**DEPARTMENT OF HUMAN RESOURCES/MARYLAND OFFICE OF REFUGEES AND ASYLEES (MORA)**

**REQUEST FOR GRANT PROPOSALS (RFGP)**

**FOR**

**SERVICES TO OLDER REFUGEES**

**SOLICITATION NO. FIA/ORA-17-509-S**

**QUESTIONS AND RESPONSES #1**

1. Regarding the letters of reference that this bid is requesting in Section 2.1.2, will I be able to submit an application by substituting letters of reference from colleagues who know my work if I will not be able to provide examples of contracts that are state or federally funded?

**RESPONSE:  According to RFGP Section 2.1.2, Applicants must submit:**

1. **Three letters of reference, no more than three years old, that attest to the Applicant’s experience and ability to provide services to Refugees; and**
2. **A list of State and federal grants or contracts the Applicant has held over the last five years. The list shall include details for each grant/contract such as the funding source, amount, purpose, number of renewals, and State or federal point of contact.**

**So, applicants need to submit both the reference letters and a list of State or federal grants or contracts. If an organization has not held State or federal grants or contracts, it should indicate that in its proposal.**

2. Sections 2 and 4 both ask for evidence of minimum qualifications, such as references and a list of previous grants. For the technical proposal, these are asked to be inserted into both tab D, G, and H. Should we choose just one tab, and or have the qualifications in both places? Can we place them in tabs G and H and explain they cover both sections?

**RESPONSE:  Applicants should follow all instructions outlined in Section 4. Therefore, Applicants should insert reference letters and a list of prior State and federal grants/contracts in Tab D, reference letters in Tab G, and a list of current or prior State grants/contracts in Tab H.**

3.        For the list of previous grants, Section 2 asks for 5 years describing both State and federal grants/contracts and Section 4 asks for 3 years describing just State grants/contracts. Which one should we follow?

**RESPONSE: Applicants should follow the instructions listed in both Sections 2 and 4 even though there is some overlap in the requested information.**

4.        For personnel descriptions and resumes, should instructor resumes be included?

**RESPONSE: Yes. Applicants shall submit resumes and job descriptions for any positions listed in the Applicant’s budget/Financial Proposal.**

5.       When asked to use separate proposal section by tabs, do you mean within the Word document or physical binder tabs (i.e page dividers)?

**RESPONSE: Tabbing with physical binder dividers is requested for the Technical Proposal.**

6.        Does the grant require a minimum number of goals/outputs for services provided? For example number of students served, new citizens, referrals, etc.

**RESPONSE: No. It is the Applicant’s responsibility to determine outputs for each proposed service area.**

7.        Are there any requirements for standardized testing of students?

**RESPONSE: No; however, the Applicant should justify why it chose a specific method for testing.**

8.       Is there a template for the Individual Service Plan (ISP) being required of participants

**RESPONSE: No. Applicants are free to make their own ISP.**

9. The RFGP asks for 2 financial proposals for each jurisdiction, and while our office is out of Baltimore we run classes in Montgomery County. They are still administered from Baltimore, and all salaries come out of Baltimore. Will we be able to combine into one financial proposal instead of two?

**RESPONSE:  No. Please reference RFGP Section 4.2.2, Proposals, “Separate Financial Proposal Forms (Attachments D-1 and D-2) shall be included for each jurisdiction a Grantee proposes to serve in the Grantee’s Financial Proposal submission.” Also see RFGP Section 4.5, Volume II -- Financial Proposal:  “...the Applicant shall submit one (1) unbound original, four (4) copies, and an electronic version in Microsoft Excel of the Financial Proposal forms for each jurisdiction it proposes to serve….”**

10. In the Scope of Work it indicates that services should fall within one of four areas, citizenship (which would be our focus) being one. However, in the Program Requirements section many other services appear to be listed as requirements. Would we be able to focus on citizenship only, or would the program we create need to include other services such as secure housing, Medicaid, etc.?

**RESPONSE: Applicants need to have the capacity to provide all services identified in Section 3.2. An Applicant may subgrant required services it is unable to provide in-house.**

11. Are the clients in need of homes in the city? If not will DHR pay for the county?

How much are you paying for a three bedroom house/apartment? How many people need housing?

**RESPONSE:  No rental subsidies are offered to clients under this program. However, the successful Applicant may help program recipients find affordable housing as needed. This may include but is not limited to helping a client access existing subsidized housing programs, complete applications for emergency housing assistance, providing financial counseling, moving clients in more affordable housing arrangements, etc…**

12. Do any of the following count in the page limits?: Transmittal Letter, Claim of Confidentiality, Minimum Qualifications Documentation, Resumes of Key Personnel, List of Current or Prior State Grants/Contracts, Financial Capability (e.g. 2 financial statements), Certificate of Insurance, Subcontractors, Legal Action Summary.

**RESPONSE: Other than financial statements, the certificate of insurance, and legal action summaries (which may be submitted as attachments), all other documents count toward page limits.**

13. Do we need tabbed binders for the copies of the technical proposal as well?

**RESPONSE:  RFGP Section 4.4.2 states that “Each section of the Technical Proposal shall be separated by a TAB…” Please utilize tabs to organize both the original version and all copies of your Technical Proposal.**

14. For sections like Claim of Confidentiality, if these are not applicable to us should we just not include the section at all or have a page stating that it is not applicable?

**RESPONSE:  Sections that are not applicable should still be tabbed and contain a page stating “Not Applicable.”**

15. For the financial requirements, do the financial statements count toward the page limitation?

**RESPONSE:  No. See the response to Question 12.**

16. If we run our organization out of Baltimore, administrate in both Baltimore and in Montgomery County, and plan to provide services in both regions, do we still have to do two financial proposals if we’re the main ones coordinating it?

**RESPONSE:  Yes. Please see the response to Question 9.**

17. Do we need instructor resumes or just main staff? If they are not hired do you want job descriptions?

**RESPONSE:  Applicants shall submit resumes and job descriptions for any positions listed in the Applicant’s budget/Financial Proposal.**

18. In one section the RFGP asks for a listing of State and federal grants awarded and in another section asks for just State. Do you want both or just the State and local grants listed?

**RESPONSE:  Both. Please see the response to Question 3.**

19. I noted that it is a formula grant from ORR. If there is a sudden major change as in moving forward with the additional Refugees coming from Syria, Iraq, et cetera, is there a possibility to renegotiate a budget based on that?

**RESPONSE: No. The formula of funding is not negotiated and DHR will not renegotiate the Grantee’s budget.**

20. Much of the population that would be a focus here would have been here a bit and are likely to be moving toward the end of eligibility if they don’t become citizens. I want to confirm that this will include people who have aged into the 60 plus category who came here say in their fifties and they’ve been here say five years.

**RESPONSE:  Yes, that is correct.**

21. Because whom one might partner with may change over the course of the contract, for the purpose of developing proposals, would it be appropriate to state more generally “this is who’s doing it now, this is how the system works”?

**RESPONSE:  Yes.**

22. I want to confirm that we are only able to serve individuals who have been here for five years or less.

**RESPONSE:  That is correct.**

23. Can I clarify that we can accept people into our program who apply at four years, nine months, for example, and still provide services past the 60 month or five year cut-off?

**RESPONSE:  If a client enrolls in the program before they reach the 60 month mark they can continue to receive services until the program has completed the objectives stated in the service plan at the time of enrollment. If a client is already receiving services, those services are not discontinued because the client reaches the 60 month mark.**