Technical Assistance
RFP 2014-0400-1991
Question and Answers
Pre-proposal conference

1. Q - Will that be required in this contract?
2. A – No, this contract will not request consultants to meet as a group as in the past.
3. Q – Is there a particular area of need identified, projects or initiatives?
4. A – Yes – The Trust has existing focus areas and this project assists with moving those areas forward. We also focus on general non-profit management and overall capacity development. Examples – Beneficiary Projects Initiative groups may require management or capacity development to continue providing peer to peer services in the non-profit sector. These groups can have very little resources, often times employ people who have a disabling condition and depend on board/volunteer support for daily operations. They can be very vulnerable and “grass-roots” organizations. These groups may be offered Technical Assistance to help face these existing challenges as well as the challenges that may be coming with a continued economic downtrend. Looking forward, the funding climate is challenging and organizations will need to evaluate business models to look for efficiencies and how to get by with less money to fund the services. This contract is one way the Trust assists these organizations in maintaining operations.
5. Q – In clarifying the scope of the work, will the contractor be involved – is this done with the contractor?
6. Yes. The scope if clarified with the contractor and the grantee organization. We all are on the same page before work begins.
7. Clarification - The activities “program evaluation” and “project management”. P23, section B are listed under human resources. This is an unusual location for those activities and may not be an area that a contractor typically works in – i.e. an organization that does project management in the field may not categorize this work as human resources. Will this be a problem in responding to that activity?
8. A – The categories are not “all or nothing.” Proposers may pick and choose activities from any of the categories and do not need to address every activity in the category.
9. Q – Proposal format and content – there is not an exact match up 7.03 D (evaluation language that & 6.05 – these two do not match up.
10. Correct, there are not exact matches, but feel the two sections are covered in the evaluation sheet. 6.05 is covered by question 7.03 [a] of the Management Plan for the Project. 7.03 page 28 regarding the offeror going beyond minimum tasks necessary to meet objectives does not have an exact match in the 7.03 evaluation sheet page 31, but is covered under [e] to what degree is the proposal practical and feasible.

11. Q – There is information that might be discrepancy 3.08 each billing must 5.01 activity log along with a narrative report. One calls for a monthly report with an activity log and the other calls for a quarterly report with activity log. Will you please clarify the reporting requirements?
12. A – A TA log of activity needs to accompany the month invoice. Contractors will submit monthly invoices that detail number of hours, personnel performing work, billing rate and necessary receipts for travel reimbursement.
13. Q: is the program officer the same person as the project director?
14. There may be separate program officers working on each scope of work. The project manager is one particular program officer who oversees the contract.

Comment – there was a format that was provided in the past that was helpful in reporting activities. This would be helpful for the reporting in the next contract period as well.
Response – The Trust will provide a format for reporting of activities.