**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 #3**

36. If sections are not applicable (claim of confidentiality, subcontractors, for example) are they exempt from the page limit?

**RESPONSE:  Yes. Pages of an Applicant’s Technical Proposal which assert that a section is “not applicable” will not count towards the maximum page limit.**

37. Since the Performance Evaluation Plan is not part of the page limit, is the Problem Escalation Procedure (PEP) that follows part of the Proposal page limit?

**RESPONSE: Yes. RFGP Section 1.10, Economy of Preparation, states that attachments to an Applicant’s Technical Proposal, such as organizational charts, position descriptions, Performance Evaluation Plan, etc. do not count towards page limits. The Problem Escalation Procedure (PEP), on the other hand, is included in the body of the Technical Proposal and not considered an attachment. Therefore, it counts towards the maximum page limit.**

38. For the list of State and federal grants, should these be only ones that specifically provide services to Refugees? Our institution may have dozens of grants over the last 5 years that have nothing to do with Refugees that could comprise the entire page Proposal page limit.

**RESPONSE:  No.  The list of State or federal grants referenced in RFGP Section 2.1.2(b) do not have to be related to the provision of Refugee services**.

39. For the “overall management concepts” of the Work Plan, is this where we should include who does what, or how the personnel management structure is broken down? How does this differ from the staff responsibilities described in RFGP Section 4.4.2.8? More clarification of what is sought in the Work Plan would be helpful.

**RESPONSE:**  **“Overall management concepts,” referenced in Section 4.4.2.6.b, do not include staff responsibilities. Rather, these concepts should illustrate how an Applicant will ensure program oversight. Examples include how an Applicant will hold staff accountable for program outcomes or what financial controls the Applicant will institute to ensure only allowable costs are charged to the program.**

**Regarding “staff responsibilities,” RFGP Section 4.4.2.8 requires the Applicant to provide a detailed narrative describing how the background and experience of each proposed staff member qualifies him or her to meet specific requirements of the Work Plan. This narrative should be supported by the attached resumes of those key personnel, including any subcontractors proposed to provide services.**