should be based upon evidence-based research.
 - b) Reporting – explain (according to these specifications) how your organization will generate and provide the required reporting to MDHS.
 - 4) **Sec. 2.6 – Service Delivery Contingency Plan – MANDATORY**

Explain in detail (according to requirements of this specification) your organization’s contingency plan to continue delivery of services outlined in your proposal.
- C) **Section 3**
- 1) **Sec. 3.1 – Required Respondent Certifications – MANDATORY**
 - a) Attachment C – contains all forms required under this subsection.
 - b) All forms **MUST** be properly completed and signature provided where applicable; Subsections D & J of Attachment C can be included as part of LOC’s with lower-tiers.
 - c) Depending on how your organization completes each form, some additional documentation may be required. This additional documentation **MUST** be included in your proposal and clearly labeled as applying to the corresponding form within Attachment C.
 - 2) **Sec. 3.2 – Subgrantee Documentation – MANDATORY**
 - a) Attachment D – contains all forms (which are identified as Exhibits C through H) required under this subsection;
 - b) All forms **MUST** be properly completed and signature provided where applicable;
 - c) NOTE: Exhibit D, Board Member’s Notification of Liability – if this form is not applicable to your organization, this form still **MUST** be completed, signed, and witnessed (as applicable) and included as part of your proposal.
 - d) NOTE: Section 1.5, Exhibit F, MDHS Debarment Verification Form – Justification will be required and must be included as an additional documentation with this exhibit for the following:
 - i) “...currently registered w/ sam.gov? – if “No” – justification required;
 - ii) “Registration Status?” – if “Inactive” – justification required; and

- iii) “Active Exclusions” – if “Yes” – justification/explanation required.
 - e) NOTE: Exhibit G, Minority Vendor Self-Certification Form – top of form must be complete in its entirety; MUST check either “Applicable” or “Not Applicable”. If “Applicable” is checked, MUST check the appropriate blanks that apply to your organization. PLEASE also complete and sign the bottom of the form.
- 3) **Sec. 3.3 – Insurance – MANDATORY**
(See bold print at bottom of pg. 16 of the RFP) Respondent is required to provide (at a minimum) as part of your proposal, a binder or commitment letter from Respondent’s insurance company. MDHS will not accept a letter from your organization’s executive director or board of directors.
- a) If your organization has already obtained a Certificate of Insurance covering your organization for the required policies and at required amounts of this subsection, you may include a copy of the COI.
 - b) NOTE: if submitting a binder or commitment letter from your insurance carrier, you will be required to provide MDHS with a COI containing the required policies in the required amounts prior to the start of your agreement.
 - c) Be sure that your organization and your organization’s insurer are aware of the types of policies and coverage amounts required within this subsection.
- D) **Section 4 – Proposal Format and Required Content – MANDATORY**
- 1) This section lists the information that must be in your proposal – further detail regarding the order and structure of this information is addressed in Sec. 4.3 of the RFP.
 - 2) Each subsection details the information required and cross-references back to other RFP sections, exhibits, and/or attachments that outline the information needed.
 - 3) **Sec. 4.1.2** – states: “...average number of employees **over the past five (5) years**”, this is not to be substituted with current number of employees. Several past respondents have failed to acknowledge this requirement.
 - 4) **Sec. 4.1.4** – Respondents should ensure contact information is up to date for references. It is not MDHS responsibility to secure this information if submitted by the Respondent as incorrect. MDHS will not track down references. MDHS encourages each respondent to inform all references that MDHS may contact them and that the reference should be prepared to answer questions related to your organization and services your organization has provided. The RFP includes a sample of questions to be asked (Attachment E & F). May provide more than three (3) references, but at a minimum, provide three (3).
 - 5) **Sec. 4.1.8** – Total Estimated Cost – **MUST BE PRESENTED IN THE FORMAT LISTED.** Be sure to complete all required components of this chart.
 - a) In addition to the required chart format for Total Estimated Cost – you must also provide a **Budget Narrative** and **Price Estimate** (which is identified as the “*Cost Estimation Worksheet*”). Budget information and Number of Participants to be served **must reflect the initial period of 18 months.**

- b) If you properly and timely submitted a Letter of Intent, your organization should have received a Cost Preparation Packet that contains RFP Budget Narrative and Price Estimate Instructions – please utilize this packet to complete all components of your Total Estimated Cost. Please note references to the MDHS Subgrant Manual and CFR.
- c) NOTE: if your program budget includes allocation of funds to lower-tier (LT) partner organizations and that allocation to LT’s totals 50% or more of your total budget, you MUST submit a justification for each LT for such allocation of funds as an attachment to your Budget Narrative.
- d) Indirect Cost Plan will need to be included, if applicable.
- e) Complete all requirements of the Cost Proposal Packet.
 - Pay attention and accurately represent allocations for each line.
 - Refer to the sample budget narrative.
 - Your organization’s budget narrative shall provide a detailed justification for each line item.
 - Carefully view Attachment B, Allowable/Non-Allowable use of TANF funds. This is not an all-inclusive list.
 - Attachment C, Current Funding Statement – complete this form. If it is not applicable, please indicate with “N/A” and sign and date.
- 6) **Sec. 4.1.9** – Organization’s Financial Statement – ref. first 2 paragraphs of pg. 19 of RFP for required information as applicable to your organization.
- 7) **Sec. 4.2** – Evaluation Procedure
 - a) Responsive and Responsible proposals will be presented to the evaluation committee for review and scoring;
 - b) Responsive = proposal that meets all material requirements of RFP – including MANDATORY requirements.
 - c) Responsible = proposal that demonstrates the capacity to provide the requested services at a reasonable cost.
 - d) Sec. 4.2.2 - Evaluation Factors – see chart on pg. 20 of RFP. Points for Grant Writing Training – 5 available; MUST include a copy of your organization’s MDHS Certificate of Attendance as part of your response to Sec. 4.3(8) of this RFP. Last training is scheduled for November 19, with a registration deadline of November 18, 4:30 PM.
- 8) **Sec. 4.3** – Response Format
 - a) This section details not only the information that must be in your response to the RFP, BUT it also details the ORDER or FORMAT of your response.
 - b) Be sure that your proposal is structured in the order outlined in this subsection.
 - c) Your proposal should be structured in this format and contain the information identified in this subsection. Providing the required information in this format will greatly assist the evaluation committee in reviewing your proposal.
 - d) Sec. 4.3(3) – “Proposal” – this is where you will provide responses to specifications within Sections 2.3 through 2.6 of the RFP. **NOTE:** Page

- limitation for this subsection is 25 pages – [pg. limitation excludes Letters of Collaboration and Service Area Summary Chart – Attachment G]
- e) Each subsection details the information required and cross-references back to other RFP sections, exhibits, and/or attachments that outline the information needed.
 - f) Incorporate Table of Contents; each page of proposal must be numbered consecutively. Typewritten in 12 point font size, Times New Roman style, double spaced and submitted in a binder, and indexed and divided into the sections described in Section 4.3.
 - g) Each proposal shall be submitted in a sealed envelope/package marked: "MDHS Procurement Services RFP No. 20200104 Nov. TANF 2021 SERVICES 200 South Lamar Street, Jackson, Mississippi 39201". Please refer to Section 1.1.

5. RFP Administrative Provisions

- A) **Sec. 5.1** – Post-Award Vendor Debriefing – MAY be requested, but if requesting, must submit debriefing request via SmartForm. Please note date and time requirements as well as instructions within this subsection.
- B) **Sec. 5.2** – Protest of Award – must be submitted in writing via either US mail – postage pre-paid or personal delivery. Please note date and time requirements as well as instructions within this subsection.
- C) **Sec. 5.3** – Attachment A = Subgrant Agreement template. Please review. Exceptions to any provisions of this agreement must be noted and included as required within Attachment B. There are no guarantees MDHS will approve exceptions.
- D) **NOTE:** Attachment H – Required Information Checklist – must be included as part of your proposal. This is provided to assist your organization in preparing your response to the RFP and to ensure that you have included all of the required information in your response.

6. Questions

As stated at the beginning of the conference: Verbal answers provided at the pre-proposal conference are only intended for general discussion and do not represent the Agency's final position. All oral questions must be submitted by potential Respondents in writing no later than Friday, November 20, 2020 by 2:00 p.m. in order to generate an official answer. Official answers will be issued by an Amendment to this RFP and posted on the MDHS website at www.mdhs.ms.gov.

Miscellaneous

MDHS may request additional information or clarification from responsive Respondents. Such requests will be sent to the contacts provided within Respondent's cover letter and Respondents are required to respond to any request by the deadline provided in the email request. Requests for additional information or clarification will be sent from ProcurementServices@mdhs.ms.gov.