



Wicomico County Purchasing
125 N. Division St. Room B-3
Salisbury, MD 21801
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Date: 7/19/16

Addendum # 2

Bid: Grant for Family Education – Parenting 2016

Family Education/Parenting RFP Technical Assistance (7/12/16)

Facilitated by:

Lisa Campbell, Acting Director & Alicia Zahn, Executive Administrative Assistant

In attendance:

Annette Spence, Sandra March & Camella Ward

The following are notes from the Technical Assistance Meeting:

- Items requiring further advising from the purchasing department:
 - The question was raised about the certificate of status and it's distinction from being an LCC. As individuals without a business license are applying, does a person have to get a business license in order to receive a certificate of status?
 - No. If they do not have a business they do not need get a business license or submit a Certificate of Status
 - When requesting proof of insurance in the following 30 days after the grant is awarded, what types of insurance is required?
 - A Certificate of Liability made out with Wicomico County Maryland as the certificate holder. If you have employees the Certificate of Insurance must indicate you cover your employees with Maryland Workers Compensation Insurance.
 - If worker's compensation insurance is required, does a person acting as the sole agent of the grant with contractual workers (not employees) have to provide worker's comp?
 - The Sole Proprietors with no employees will need to provide a Signed Sole Proprietor Exclusion Form. See Attachment A.
 - Do you (Wicomico County) have initiatives for minority business owners?
 - No, not at this time

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- Questions raised and answered:
 - Should original proposal be in a separate envelope from copies?
 - No, all five (5) copies, one (1) original and flash drive with electronic copy will be in one sealed envelope.
 - If I am already a vendor with Wicomico County do I need to sign up as a proposer/bidder?
 - If you are already a vendor, you may or may not be already signed up as a proposer/bidder. If unsure, it is recommended to do so.
 - Should partners and resources be included in the grant proposal?
 - Yes, do list those and include letters of support should you have partners identified. It is not necessary but encouraged.
 - If you have an expense, for example rent, the business or individual will be putting that money out up front?
 - Yes and then be reimbursed. All funds are reimbursed.
 - Will sales tax be reimbursed?
 - Per the Governor's Office for Children, reimbursement of sales tax is applicable with the funds being granted out.
 - Can you include cost of background checks in proposal?
 - Yes, and for those that are not operating under a business with a reference number, one will be provided to have background checks sent straight to WPFC.
 - Do only people who have contact with children need to be background checked?
 - Yes, through state and federal.
 - Is there concern for demographic information for performance measures included in proposal?
 - Except where specifically outlined in the RFP, other demographics will not have to be included in the proposal in the form of targets. Should it be relevant to the proposer, it should be included. Demographics will be asked for in reports to the vendor awarded the grant.
 - Will the performance measures be updated & approved before the proposal submission?
 - They likely will not. However, if they do it will have to be within the time frame specified for addendums but will be included in the MOU.
 - Once proposal is granted, you have to have insurance in 10 days and execution of the contract within 30 days?
 - Yes, that is correct. Proof of insurance would occur after the funds are granted. Execution must occur within 30 days of contract.
 - Can you include drug testing in your proposal budget?
 - Yes, if that is something a proposer desires to include
 - In regards to mandatory trainings, is this something that will be covered by the grant funds?
 - No, any trainings or meetings required by WPFC for vendors to attend, applicable associated fees will be covered with funds separate from the grant.
 - If you want to train more family leaders, would that have to be budgeted for under the grant?
 - Yes, if you wish to train more people to teach the active parenting model, this must be budgeted.

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- Of the approved family leaders, are they not already background checked?
 - All were at some point in time. However, any background check 3 or more years old and/or not provided to vendor as proof, is not permissible and a background check must be re-run.
- Will you (WPFC) identify family leaders who have specific training?
 - No. They will all be Active Parenting trained but the specific classes they can and want to teach should be determined by vendor contacting these persons. Certifications can be provided by Active Parenting Publishers.
- Is there a reason you're not doing the "Cooperative Parenting curriculum?"
 - It is not mandated to be included in the grant, but it can be utilized at the discretion of the vendor.
- Explain mediation:
 - Mediator who is certified will work with a caregiver, inmate and child to increase the stability of the family after re-entry.
- Do you have to be certified in co-parenting model to utilize it?
 - The family leader teaching it does have to be certified to teach it.
- Can a vendor utilize a different curriculum for co-parenting?
 - No, all classes must be taught using Active Parenting Publishers curriculums as outlined in the RFP.
- Would staff, when creating a budget, include volunteers?
 - Yes
- If you intend to work with trained leaders who are already certified, must their qualifications be included in the proposal?
 - Only if the proposer is choosing to identify someone to work with specifically.
- What is the timeline for matched funds?
 - The same as the grant. All funds are expected to be spent roughly even throughout the grant life. That would equate to about 25% of funds being spent every quarter. However, it does not have to be exactly 25% each quarter as in-kind can be a large match made early, mid or late in the funding period.
- If you were to allocate your electricity, is that acceptable?
 - Yes. The way to break it down would be to take the hours in the month and divide the total monthly bill by that number. Then multiply that hourly rate by the hours that will be worked for the grant monthly. All funds requested or offered in-kind should be in proportion to what is actually used for the grant.
- Can you further break down individual budgets? For example, in personnel divide it into admin, teachers, etc.?
 - Yes.
- Does payroll come from the county?
 - No, the vendor will provide payment to those working under the grant and all funds will be received by the vendor in the lump sum of what was submitted in a financial report. The contracted vendor nor any of its sub-contractors are employees of Wicomico County.
- Items clarified:
 - The Opening Date, July 26th, means that this is when the Purchasing Department will be opening the proposals submitted on time. Therefore, by 2:30 PM on that date, all proposals must be submitted.
 - Any addendum questions must be submitted *seven (7) calendar* days before the opening date. July 19th.

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- When submitting the proposal, be sure to mark all proprietary or copyrighted material/information due to the Maryland Public Information Act. Under this law, proposals submitted could be released to the public.
- This program does not have to be entitled “Family Empowerment Initiative” as it has been in the most recent past when it was a direct service provided by Wicomico Partnership for Families & Children. However, the name is not copyrighted and it is allowable to utilize that name.
- Any addendum for this award will be posted on the bid board on the county website.
- The reporting measures that make up the sample matrix will likely be revised. Should it be revised before the proposal period is over, an addendum will be released.
- An e-mail will be sent to current family leaders asking if they are okay with having their contact information shared with awarded vendor before the vendor is provided their information.
- Have all background checks completed before the individual can provide direct service programming.
- On your registration form, you will be required to ask participants if they are interested in re-entry mediation with their children and families.
- One (1) Original, five (5) copies of the original, and a digital copy in a Microsoft Word document on a flash drive must be provided in the same envelope to qualify. Name and project should be identified on the flash drive. Flash drives will not be returned.
- Proposal checklist should be page 3 of the proposal.
- In-kind and volunteer travel rate thoroughly gone over. Figures included in RFP.
- Recommended using the provided budget tables
- Recommended placing all family leader expenses into contractual.

Submitted by
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