

Amendment #2
Request for Proposals (RFP) No. 20200104 Nov. TANF 2021 Services
Temporary Assistance for Needy Families

Amendments to the RFP are as follows:

1. Cost Proposal Packet, page 7, link to MDHS Subgrant Manual is:
<https://www.mdhs.ms.gov/wp-content/uploads/2020/01/MDHS-Subgrant-Manual-1.9.20.pdf>
2. Please see attached Questions and Answers.

Please acknowledge receipt of Amendment #2 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.

QUESTIONS AND ANSWERS

Question Number	RFP Page Number	Paragraph Number	RFP Section Reference Number	Question & Answer
1				<p>Will there be another round of RFP’s released in the upcoming months?</p> <p>ANSWER: Please continue to monitor the Business Opportunities page on the MDHS Website for future opportunities.</p>
2	Page 6		1.7	<p>Can MDHS share the Pre-proposal Conference video or the Cost Proposal Packet part to aid in the proposal process?</p> <p>ANSWER: Pursuant to the RFP Section 1.7 Pre-Proposal Conference, Minutes of the conference will be published. Please refer to Amendment No. 1 for the Pre-Proposal Conference.</p>
3	Page 53		Attachment D; Exhibit D	<p>Does Exhibit D (Board Member’s Notification of Liability) have to be signed by a member of the board?</p> <p>ANSWER: No. The Entity’s Director shall sign Exhibit D.</p>
4	Page 10		Section 2.3	<p>Is it possible to add other counties to our service area even though these counties were not included in the letter of intent?</p> <p>ANSWER: Yes.</p>
5	Page 12		Section 2.4, A.2	<p>I understand we must provide information related to teenage pregnancy prevention, statutory rape and drug and violence prevention to our afterschool participants but we are we also expected to perform these presentations to local schools, law enforcement and appropriate counseling agencies or can we pass the information along to the above mentioned entities and let them disperse the materials as they see fit?</p> <p>ANSWER: Section 2.4, A.2 requires the respondent to describe its ability to utilize print, digital media, and social media in providing these services. Due to the uncertain nature of the current pandemic, the service</p>

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				delivery method is left to the discretion of the subgrantee.
6	Page 17		Section 4.1.8	<p>Is it possible to change your service delivery sites after the submission of the LOI? (4.1.8)</p> <p>ANSWER: Yes.</p>
7	Page 10		Section 2.3	<p>Should we have a letter of support for all agencies/ organizations that will assist us in recruitment of participants?</p> <p>ANSWER: MDHS is not requiring letters of support; however, letters of collaboration are required as identified in Section 2.3 of the RFP for lower-tier partners.</p> <p>If so, are they considered a lower-tier partner or are lower-tier partners only those who are receiving payment for assisting with service delivery? (2.3)</p> <p>ANSWER: Letters of Collaboration are required for all lower-tier partners identified as receiving funds from your agency for service delivery assistance. Letters of Support are acceptable for partners assisting with service delivery, but not identified as receiving funds.</p>
8	Page 10		Section 2.3	<p>Could you explain “description and number of participants served in each county?” Is the description demographics? Is the number of participants the proposed number we intend to serve?</p> <p>ANSWER: The “description” of participants should reflect language that describes the target population your organization proposes to serve. The “number” of participants should reflect the number of target population individuals your organization proposes to serve.</p>
9				<p>Can charts/graphs/graphics/tables be placed on paper in landscape format?</p> <p>ANSWER: Yes.</p>

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10			Cost Proposal Packet	<p>The sample budget narrative included with the Cost Proposal Packet/RFP that shows every number multiplied by .25 including for equipment, subcontractors, and supplies standard. Is this .25 multiplication standard practice for the budget or solely reflective of that specific budget?</p> <p>ANSWER: Solely reflective of that specific budget.</p>
11	Page 43		Attachment C (J)	<p>Are the subcontractor statements on anti-discrimination to be included with the proposal or are those sent in after the grant is awarded?</p> <p>ANSWER: Response to Attachment C (J), requires information to be included with proposal in “J” as applicable.</p>
12	Page 16		Section 3.3	<p>If we already have insurance, will a copy of the insurance certificate be sufficient to meet section 3.3 insurance (mandatory) requirements?</p> <p>ANSWER: If the certificate of insurance meets or exceeds the limits requested in Section 3.3, a copy of the insurance will be sufficient.</p>
13	Page 11		Section 2.4.A	<p>In the range of school-age children and youth, what are the targeted grades to provide APA: lower elementary (K-2nd), upper elementary (3rd-5th), middle (6th-8th), and/or high (9th- 12th)? For example, would we be penalized or discouraged from applying if we plan to only target students in grades Kindergarten through 8th grade?</p> <p>ANSWER: The RFP does not reference a targeted grade. The target population is school-age children or youth.</p> <p>ANSWER: No. Priority is given to entities that target children and youth attending high poverty/low performing schools and/or at-risk youth attending schools in high poverty areas where high juvenile justice referrals take place.</p>
14	Page 11		Section 2.4.A	<p>Does MDHS have a minimum number of clients to be served in mind for this 2021 TANF Program?</p>

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				ANSWER: No.
15	Page 10		Section 2.3	<p>Must potential partners serve more than one geographic area to be considered to provide Afterschool Program Activities?</p> <p>ANSWER: No.</p> <p>Can we target a single county and/or city?</p> <p>ANSWER: Yes.</p> <p>Can we target a single school district and one or more schools within said district?</p> <p>ANSWER: Yes.</p>
16	Page 39		Attachment A, Section XXVII	<p>In regards to Section XXVII – Funds to Supplement, Does that include private funds from foundations or donors? Please clarify the meaning of “supplant” and provide an example.</p> <p>ANSWER: Yes. Allocated TANF funding under this RFP may not be used to replace other funds otherwise expended for the support of services of the applicable participants in the Subgrantee's service area.</p>
17	Page 20		Section 4.2.2	<p>Can you provide the specific sections of the RFP that relate to each of the six Evaluation Factors outlined in Section 4.2.2 , page 20, of the RFP that were discussed in the pre-proposal conference?</p> <p>ANSWER:</p> <ul style="list-style-type: none"> • Budget Narrative & Price Estimate: Section 2.3; Attachment G; 4.1.8; 4.3(6) • Service Plan: 2.4(A); (B); 4.1.5; 4.3(3) • Evaluation Plan: 2.5; 4.1.6; 4.3(3) • Record of Past Performance: 4.1.4; 4.1.9; 4.3(5) 4.3(7); (ref. 2.3) – lower tier; Attachment E References • Personnel/Org Chart: 4.1.3; 4.3(4)

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				<ul style="list-style-type: none"> • Service Delivery Contingency Plan: 2.6; 4.1.7; 4.3(3)
18	Page 44		Attachment C, Section D	<p>In regard to Attachment C: Required Respondent Certifications - can you provide clarification as to what types of subcontracts should be included under D-Subcontractor Work? In the pre-proposal conference, it was indicated that ancillary contracts should be noted here as well subcontracts for direct provision of TANF services. Could clarification be provided as to the types of ancillary contracts that should be included? In the past, our organization understood ancillary contracts (e.g. payroll services, marketing, etc.) as Contractual Services rather than Subcontractor Work. Please advise.</p> <p>ANSWER: Any subcontractors paid by your organization using TANF funds provided by MDHS to your organization should be identified as required in Attachment C (along with any additional documentation) regardless of how your organization classifies the work as being “Contractual Services” or “Subcontractor Work.”</p>
19	Page 18		Section 4.1.8; 4.3.6	<p>Where should direct costs for staff training be listed in the budget narrative? In the sample Budget Narrative, costs for training sessions are included under Travel. Is this the only place where direct costs for training sessions should be included? In some cases our organization contracts with trainers for staff training. If this is the case, can these items be included under Contractual Services?</p> <p>ANSWER: Depends on the training related expense. Please refer to the definitions for Travel and Contractual Services in the MDHS Subgrant Manual and federal cost principles in 2 C.F.R. 200.</p>
20	Page 5		Section 1.3	<p>Redacted Copy: Is this applicable to a state agency, if so, what exactly needs to be redacted?</p> <p>ANSWER: Any information that a vendor deems confidential or proprietary in accordance with Mississippi Code Annotated §§ 25-61-1, et. seq., and</p>

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				<p>79-23-1 (1972, as amended) may be redacted. Per Section 1.3, “Failure to clearly redact any proprietary information, trade secrets, or other confidential commercial/financial information may result in that information being released in a public records request.”</p>
21	Page 44		Attachment C, Section C	<p>Legal Entity: As a state agency, for clarification will a letter on letterhead stating the Mississippi code for existence and signed by the authorized representative meet the mandatory needs?</p> <p>ANSWER: Yes.</p>
22	Page 44		Attachment C, Section D	<p>If the organization is not using subcontractor work, will N/A satisfy and state no work will be subcontracted?</p> <p>ANSWER: Yes.</p>
23	Page 57		Exhibit H	<p>Sub-recipient Risk Assessment: Should this be signed by the Chief Financial Officer or the authorized representative?</p> <p>ANSWER: Authorized Representative.</p>
24	Page 43		Attachment C, Section A	<p>For clarification, approval for Examination of Records will a letter on letterhead certifying and signed by the authorized representative meet the mandatory needs?</p> <p>ANSWER: The written authorization must be signed by the parent, affiliate or subsidiary organization pursuant to Attachment C, Section A.</p>