

**Questions and Answers  
RFP for Summer Employment  
May 13, 2020**

**Q: Could we plan a 5 week Healthcare Career Bridges program, would this qualify? This would start in early July.**

A: A 5-week Healthcare Career Bridges program would qualify. Per the RFP, if programming cannot start on June 15<sup>th</sup>, please indicate the earliest date you could start services.

**Q: What is the due date for the RFP says 5/15 and 5/18**

A: Per the updated RFP sent on May 12, proposals are due on May 22, 2020 at 12:00.

**Q: The only questions I had was if salary of the people giving the online programming is included in the 10% allowable admin costs?**

A: Salary of staff providing online programming would be considered operational costs and would not count toward the 10% allowable administration costs.

**Q: What is the formal due date? There is May 15<sup>th</sup> (page 5) listed and May 18<sup>th</sup> (page 1)?**

A: Per the updated RFP sent on May 12, proposals are due on May 22, 2020 at 12:00.

**Q: What type of compliance or privacy policies are in place when working with youth? Can you forward those policies to us?**

A: The provider will need to agree that the use or disclosure of any information, records and/or the identity of any persons being served under this subgrant for any purpose, to any third party is strictly prohibited unless written consent to circulate said information is obtained. HAPCAP does retain the right to provide additional guidance on compliance and privacy policies for interactions with clients.

**Q: Budget – In providing online training, our organization charges a single fee for all training and services, not an hourly rate. Is this acceptable to answer the budget questions based on a flat fee for training vs. hourly rate?**

A: For the purposes of responding to the RFP, please follow all directions in the budget section including providing a budget that outlines cost for providing services. This may include fixed costs like curriculum and or variable costs like salary and fringe for the staff support of the project. Each line item should have a narrative justifying the costs that are included and indicate if they are fixed or variable. This information will be utilized to evaluate the proposal. Once a final scope of work and budget has been negotiated, providers may be able to bill either a single fee per program and or a per hour rate or a per participant rate as long as the final cost is based on the documented actual costs to operate the program. We encourage any interested prospective applicants to submit a proposal. If additional information and or clarification is needed it will be requested during the review process.

**Q: On Page 3, there is a listing of in the second and third paragraphs of services to be offered. Is it expected that all of these, or a portion of these services are to be offered by the successful applicant?**

A: Services can include one, more than one or all of the services outlined in the RFP.

**Q: Background Check – Are background checks to be updated on a regular basis, such as every year or every 6 months?**

A: For the purposes of this RFP, please provide your current employee background check policy. Requirements may vary from organization to organization.

**Q: Is the total approximate award of \$75,000, also the maximum amount available to support all 80 students? Is there any flexibility in the total award amount?**

A: \$75,000 is an estimate of the total to be awarded. It is possible that the total awarded contract(s) may exceed \$75,000.

**Q: Our pricing model is different then the hourly rate that you are requesting. Our model is based on a per participant per month flat rate, and the costs are prorated based on when participants complete and/ or exit the program monthly. The model includes curriculum, online instruction and virtual coaching to help with pace and progress in the courses. We track everything the participant would be doing in the program and provide transparency for your staff to see what is going on. My question is are you open to an alternative pricing model rather than the hourly model?**

A: For the purposes of responding to the RFP, please follow all directions in the budget section including providing a budget that outlines cost for providing services. This may include fixed costs like curriculum and or variable costs like salary and fringe for the staff support of the project. Each line item should have a narrative justifying the costs that are included and indicate if they are fixed or variable. This information will be utilized to evaluate the proposal. Once a final scope of work and budget has been negotiated, providers may be able to bill either a single fee per program and or a per hour rate or a per participant rate as long as the final cost is based on the documented actual costs to operate the program. We encourage any interested prospective applicants to submit a proposal. If additional information and or clarification is needed it will be requested during the review process.