



Department of Property & Procurement

Government of the United States Virgin Islands

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AMENDMENT ONE (1)

April 17, 2018

TO: _____

SUBJECT: RFP-010-2018 (P) Disaster Case Management Program for the Department of Human Services, U.S. Virgin Islands.

INSERT: Questions & Answers

1) Please clarify what or who HHSC is:

Two references are made to HHSC. These are:

Page 14 of 7 under Data Management Area/ Data Management System:

Subgrantee(s) must use an acceptable reliable data management system which must be approved by HHSC; and,

Page 16 of 57 under Reporting:

Subgrantee(s) must specify and describe their reporting system and provide templates for standard reports to HHSC in the proposal.

HSC is the Human Services Committee that was working on applying for the grant and drafting the RFP. My apologies the extra H was an error.

2) Please advise where Appendix B Staffing Plan and Budget can be found.

(Reference is made to pg. 11 of 57 under Case Ratios and pg. 13 of 57 under Coverage of Services)

These pages include references to:

Worksheet Tab "Case Mgt Salaries and Titles" in Appendix B, Staffing Plan and Budget; and, Subgrantee Admin budget in Appendix B, Staffing Plan and Budget

No such Appendix B was provided. Please advise.

See attached blank budget sheets where budget information can be submitted.

3) Please clarify whether bidders should propose budgets and programs for 20 or 24 months. One section of the RFP states that disaster case management services will be operated for 20 months. Another section states that a contract will be provided for a 24-month program. Should bidders assume a 20-month operating period with 4 additional months to write final reports?

The program is anticipated to be operating for 20 months, however closing out cases and data compilation may take an additional few months. The grant is contracted for 24 months, but the program runs 20 months.

Below are the relevant sections.

*The Contract will have **a base period of twenty (20) months** beginning on the effective date of the Contract. (page 31/57 under Contract Type and Duration)*

*The Contract shall begin on the first day after it has been fully executed by the Governor of the US Virgin Islands. **The Contract shall expire two years later**, unless amended by the parties. (page 38/57 under General Terms and Conditions)*

4) The first deliverable (pg. 21 of 57 under Process, Deliverables and Timetable) states: Identify, Open, Intake and Assess a minimum of 3,000 (case) clients in the DCM by September 30, 2018. Is the number of 3,000 cases a starting number that the bidder should expect to ramp up quickly for? Alternatively, is 3,000 the total number of cases expected to be served by the DCMP so bidders should plan to serve a minimum of 3,000 cases over the tenure of the program? If 3,000 cases is not the total, what is the total number of cases expected for the DCMP program?

3,000 is the starting number. Total number is dependent upon number of applicants.

5) This is a follow-up question to question 4 and applicable if the 3,000-case deliverable is the mandated starting caseload. The RFP states that the successful bidder should not incur any costs until the Governor approves the contract (pg. 42 of 57). With that in mind, and since we cannot predict when that will be, is the requirement to have opened and assessed 3,000 cases by September 30, 2018 a hard and fast requirement? Once a recipient is chosen, it must wait for an executed contract, then hire and train a staff before starting services, making this date seem to provide a very short time window between a realistic projection of when services will begin and September 30th, 2018.

As the grant is to build capacity, any existing capacity before contract executed is not covered under the grant.

6) Please clarify the point system that will be used to evaluate proposals. The RFP contains two different 100-point systems for evaluating proposals. While they have similarities they also have significant differences. For example, one system awards no points for cost and the second system awards 30 points (30% of points) for cost appropriateness.

The two systems are paraphrased below,

Pages

Project Proposal (pages 23-26/57) 100 points

- 1) Organizational experience in the field and experience in Disaster Case Management and/or Disaster Recovery (10 points)
 - 2) Need (10 points)
 - 3) Capacity to serve the affected population (15 points)
 - 4) Capacity for record keeping and data collection (5 points)
 - 5) Fiscal Management experience (10 points)
 - 6) Plan for coordination of services and addressing different strategies (5 points)
 - 7) Scope of Work - 45 combined pts
- Program Approach and Methodology: (10 points)
Work Plan and Timeline (10 points)
Proposed plan for client engagement (5 points)
Project Management and Staffing Plan (10 points)
Quality Control (10 points)

The second point schedule is listed on pages 36-37/57

Second point system – 100 points

Evaluation Factors and Award Points - Technical Proposals will be evaluated based on the following categories. The available points will be distributed as follows:

- 1) Relevant Experience and Expertise (20 points)
- 2) Organizational Approach and Understanding of Work (30 points)
- 3) Vendor Staffing and Level of Effort (20 points)
- 4) Cost (30 points)

One point system is for the evaluation of the proposed provider of services, the other is for the ability of the management agency to oversee the entire district

7) Please clarify whether the page limit for Project Management and Technical Approach is 12 or 20 pages.

On page 32 of 57, we find the following:

The following is a list of information to be included in the written proposal. Failure to comply with all the requirements as outlined will disqualify the applicant:

- | | |
|--|---|
| • Transmittal/Introductory Letter | <i>Not to exceed two (2) pages</i> |
| • Project Narrative | <i>Not to exceed eight (8) pages</i> |
| • Management and Technical Approach | <i>Not to exceed twelve (12) pages</i> |
| • Cost Proposal. | <i>Not to Exceed five (5) pages</i> |

However, in the same section which further defines what should be include in each section, it indicates (pg 34 of 57) that:

Project Management and Technical Approach-(Not to exceed twenty (20) pages.

My apologies we originally agreed on 20 pages but later reduced to 12 pages and possibly missed adjustment to that particular block. Not to exceed 12 pages is the correct requirement.

8) Please clarify if bidders are to submit 5 or 7 copies of the proposal.

One section of the RFP mandates that bidders provide 5 copies of their proposal, another section mandates 7 copies.

Instructors to Proposers Section D. Timetable requests 5 sets
Submission of Proposals Section E (page 27 of 57) requests 7 sets.

One proposal requirement list is for the evaluation of the proposed provider of services (7 set), whereas the other is for the proposed management agency (5 sets).

All other terms and conditions remain the same.

A copy of this amendment must be returned with your bid.

Personnel	Unit	Cost Per Unit	Duration	Total
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Sub-Total for Personnel Cost				\$0.00

Fringe Benefits				Sub-Total
Fringe Benefit Rates	Rate =			\$0.00
Sub-Total for Fringe Benefits				\$0.00

Travel	Unit	Cost Per Unit	Duration	Sub-Total
				\$0.00
		\$ -		\$0.00
		\$ -		\$0.00
Sub-Total for Travel				\$0.00

Equipment	Unit	Cost Per Unit	Duration	Sub-Total
		\$ -		\$ -
Sub-Total for Equipment				\$0.00

[illegible]

Contractual	Unit	Cost Per Unit	Duration	Sub-Total
		\$ -		\$ -
		Sub-Total for Contractual		\$0.00

Construction	Unit	Cost Per Unit	Duration	Sub-Total

Other	Unit	Cost Per Unit	Duration	Sub-Total
		\$ -		\$ -
		Sub-Total for Other		\$0.00

Total Direct Charges	\$0.00
Total Program Cost	\$0.00