SSAI Questions/Answers for RFP in Cabarrus, Mecklenburg and Union Counties
(last updated August 5, 2014)

Q1. Does a State agency qualify as an eligible applicant?

Response: Section VII of the RFP states:

VII. ELIGIBILITY & MINIMUM QUALIFICATIONS FOR RESPONDING ORGANIZATIONS

Any 501(c)(3) non-profit or government agency that can meet the goals, standards and policies of SSAI for providing SCSEP services to persons 55 years of age and over, as described in this RFP, is eligible to apply.

Therefore, yes, a state agency is eligible to bid as it is a government agency.

Q2. Indirect costs: Are indirect costs an allowable cost under the federal share of the program, or only as non-federal share? If allowed as part of the federal share, can they be placed under either ADM or OPC, or must they be placed under ADM only?

Response: Indirect can be charged as either a federal or a non-federal cost of the grant as long as the subgrantee has a federally approved indirect cost rate.   Indirect can only be used as an admin expense and should be included on the "Other Admin Costs" budget line.

Q3. Federal Compliance Reports (as attachments requested on page 18 of the RFP): We can provide both examples of reports we are required to submit to federal/state grantors and of results of annual monitoring conducted of our performance by federal/state grantors. Which is SSA interested in seeing?

Response: For federal compliance reports, we are only interested in applicants provide the agency's response to any findings stemming from the most recent audited financial statement with regard to federal funds.

Q4: We have not had any material findings on our most recent audited statement. There may have been non-material findings that were corrected. If those were not related to federal funds, is it ok to leave the response out of the proposal attachments?

Response: If the finding is not material and not related to federally funded program, then yes, it is okay to leave the response out of your application materials.

Q5: Also, a new question: As we fill in section 4 of the Administrative and Fiscal Qualifications part of the RFP, we need some clarification regarding "areas and frequency of accounting for receivables and payables". We understand what is meant by frequency (our accounts payable is processed weekly and payroll is processed bi-weekly; our accounts receivable is processed as received, usually on a daily basis) but are not sure what is meant by "areas".

Response: By "areas," SSAI is asking applicants about the process as to:

     a. who processes and enters the invoices?
     b. who approves them?
     c. Who cuts and distributes the checks?
     d. And similar information for receivables and payroll.

Q6. Are you looking for one service provider to handle all 3 counties?

Response: Given the small number of slots and thus small amount of Admin/OPC money for this RFP, ideally SSAI is hoping to identify an applicant that wants to serve all 3 counties.   However, SSAI will accept and consider applications from agencies bidding on less than the 3 counties, but these applicants will have to convince the review panel in their application how they will effectively support their SCSEP activities with so few Admin/OPC dollars.

Q7: Is a presence required in all 3 counties?

Response: Regarding a physical presence in all 3 counties, that is not required. In our experience, when a SSAI subgrantee does not have satellite offices, these subgrantees typically work with their host agencies to use an office or meeting room on the days SCSEP staff are in that county to work with applicants or participants.   Applicants should address what approach they will use to serve participants in each county in their RFP application.   There are opportunities to do so including, but not limited to, the response to Question #3 on Page 17 of the RFP.

Q8. I need some clarification on how you define a sub grantee (for the purpose of this RFP). Are you looking for a single provider to administer all 45 slots or can the RFP be county specific? Kindly clarify.

Response: Given the small number of slots and thus small amount of Admin/OPC money for this RFP, ideally SSAI is hoping to identify an applicant that wants to serve all 3 counties. However, SSAI will accept and consider applications from agencies bidding on less than the 3 counties, but these applicants will have to convince the review panel in their application how they will effectively support their SCSEP activities with so few Admin/OPC dollars.

Q9. The budget on page 6 of the RFP indicates a non-federal match of $36,549. This is 13% of the federal share, but only 11% of the total project cost. To meet the minimum 13% non-federal contribution, which method of calculating that percent should we use? (ie, submit a project with a $36,549 match and project total of $318,269, or one with a $42,096 match and a project total of $323,816?)

Response: In response to Q#5 on page 17 of the RFP document, you need to describe the specific source(s) you expect to use to meet the non-federal match requirement in the amount of $36,549 for this subgrant.

Q10. Does SSA allow SCSEP funds to be used on participants engaged in On the Job Experience (OJE) opportunities with Private Sector employers?

Response: Yes, SSAI is approved by DOL for its subgrantees to offer OJE and/or specialized training opportunities to participants. However, per our SCSEP policies and procedures, no subgrantee can

implement an OJE project or specialized training project without prior consultation and approval from SSAI.

Q11. Can you explain how the service level goal is derived?

Response: As described on Page 9 of the RFP, the PY14 service level goal is 160%. The formula for the service level goal is 160% times the number of modified authorized slots = the number of participants to be served during the duration of the subgrant. For this subgrant, the service level goal is 72 participants served by June 30, 2015. However, a subgrantee gets credit for the number of participants on payroll at the start of the performance period. Therefore, if after transition the new subgrantee is serving 45 participants, the new subgrantee will be expected to enroll a minimum of 27 participants from October 1, 2014 – June 30, 2015 in order to meet the goal of serving 72 participants by June 30 (45+27 = 72).

Q12. What does the reference to 2007 mean regarding the Most-in-Need (MIN) performance measure?

Response: The definition for the MIN performance measure on Page 9 of the RFP, and it states "for all participants enrolled since July 1, 2007." DOL includes this statement in the definition of the MIN performance measure because this performance measure was defined and calculated differently from 2004 – 2007. In 2007 as a result of new SCSEP regulations, the definition and formula for the MIN performance measure changed. This reference to "participants enrolled since July 1, 2007" exists to note that a new approach was instituted in 2007. The MIN performance measure is derived from data from participants served during the current program year.

Q13. What does PWFB stand for?

Response: Participant Wages and Fringe Benefits. It is the largest portion of SSAI's subgrantees' budgets.

Q14. What is the length of this subgrant? I see 9 months on pages 1 and 2 but 10 months on page 6?

Response: The reference to 10 months on page 6 is a typo. The correct term for this subgrant is 9 months from October 1, 2014 – June 30, 2015.

Q15. Can you tell us more about the transition period? Will there be funding to the new agency during that time?

Response: SSAI expects to announce the new subgrantee by Friday, August 22, 2014. From that date through September 30, 2014, SSAI will assign one of its program officers to serve as a "transition coordinator." The transition coordinator will work with both the outgoing subgrantee and the incoming subgrantee to ensure a smooth transition process with minimal disruption for participants. The transition coordinator will provide both the outgoing and incoming subgrantees with concise checklists, guidance and instructions for the transition process, and will work with both agencies to facilitate clear communication. The new, incoming subgrantee will not be receiving funds from SSAI at this time. Sometimes, SSAI can assist with start-up funds. I do not know if SSAI has any funds available for start-up at this time, however, once the incoming subgrantee has been identified, this conversation will occur.