

ERIE COUNTY DEPARTMENT OF SOCIAL SERVICES

QUESTIONS & ANSWERS REGARDING RFP # 1712VF: Non-Residential Domestic Violence Services

Questions submitted via e-mail and in person at the Bidder's Conference on June 29, 2017

QUESTION		ANSWER
1.	Is there any possibility of granting an extension to the due date of this RFP by one or two weeks, due to the holiday and various staff vacations?	Yes. We will extend the deadline to July 31, 2017.
2.	The RFP states that one (1) original, five (5) paper copies, and one (1) electronic version of the proposal must be submitted. Is that necessary? Can (1) paper original be submitted, and one electronic copy?	Yes. It will be acceptable if one (1) original and one (1) electronic copy of both sections of the proposal are submitted to Judith Kolmetz.
3.	Must a proposer <u>currently</u> be an OCFS- approved non-residential DV provider, or can they be in the process of becoming one (through the ECDSS Consolidated Services Plan)?	The proposer must be an OCFS- approved Non-Residential Domestic Violence Services provider.
4.	Is the budget form different than in previous years?	Yes- the budget form has been simplified and streamlined.
5.	Do EC agencies (DA, ECSO) have to answer various questions on the budget forms having to do with CEO, etc.?	If a specific item on the proposal/budget templates is not applicable due to the kind of organization that is submitting the proposal, the proposing agency should just answer with "N/A". If clarification is needed, ECDSS may contact the agency.
6.	When an agency subcontracts with another agency to do program work, who submits the data for that work on their quarterly reports - the contacting agency, or the contracted agency? (So as to avoid duplication of reporting).	The agency doing the subcontracting should report the work done by the subcontracted agency on their own quarterly report. The subcontracted agency should NOT report the work done for the other agency on theirs.
7.	Can the role of the Community Coordinator be more defined and fleshed out?	The description of this position was left intentionally vague. We are asking proposers to describe what this position may entail in their agencies, and how it would serve the overall purpose of coordinating services throughout the collaborative.
8.	The RFP says that "Not more than 5 agencies" will be selected. Why is that? Can that change?	ECDSS is seeking to provide an excellent level of service while limiting administrative overhead. However, as stated in the RFP, Erie County reserves the right to amend the RFP if it is in its best interests to do so.
9.	On the Personnel Demographics form, is the data for the ENTIRE agency, or just the staff that will be involved in the delivery of the contracted services?	Please use the data for the PROJECT TEAM, not the entire agency.
10.	When would an oral presentation be required? What does it entail?	ECDSS may require an oral presentation when there are issues with a proposal requiring clarification. It would entail a brief meeting to discuss the proposed services to be provided. This meeting may take place over the telephone.
11.	How long can the proposals be?	The proposal format has changed this year to a fillable template. We ask that you complete each section concisely, without adding an abundance of supporting documentation. If supporting documentation (charts, graphs, surveys, etc.) are needed, the RFP Review Panel will request them later.
12.	The provided templates are awkward to use. Can proposers be emailed the Word/ Excel documents?	Yes- documents were emailed to all in attendance at the Bidder's Conference on 6/29/17 at 2:23 pm.