

Family & Children's Trust Fund

January 5, 2010

ADDENDUM No. 1 TO ALL OFFERORS:

Reference Request for Proposals:	CVS-10-025
Title:	Family Violence Prevention, Treatment and Public Awareness
Proposals Due:	January 19, 2010
Pre-proposal Conference:	January 4, 2010

The above hereby changed to read:

- Reference RFP, Cover Page, Submission Instructions:** Delete in its entirety and replace with: "Change to read: Sealed Proposals and Electronic Will Be Received Until **5:00 P.M., Tuesday, January 19, 2010** For Furnishing The Services Described Herein. **PROPOSALS RECEIVED AFTER THE DEADLINE WILL BE RETURNED WITHOUT CONSIDERATION.** Send or hand-deliver all original copies of proposals directly to the issuing agency shown above, Attn: Fran Inge. In addition, proposals shall be e-mailed to Fran Inge at fran.inge@dss.virginia.gov."
- Reference RFP, Section 4 – Proposal Submission and Preparation Requirements, First Paragraph:** After the second sentence add a new sentence to read: "Electronic copies of proposals do not require signatures."
- Reference RFP, Section 8 – Project Budget Summary, Seventh Paragraph, Third Sentence:** Delete Third Sentence in its entirety and replace with: "Cost for mileage may not exceed the current state rate of fifty (50) cents per mile."
- Clarification:** The last day for submitting questions is Monday, January 11th.

See Attached Questions and Answers

Note: A signed acknowledgement of this addendum must be received at the location indicated on the RFP either prior to the proposal due date and hour or attached to your proposal. Signature on this addendum does not substitute for your signature on the original proposal document. The original proposal must be signed.

Sincerely,

Fran Inge,
Executive Director

Name of Organization

Signature and Title

Date

Questions and Answers

1. **Q. Reference Section 3 and Section 10:** If an organization is currently receiving FACT funds may they reapply? Even if the program has changed its name? Do current awardees have to re-submit a proposal to be considered for this RFP?

A. Yes. Organizations that are currently receiving FACT funding are eligible to re-apply. Selection for funding will be made of all applicants deemed to be fully qualified and best suited among those submitting proposals based on the evaluation factors included in the Request For Proposals. Each proposal meeting the specified guidelines set forth in the RFP will receive full consideration.

2. **Q. Reference Section 6 and Attachment B – Project Description:** Does the Family & Children’s Trust Fund have a listing or reference that shows trends in local communities?

A. For pertinent information, you may wish to view the following websites: Governor’s Office on Substance Abuse Prevention-<http://www.gosap.state.va.us> Virginia Performs (<http://www.vaperforms.virginia.gov>), Virginia Department of Social Services (<http://www.dss.virginia.gov>), Kids Count (<http://www.kidscount.org/cgi-bin/cliiks.cgi>)

3. **Q. Reference Section 4:** Can proposals be submitted on January 18, 2010 since it is a holiday?

A. Yes. Arrangements will be made to accept proposals on January 18, 2010. Please make note that organizations must submit both electronic and original copies by 5pm on January 19, 2010. Proposals should be delivered to the following address: Family & Children’s Trust Fund of Virginia, 801 East Main Street, 15th Floor, Richmond, Virginia 23219-2091. Electronic copies should be sent fran.inge@dss.virginia.gov.

4. **Q. Reference Section 4:** Do electronic copies of the proposals need to have signatures? Are all attachments to be included with each proposal?

A. Please refer to Addendum No.1. Although during the pre-proposal conference it was stated that organizations should scan their proposals with signatures, upon further consideration, the purchasing agency has determined that offerers are **not** required to submit scanned signatures with their **electronic** copies. Of course, the hard copy submissions must include original signatures. All attachments should be included with both original and electronic copies.

5. **Q. Reference Section 7 and Attachment D – Project Budget Summary:** Can administrative costs be listed as an in kind match?

A. Yes.

6. **Q. Reference Section 7 and Attachment D – Project Budget Summary:** Are receipts required for all budget items? What is the timeline for reimbursement?

A. Yes receipts must be available for all requested reimbursements. All funds are awarded on a cost-reimbursable basis on a schedule to be determined by the project deliverables. Normally, quarterly reimbursements are provided.

7. **Q.** Reference Section 13 Part L – Specific Terms and Conditions: What is the ownership of material clause?

A. Ownership of all data, material, reports, studies, photographs, negatives, films, videos, or other documents submitted in accepted proposals shall belong exclusively to the Commonwealth and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Any materials produced under this contract must have prior approval of the Family and Children’s Trust Fund Board, have a statement that the project was supported by the Commonwealth and bear the Family and Children’s Trust Fund name and logo.

8. **Q.** Reference Section 6 and Attachment B – Project Description: Regarding Number Three, how are organizations to address trends – in the present or in the future?

A. Question number three on Attachment B deals with organization’s current role in addressing the family violence trends in their community. Question number four should address how the proposed project will address the stated need.

9. **Q.** Reference Section 6 and Attachment B – Project Description: Regarding partners and collaborations, how far do applicants need to go in arranging a Memorandum of Understanding (MOU)? When is an MOU necessary? Can a letter of support suffice for a MOU? For future collaborations, are MOUs needed?

A. A memorandum of understanding should be used to clarify the relationships between or among two or more cooperating or collaborating individuals or organizations. Letters of support will not suffice for a MOU. For future collaborations that will be developed past the contract period a memorandum is not needed. One source for more information on developing MOU’s: http://ctb.ku.edu/tools/en/section_1873.htm

10. **Q.** Reference Section 7 and Attachment D – Project Budget Summary: Are applicants allowed to include a Project Director? Fiscal Manager?

A. Yes, however, it is often difficult to quantitatively demonstrate how such positions directly impact family violence in a local community. Each budget item should be tied to the project outcome and justification in the narrative section of the proposal.

11. **Q.** Reference Section 7 and Attachment D – Project Budget Summary: Where are applicants to list in-kind contributions? Are in-kind contributions recommended?

A. In kind contributions are always a way of leveraging additional resources and services. In kind contributions should be listed on the justification and the total project cost columns.

12. **Q.** Reference Section 7 and Attachment D – Project Budget Summary: What defines a consumable item?

A. Consumable items would be items needed for the project that cannot be reused. Examples would include items such as: art supplies and workbooks.

13. **Q.** Reference Section 7 and Attachment D – Project Budget Summary: How do you list a facilitator or a contracted therapist on the Budget Sheet?

A. In most cases the cost of a facilitator or a contracted therapist will be listed under the salary or other category.

14. **Q.** Reference Section 8, Activities/Outcomes Plan and Attachment C Activities/Outcomes Plan: Is the Family & Children’s Trust Fund interested in receiving information about all of the applicant’s services and then are applicants to describe the project in this attachment?

A. In regard to Attachment C, most agencies have program outcomes for each of the services that are provided by that agency. The Family & Children’s Trust Fund is not interested in receiving information concerning each of the agencies’ program outcomes but is interested in the program outcomes of the proposed project. Proposal outcomes should answer the question “What difference did the activities of this Family & Children’s Trust Fund proposal make in the behavior/lives of family violence victims?”

15. **Q.** Reference Section 8, Activities/Outcomes Plan and Attachment C Activities/Outcomes Plan: How are applicants to do their outcomes? And, does FACT require a budget narrative or just the completed budget form?

A. Information on completing Attachment C is found immediately behind the Attachment C form. Applicants are only required to complete the budget form. No budget narrative is required.

16. **Q.** Reference Section 8, Activities/Outcomes Plan and Attachment C Activities/Outcomes Plan: If an applicant is currently receiving funding from this source and wants to apply again this year, but with different outcomes because of learning experiences, do the applicants have to address/compare the differences in the project outcomes in their proposals from last funding period to this one?

A. Organizations that are currently receiving Family & Children’s Trust Fund grant funds are eligible to reapply. Applicants are not required to address/compare differences in the project outcomes in their proposals from the last funding period to this one.

17. **Q.** Reference Section 8, Activities/Outcomes Plan and Attachment C Activities/Outcomes Plan: If an applicant is submitting a proposal that is for training, with respect to outcomes, as an example are they to show first the training and then that the trainees received a certificate?

A. There are several ways to measure outcomes for trainings; however, applicants should always try to answer the question: “What difference did the training make in the behavior/lives of family violence victims?”

18. **Q.** Reference General: Regarding MOUs, if an applicant has standing MOUs with such entities as Sheriffs’ Departments, do they need to “repeat” them?

A. Depends on the proposal and the amount of clarification that is needed concerning the roles of each of the parties in this particular proposal. MOU's should be recent and relevant to the proposed project.

19. **Q. Reference General:** Regarding MOUs, if an applicant has collaborations with other similar entities in the area and provides such items as brochures, etc. should this information be placed in the proposal?

A. Again, it depends on the proposal and the amount of clarification that is needed concerning the roles of each of the parties in the Family & Children's Trust Fund proposal. Just because an agency has a MOU with another group doesn't mean that it is pertinent to the project that is being proposed.

20. **Q. Reference General:** If an applicant is collaborating with a partner and one entity is a for-profit and the other a non-profit, is that acceptable?

A. Yes, however please see Section 3 of the RFP for specific instructions on who is eligible and not eligible to apply.

21. **Q. Reference General:** For community collaboration opportunities--will Family & Children's Trust Fund send out the names and contact information of the pre-proposal conference participants?

A. Yes. See attached.

22. **Q. Reference General:** Can agencies apply for more than one grant?

A. Organizations may submit more than one proposal. Each proposal must be submitted in separate, sealed envelopes. Organizations that submit more than one proposal will be competing with themselves.

23. **Q. Reference General:** If an applicant is notified prior to July 1 that it is to receive funding, can it begin spending funds at that time or prior to July 1?

A. No. The contract period runs from July 1, 2010-June 30, 2011.

24. **Q. Reference General:** Does the proposal need to be for a new program project?

A. No.

25. **Q. Reference Section 6 and Attachment B – Project Description:** Can Offeror use more pages and space than what is provided for the Project Description (Attachment B)?

A. Yes.

26. **Q. Reference General:** Can we use national or statewide data in our proposal?

A. Yes, however, the purpose of the proposal is to establish or expand community services to prevent or treat family violence in all its forms, including child abuse and neglect, elder abuse and neglect, domestic violence, sexual assault, teen dating violence and suicide.

27. Q. Reference General: What are some examples of technology services that support local family violence programs or public awareness?

A. Examples could be hardware, software, web design, etc.; however, it must be clearly demonstrated that the technology services support the work of the proposed project.

28. Q. Reference General: Is rent or cost of space allowable?

A. Costs such as rent must be closely aligned with the project and explained on the Budget Summary (Attachment D).

29. Q. Reference General: Does this RFP include any federal money?

A. No.

30. Q. Reference General: Is a match required for this RFP?

A. No. The Budget Summary (Attachment D) requests information about the total project costs. If other funds will be used to support the proposed project, include that information in the budget summary.

31. Q. Reference General: Are there any particular services that are more likely to be funded than others?

A. No. Please refer to the Section 3—Scope of Services in the RFP.

32. Q. Reference General: Are proposals that address particular cultural groups more likely to be funded?

A. No, however, the proposed project must be culturally relevant and include services, activities and/or materials that reflect the cultural, linguistic, racial and ethnic diversity of the population to be served.

33. Q. Reference General: Who evaluates the proposals?

A. Proposals will be reviewed by a review committee consisting of members and staff of the Family and Children's Trust Fund Board of Trustees.

34. Q. Reference Section 7 and Attachment C – Project Budget Summary: If my proposed project involves direct services do I need to address salary in the Budget Summary (Attachment D)?

A. If none of the amount requested is for salaries, there is no need to address in the proposed budget.

35. **Q. Reference General:** How are FACT funds dispersed?
- A.** The contract period will be twelve months, July 1, 2010- June 30, 2011. Payment will be on a cost-reimbursable basis on a schedule to be determined by project deliverables. Quarterly reports are required for all projects.
36. **Q. Reference General:** Are letters of support required?
- A.** No.
37. **Q. Reference General:** Is food an allowable cost?
- A.** No
38. **Q. Reference Section 7 and Attachment D – Project Budget Summary:** On the budget page do I need to include my entire agency budget?
- A.** No. The budget should only include the project budget.
39. **Q. Reference Section 7 and Attachment D – Project Budget Summary:** Would it be helpful to include matching funds in my proposal?
- A.** The Family & Children’s Trust Fund Board of Trustees likes to see organizations that are able to leverage FACT funds; however, it is not required.
40. **Q. Reference Section 7 and Attachment D – Project Budget Summary:** Can the Family and Children’s Trust Fund be used to pay for governmental employee salary?
- A.** No.
41. **Q. Reference General:** Where can I find a list of my Virginia Senators and Delegates?
- A.** Local Senator and Delegate information can be found at <http://legis.state.va.us>.
42. **Q. Reference General:** Are collaborations encouraged?
- A.** Yes, if it allows you a better opportunity to improve your community’s response to family violence.
43. **Q. Reference General:** Do ongoing existing programs have a better chance of receiving FACT funding?
- A.** No. Each proposal which meets the specified guidelines set forth in the RFP will receive full consideration.
44. **Q. Reference General:** Could public awareness include various media costs such as TV, radio or billboards?

A. Yes.

45. **Q. Reference General:** If my proposal is too large for a staple may I use a binder clip?

A. Yes; however, with this grant it should not be necessary.

46. **Q. Reference General:** If I include equipment as a budget item, should I attach the estimate from a vendor?

A. No, but justification on how costs were determined should be given on Attachment D.

47. **Q. Reference Section 7 and Attachment C – Project Budget Summary:** On Attachment D-the budget summary, is there a limit in each budget category?

A. No, with the exception of equipment. Total line item cost for equipment shall not exceed \$2,500 and must be clearly required for the success of the project.

48. **Q. Reference General:** What does the letter from the fiscal agent need to include?

A. All applicant agencies must provide a signed statement from the fiscal officer on agency letterhead certifying the agency has sufficient monies to cover proposed project expenses as the award is on a cost-reimbursable basis on a schedule to be determined by the proposed project deliverables.

49. **Q. Reference General:** Where can I obtain information on projects that have been funded in the past?

A. Information on funded projects can be found on the Family and Children's Trust Fund website: www.fact.state.va.us