



# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF SOCIAL SERVICES

July 15, 2011

### ADDENDUM No. 1 TO ALL OFFERORS:

**Request for Proposals: BEN-11-091**  
**Titled: TANF Funding Pool**  
**Dated: June 27, 2011**  
**Proposals Due: August 1, 2011**  
**Pre-proposal Conference: July 8, 2011**

The above is hereby changed to:

1. **Reference RFP, Section I, Funding, Top of Page 4:** Delete in its entirety the sentence that reads: “Proposers may submit ONLY ONE proposal...” and replace with “Offerors may submit more than one proposal and may also collaborate with other organizations or public bodies on proposals.”
2. **Reference RFP, Page 4, Section I, Eligible Applicants 4:** Delete the words: “LDSS agencies may not provide direct services.” This requirement is no longer in effect.
3. **Reference RFP, Page 5, Section III.B, Target Populations:** Add new item 5 that reads: “Other Fragile Individuals/Families.”
4. **Reference RFP, Page 5, Section III.C, Focus of Projects, First Paragraph, First Sentence:** Delete the word “and.” Offerors are to address only one purpose of TANF.
5. **Reference RFP, Page 5, Section III.C, Focus of Projects, First Paragraph, Second Sentence:** Delete the words that read: “Additionally, they should focus on one or more” and replace with: “Additionally, while projects may provide several services”
6. **Reference RFP, Page 5, Section III.C, Focus of Projects, Second Paragraph, Second Paragraph:** Delete the second paragraph beginning with the words: “An organization may...” in its entirety and replace with the new paragraph that reads: “Identify the TANF purpose – 2, 3, or 4 – addressed by the primary focus area. Additionally, specific objectives must be developed that can be met within the grant period and with the funds

awarded. (Note: Proposals will be evaluated based on the quality of the services proposed and the expectation of successful outcomes, not the specific primary focus area addressed).”

7. **Reference RFP, Page 7, Section IV, General Requirements, Item 2:** After the first sentence add a new sentence to read: “Signatures are required on the cover sheet of the RFP, Page 26, Attachment A, and Attachment D.”
8. **Reference RFP, Page 7, Section IV, General Requirements, Item 5.** Delete the words: “five (5)” and replace with: “eight (8).”
9. **Reference RFP, Page 8, Section IV.B.3, Proposal Summary, First Bullet:** Delete the words: “and include the projected number of clients/participants to be served by the project according to identified categories (I.e., Children, Families, Fathers, and Mothers).” And replace with: “and include the TANF purpose the proposal will address, the primary focus area, the target groups to be served, and the projected number of individuals or families to be served.”
10. **Reference RFP, Page 9, Section IV(b).iv, Statement of Need:** Delete the words: “and/or” and replace with “or”
11. **Reference RFP, Page 9, Section IV(c).iii, Capacity and Support:** Delete in its entirety and replace with: “Describe key leaders and staff who would be involved with implementation of the project. Detailed job descriptions may be included as attachments.”
12. **Reference RFP, Page 10, Section IV:** Delete in its entirety the section headed: “The Evaluation Plan Should.” This deletion includes items 1 to 10.
13. **Reference RFP, Page 10, Section IV.5, Budget and Narrative of Expenses, Second Sentence:** Delete the word: “2nd” and replace with “1st”
14. **Reference RFP, Page 12, Section V.1, Proposed Project, First Bullet:** Delete the first bullet in its entirety and replace with the words: “The purpose of TANF and the primary area of focus that the proposals is designed to address can be met by the proposed program.”
15. **Reference RFP, Page 20, Section IX, Clause H, Fiscal Administration:** Delete all instances of the word “monthly.” Contractors are to submit quarterly invoices. However, any organization wishing to invoice monthly must submit a written request to Purchasing Agency justifying the need for monthly invoicing. The Purchasing Agency, in its sole discretion, may grant a contractor the right to submit monthly invoices.”
16. **Reference RFP, Attachment A, Proposal Summary:** Replace with Attachment A.1, Proposal Summary - Revised
17. **Reference RFP, Attachment B, Itemized Budget:** Replace with Attachment B.1, Itemized Budget - Revised
18. **Reference RFP, Attachment F, RFP Submission Checklist:** Replace with Attachment F.1, RFP Submission Checklist – Revised
19. **SEE ATTACHED RESPONSES TO QUESTIONS FROM PRE-PROPOSAL CONFERENCE**

Note: A signed acknowledgement of this addendum (with necessary copies) must be received at the location on the RFP prior to the proposal date and hour and attached to your proposal. Signature on this addendum does not substitute for your signature on the original proposal document. The original document must be signed.

Very truly yours,

Robert Earley  
Contract Officer  
[robert.earley@dss.virginia.gov](mailto:robert.earley@dss.virginia.gov)

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Name of Agency

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Signature / Title

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Date

**TANF Funding Pool**  
**Pre-Proposal Conference Questions and Answers - 7/8/11**

**Page 3**

1. **Are you only interested in proposals that address more than one purpose?** No. Addendum 1 clarifies that a proposal should only address one TANF purpose – 2, 3, or 4.
2. **Is match required?** No. Match is not required. There is space in the budget section to show if you receive other funds, but match is not required.
3. **Do you have a maximum award?** No. We do not know the total funds that will be available, so we are unable to establish a maximum amount for the awards.
4. **What is considered a reasonable amount for a request?** We are unable to state what a “reasonable” request is in dollar figures, but the funds requested should align with the services proposed. Ultimately, the decision as to which projects will be funded, and the funding level, will be made by the Governor and General Assembly.
5. **Are you looking for large organizations with a larger area of geographic coverage?** We hope to have some coverage across the state, but that does not mean that one organization would have to do that. Some organizations are, of course, statewide. If your organization is not statewide, you would not have to expand in order to have statewide coverage.
6. **Some organizations already have regional coverage. Is this RFP an opportunity to expand those programs?** An organization may choose to propose an expansion of an existing program.
7. **Is there any preference for regional programs rather than local programs?** No
8. **If you are a part of a statewide organization, can you put in a local application as well?** Yes.
9. **If you are covering multiple priorities/purposes, would you submit one proposal or more than one?** Addendum 1 will clarify that a proposal is to address only one of the purposes of TANF and concentrate on one primary focus area. If an organization wishes to address another TANF purpose and/or another primary focus area, a separate proposal should be submitted.
10. **Is there an advantage to new programs over currently funded programs?** No.
11. **Can a local DSS receive funds for staff?** Yes, but not to fund a position that is already being funded from another source. You might apply for funds to expand and create another position
12. **Are you saying that you can’t supplant?** Yes.
13. **For purposes of the grant, if funding runs out June 30, will this grant cover existing positions for the fiscal year beginning July 1?** Organizations currently funded by the TANF block grant will not be funded by that mechanism after 6/30/12. Those funds will be allocated based on the TANF Funding Pool RFP process effective 7/1/12. The TANF Funding Pool could be used to fund the positions if the organization is awarded funding through this RFP process.

**(Note: Employment Advancement grants are made from TANF funds but are excluded from the formula used to determine the amount of funds available for the TANF Funding Pool. Those projects may be renewed under the current contract for a third year of funding beginning 7/1/12.)**

## **P.5**

- 14. Under which TANF purpose would development of healthy parent/child relationships fall?** The purposes of TANF are intentionally broad. Sometimes this makes it difficult to determine which purpose a program best addresses. Development of healthy parent/child relationships might fall under purpose 4 which deals with the formation and maintenance of two-parent families.
- 15. How far back is former (for the target group of former TANF recipients)?** We will define former TANF recipients as those who received TANF at some point during the 24 month period prior to 7/1/12.
- 16. How does the 200% of poverty apply?** Programs that meet TANF purpose two (“to end the dependence of needy parents on government benefits by promoting job preparation, work, and marriage”) must have a needs test. Participants must have a dependent child and have income less than 200% of the federal poverty limit. (See <http://aspe.hhs.gov/poverty/11poverty.shtml>) Programs that meet purposes three (“to prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies”) or four (“to encourage the formation and maintenance of two-parent families”) do not have to have an income test.
- 17. The RFP states that the focus is on the non-material aspects of poverty. Does this mean that programs should focus on non-assistance?** The expression “non-material aspects of poverty” was not intended to be synonymous with “non-assistance,” but rather as an umbrella term for some of the issues faced by the poor. At the same time, the proposed programs are to focus on “non-assistance,” activities allowable under purposes 2, 3, and 4 of TANF.

## **p. 7**

- 18. What can't exceed 5 pages? The entire proposal or just part of it?** The project narrative (or description) limit will be increased to 8 pages. There is no limit on the total number of pages for the proposal. Position descriptions do not have to be included in the 8-page limit. They may be included as an attachment.
- 19. Concerning the submission of a CD, what type of software is acceptable?** Is a PDF OK? The proposal should be in Microsoft Word, any version, or PDF.
- 20. Will addenda be included in the revisions?** Yes

## **P. 8**

**Note: Section B, “Specific Proposal Instructions,” matches Attachment F, the RFP Submission Checklist referenced at the beginning of the conference. Use these as a guide to fulfilling the RFP requirements.**

- 21. Is there a restriction on the color of ink that is used?** No, as long as it is readable. Remember to use 11-point font. Either single or double spacing is acceptable.

**p. 9**

22. **How do we obtain historical data?** Historical data may be used to support the need for the project being proposed. We believe that most applicants will have access to data concerning the populations they serve, successful service models, etc. The reference in Section B, item 4(b)I suggests that data used be current and defines current as data collected since 2005. (Also, see question 23).
23. **Is there a repository of TANF information?** Various reports and data about the TANF program in Virginia are available at the Department's public site: <http://www.dss.virginia.gov>. Select "Reports," then "Benefit/Financial Assistance Reports," and then "TANF." Information about TANF programs generally is available at <http://www.peerta.acf.hhs.gov/> under Welfare Resources.
24. **Clarify what is required with Attachment C and Section IV(B) 4e. It seems like the information is repeated.** There is some duplication between the information called for in Attachment C and in Section IV(B)4e. We will address this in Addendum 1 to the RFP which will be posted on eVA.
25. **What if the outcomes are expected to occur at least one year later, ie, after the grant period?** Even if the ultimate outcome, attainment of a 4-year degree, for example, cannot be obtained within a one-year grant period, the participant in a program will make some progress toward the goal. The participant might complete a GED, or obtain a certificate in the field. These intermediate outcomes should be identified and reported.
26. **Can this be a new program or is it only for existing programs?** The proposal can be for a new or existing program.
27. **Under Section IV(B)4, items C iii and iv, what are the differences in what is being requested?** Some of the items to be discussed in the narrative section (Section IV.B.4 a- e) may overlap. It is permissible to reference back to an earlier statement if you are asked for the same information again. The wording in some cases, however, is similar but not identical so it is important that you check to make sure that you have addressed everything.

**P 10**

28. **Can you discuss what is being requested regarding the referral process?** This question allows you to describe "how" you get the clients you will serve. Are they recruited based on publicity, or referred by another agency, by another part of your own organization, or by another process?
29. **We are a statewide organization that coordinates quality assurance, evaluation, technical assistance, etc. for local organizations. How do we frame our proposal because we don't provide direct service?** We currently receive funds for those services. Organizations that do not provide direct services should develop the proposal with a focus on the ultimate beneficiaries of the services they do provide. So, an organization could describe the type of training it provides, the number of projects and/or staff who receive the training, and then the number of individuals who benefit from the services delivered directly by the trained staff. The same approach could be used with other activities by showing how they relate to service delivery to the target group.
30. **Evaluation plan – are these separate questions from Attachment C?** This section repeats the information required for the development of the narrative, Attachment A, and the proposal work plan, Attachment C. We will remove it in Addendum 1 which will be posted on eVA .

- 31. Letters of support – do you want a specific number of letters?** No.
- 32. Letters of support – do we need 3 original letters of support?** No. Copies of the letters of support are acceptable.
- 33. Is it acceptable to have no letters of support?** See Section IV(B)8. Letters of support are required from agencies directly involved in a proposed activity. Otherwise, letters of support are not required except in the case of local DSS agencies. Letters of support show that you are working collaboratively and you may include them even if not required. If you ask other organizations to provide letters of support, the letters should be written by the organizations themselves.
- 34. Will the ranking of proposals be made public?** The Department will not make the rankings public before any announcement of award. The Department’s role is to carry out the RFP and proposal review process and make a recommendation to the Governor and General Assembly.
- 35. How much money is available?** When will we know how much money is available? We will not know what funds will be available until after the RFP process has ended. We are dependent on the estimates from the Department of Planning and Budget as to projected expenditures for TANF cash assistance which will not be available to us until the fall. These projected expenditures, as well as various mandated transfers, must be subtracted from the total TANF block grant in order to determine the balance available for the TANF Funding Pool.
- 36. Where do the proposals have to be returned?** The proposals can be hand delivered to 801 E. Main Street, Richmond. We will make arrangements with the guard on the due date, 8/1/11, to be available to pick them up when they are delivered. Proposals will not be accepted after 3:00 P.M. on the due date.
- 37. What is meant by the language referencing envelopes?** The reference to “proposal envelope/package identification” and “special envelope” in Section IV(B) 9, page 11 relates to the requirement that the proposals must be appropriately labeled and sealed when they are delivered (by mail or hand) to the Department. The proposals may be sealed in either an envelope or box.
- 38. Is there any chance of an extension?** No. The proposal due date was the last date that we could set in order to allow time for a proposal review process and still meet the 10/1/11 deadline for getting the recommendations to the Governor.

## **P 12**

- 39. Timeframes - Will we be able to get reimbursed for expenditures in June?** No. The contract period will begin 7/1/12 and only costs included in the contract and incurred on or after that date can be reimbursed. We understand that a brief start up period may be needed, but the start up period should be as short as possible so there is little delay in delivering the funded services.
- 40. When will the Department announce the awards?** The Department is not responsible for announcing the awards. The Department’s role is to make recommendations to the Governor and General Assembly.

## **P 13**

- 41. Best value awards – Does this throw the rankings out the window?** No, proposals will be ranked.

**42. Is there a timeframe for a best and final offer** There will be no Best and Final Offer requested for this solicitation.

**P 14**

**NOTE:** After the pre-proposal conference on 7/8/11, all questions must be submitted in writing to Linda Dressler ([linda.dressler@dss.virginia.gov](mailto:linda.dressler@dss.virginia.gov)) no later than 5:00 P.M. on July 25, 2011.

**43. Will the Q and A be posted as an addendum?** Yes. We anticipate having the questions and answers posted the week beginning Monday, 7/11/11.

**P 19**

**44. Do subgrantees have to register in eVA?** For-profit entities have to register with eVA. Other entities do not have to register.

**P 22**

**45. Are for-profits required to subcontract?** No. Item M, in Section IX Special Terms and Conditions, requires that for-profit entities submit a Small Business Subcontracting Plan. (This is included in the RFP, and posted in eVA, as Appendix 4.) While for-profits are encouraged to subcontract with small businesses, there is no requirement for subcontracting, only that a plan be submitted.

**P 23**

**46. In Section X, Method of Payment, it says monthly reimbursement in one place and quarterly reimbursement in another. Which is correct?** The reference to “monthly” reimbursement will be changed to “quarterly” reimbursement. (Note: An organization that needs to be reimbursed monthly in order to maintain operations can negotiate monthly reporting and reimbursement with the Department following award of a contract.)

**Attachment A**

**47. Attachment A mentions multiple positions. Can it be the same person?** Yes, if one person handles all three functions. The budget should reflect how time and salary costs will be apportioned if more than one position is held by a single individual. See the definitions on the back of the page for the duties of the Primary Contact, the Project Administrator, and the Finance Officer. Also, note that a signature is required for each on Attachment A.

**48. In regard to the proposed numbers to be served by the project, please clarify the meaning of focus areas.** The focus areas are listed in Section III – Statement of Needs, item C. On Attachment A, show the number of individuals or families your project will serve in its primary focus area.

**49. Do you want the proposed numbers to be served to be unduplicated numbers?** Yes. Attachment A will be revised in Addendum 1. The proposed number served will be shown for the primary project focus area only, not by target groups.

**50. For numbers served, do you want the number for the entire program or just the number served by this funding?** You may reference the overall numbers to be served, but the emphasis here (Attachment A) is on the numbers served by the program you are proposing.

**51. How do you define “at-risk of being TANF eligible?”** Programs that meet TANF purpose two (“to end the dependence of needy parents on government benefits by promoting job preparation, work, and marriage”) must apply a needs test. Participants must have a dependent child and have income

less than 200% of the federal poverty limit. If this income test is met, then the family would be considered “at-risk of being TANF eligible. “Programs that meet purposes three (“to prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies”) or four (“to encourage the formation and maintenance of two-parent families”) do not have to apply a needs test and may serve families or individuals without regard to income or the presence of a dependent child in the household. These programs may also choose to serve TANF recipients or individuals/families at risk of becoming TANF eligible.

- 52. With regard to unduplicated numbers, how do we address that from the perspective of a statewide oversight entity?** See questions 29 and 50. Only one figure needs to be provided and that figure should total the number of families or individuals who benefit from the services provided in the primary focus area.
- 53. In Attachment A, what does the highlighting mean?** This is an oversight. The highlighting should have been removed.

### **Attachment B**

- 54. If we say that we are meeting benchmarks, is that what you are talking about with performance contracts?** No. Performance based contracting ties reimbursement to performance. The question gives the applicant the opportunity to indicate a willingness to enter into a performance-based contract. Some proposals will lend themselves more to performance-based contracting than others.

Note: If you have more than 5 staff persons, make an additional copy of page 2 of the budget (Attachment B) so you can list them all. Also, note that the “Employee Benefits” section of the same page calls for the total benefits by category provided for the employees listed.

- 55. Is there a problem with subcontracting?** No. Subcontracting is allowable.
- 56. Can indirect costs be charged?** Yes.
- 57. What does the 8% refer to?** The 8% is a limit on indirect costs. The budget pages have been revised to clarify which budget items are subject to this limit.
- 58. Does the 8% apply to the requested funds or the overall budget?** No more than 8% of the overall budget can go to indirect costs identified on the revised budget attachments.
- 59. Can we be reimbursed for EVA charges?** No.
- 60. Where do we include rent charges?** The budget has been revised to include a category for rent.  
Note: Remember that you will only show the percentage of rent that relates to the program funded by the grant.
- 61. Can we add an overall indirect charge like the universities do?** No.
- 62. Is there an opportunity to collocate with state offices?** We are not aware of opportunities to collocate.

- 63. Is there a limit on equipment charges?** No. But equipment purchases over \$500 must be specified in the approved budget or be given prior written approval by the Department. Additionally, the Department reserves the right to request ownership of any equipment valued at \$500 or more that is purchased with grant funds.
- 64. Would occupational skills training be included in the budget?** Yes. If you provide this to participants, directly or through sub-contract, the cost of the training should be included in the budget as an “other” category expense. (If there is no cost to your organization, as in the case of an individual eligible to participate in a WIA or other training program, the cost would not be included.)
- 65. Is there a cap on individual cost items?** No, but see question 65.

### **Attachment C**

**Note: You may need to make several copies of Attachment C. You will need to complete an Attachment C for each Program Goal. See the example that follows the Attachment C form. Make sure for each outcome you list, you also show how you will know that it has been achieved.**

- 66. For a statewide organization, we need guidance on how to couch the outcomes for the services provided.** See response to Question 29.
- 67. What are the timelines for the outcomes? A person can be saved from eviction in April but then become homeless in November.** The timeline is the project year, 7/1/12 to 6/30/13. We recognize that some individuals may receive the same service more than once. If that is a typical pattern of service for your organization, you may want to provide unduplicated counts of the numbers of individuals served and also the total times the service was provided.

### **Appendix 1 – TANF Requirements**

**Note: “Assistance” means payments directed at basic, on-going needs. The provision of assistance is not an allowable activity for the TANF Funding Pool. Benefits, including financial assistance, that are short-term (4 months or less), and non-recurrent, are considered “non-assistance” and do not trigger work requirements, time limits, etc. See Appendix 1, Section III.**

- 68. Are Tuition stipends or other kind of payments considered “assistance?”** As long as the tuition stipend meets the definition of non-assistance (short term, less than 4 months) it does not have to be counted as assistance.

### **Appendix 3, Appendix 4 – For-Profit Agencies**

- 69. How will the funding be filtered to for-profit agencies?** For-profit organizations, and other organizations not in the VDSS payment system, will be paid after submitting a proper itemized invoice. We will review and pay if the services invoiced for have been delivered.

### **General**

- 70. For currently funded programs, would it help to mention the impact of losing current TANF funding?** An organization can certainly describe how the loss of funds will impact the population currently served.