

Community Justice Center RFP for Greater Springfield & Bellows Falls Area

Bidders Conference on December 13, 2017

Questions and Answers

1. Question - On page 11 of the RFP, "Response Section II: General Background and Qualifications."
 - A brief description of the company – this Park's Place history or GFCJC's history? Or both?
 - Do you need Parks Place's qualifications, GFCJCs qualifications and/or both?

Answer – The company/organization as the applicant would provide information about the organization and include any other program information.

2. Question – On page 11, "Response Section III: Ability and Approach to Implement the Activities."
 - Demonstrate and ability to implement and operationalize programs, recruit, train and rely upon volunteers – Just GFCJC or also PP's abilities to do the above?

Answer - The company/organization as the applicant would provide information about the organization's ability to fulfill the requirements of the grant.

3. Question – What are some examples of "quality control"?

Answer – The applicant should demonstrate what they do as an organization to ensure they meet internal standards and have internal systems for program and financial monitoring, tracking and compliance.

4. Question - Can I see some good examples of strong proposals from other centers?

Answer – DOC cannot provide examples of proposals.

5. Question - On page 12, Section X it references a "State of Vermont grant template." What or where is the template?

Answer – The template is not part of the application.

6. Question - Regarding Response Section 8, Cost Proposal, you talk about a detailed proposed budget, is there a template for that and is this also where we include a budget narrative.

Answer – A budget template is not provided. The detailed budget proposal should include a budget narrative.

7. Question - Do we submit FY18, 19 and 20 budget/s, or a combined FY18 – 20 budget?

Answer – The RFP is for a two-year grant period (FY 19 and FY 20). The budget request should be for the two-year period.

8. Question - Can we apply for amendments at the end of each fiscal year in case we are way off on our estimates, or external circumstances alter our abilities to meet our budget.

Answer – DOC provides on-going monitoring and tracking for grantees, any discussion of amendments would be addressed with a grantee if a grant is awarded. DOC can only provide answers as they relate to the specifics included in the text of the RFP.

9. Question – How can organizations best track status of proposals once they are submitted?

Answer – Applicants should not expect status updates from DOC other than acknowledging receipt of the proposal. If DOC has specific follow-up questions, an applicant may be contacted.

10. Question – Do you have to attend the Bidders Conference to apply?

Answer – No

11. Question - Can new non-profit organizations apply?

Answer – New organizations meeting the specified qualifications may apply.

12. Question - Does an organization need to have a Certificate of Liability Insurance?

Answer – We can only entertain proposals from entities that already have insurance.

13. Question – Are applicants required to provide the Safe Driving Program?

Answer – Safe Driving Program is not a function of the Scope of Work included in any CJC grants.

14. Question – Is there any type of number in mind in terms of budget?

Answer – No

15. Question - There is a line in the RFP that I'm just wondering if you can confirm is accurate. "The Grantee will be paid monthly upon submittal of invoice for completed deliverables set forth in the grant"

Answer - Payments will, in fact, be issued semi-annually in advance of the specified service timeframes.

