

FINAL RFP Q & A

May 5, 2010

1. In the RFP requires a statement that the agency will use e-verify to verify a staff's eligibility to work in the United States. E-verify training for our office when the program started stated it was only for new employees. Current employees need not be verified. Please confirm if this is new staff only. **Yes, it is for new hires only. If the proposer has gone through the on-line e-verify process, it is to verify that new hires from that point forward will be e-verified.**
2. We have a question regarding the RFP. On the Accounts Payable section, it asks for a bid per voucher. Could you please define a voucher? Is it a single check or could it be a combination of several payments requiring multiple checks? **Vouchers are to imply number of checks written. It is possible that there could be multiple voucher requests requiring only one check (i.e. payments to DESE).**
3. One more question regarding the response to question 6 on the last set of Q&A. If you only report 38% of the FL salary for GH/31% for St Joe-then does the WIB back into how much the full salary and benefit costs is? If on question 2 of the same Q&A the contractor is being reimbursed for the difference wouldn't you want the bidder to propose the full cost of the salary on the breakdown worksheet so you know the entire package for the FL? **It would be helpful if the proposer would provide the entire salary and benefit package, however it is not required; only the portion being funded through the integrated model. The full salary package will be requested later.**
4. Can you tell me if the 10% "admin" is or will be included in the percentage of client costs vs. agency costs? **There are no client costs vs. agency costs. But in looking at the big picture, 10% admin would be considered part of the agency costs.**
5. Are resumes that are included in Section IV A and Section IV B considered part of the 10 page maximum? **Résumés will not be included in the page limit requirements.**
6. Regarding the Accounts Payable function, how will the issue of excess cash be handled? Will it pertain? **We are still seeking clarification from the State on excess cash limitations. However, at this point, if a cash advance is requested, then yes, the +/- 5 days excess cash will apply.**

7. Has it been determined what the amount of advanced funding is anticipated to be and how often will funding be advanced? Is it required that the vendor send a report to the WIB and the WIB then reimburse the vendor or can advance requests be made if deemed necessary? **The amount of advanced funding has not been determined. It will be contingent upon the projected monthly expenses and the organizations ability to front any costs. Billing reports will be submitted monthly to the WIB reflecting the actual expenses paid and the need to draw down any additional funds.**