

VENDOR QUESTIONS AND ANSWERS
OTTP Services
RFGA #: R-89-01-0902
Q & A period: April 29, 2008-May 12, 2008

Final Question and Answer Document

Mike Nygren
School of Urban Studies
Miami County

Q1. I am not totally clear of what you are looking for. We are currently a training center. We have lots of experience in starting and leading non-profits and great success in networking with other non-profit organizations. Are you looking for a building to have your existing trainings? - or are you looking for new and creative ways to train in the seven areas and rethink some of your current methods?

And do you already have pre-selected faculty for each course or is that part of the objective in finding new sites, to find a team of people who can teach the entire 'package.'

A1. We are looking for an organization to conduct the trainings spelled out in the RFGA. The selected training will be responsible for all aspects of the trainings. Also, please refer to SECTION II. , APPLICANT EXPERIENCE AND QUALIFICATIONS, 2.1Mandatory Applicant Qualifications for mandatory qualification requirements, which include that applicants are:

- 1. Are Ohio 501(c)(3) nonprofit organizations, including FBCOs (applicants will be required to provide a photocopy of their valid 501(c)(3) designations), OR;**
- 2. Are charitable foundations that are registered with the Ohio Attorney General under the 3.3 Charitable Trust Act (applicants will be required to provide a photocopy of their registration as a Charitable Trust or other substantive proof of the organization's operating status), OR;**
- 3. Are Ohio universities and colleges.**

Refer also to SECTION III. SCOPE OF WORK & SPECIFICATIONS OF DELIVERABLES, 3.1 Scope of Work, 3.2 Administrative Structures, and 3.3 Specifications of Deliverables for a description of the project and work to be completed.

Mindy Finnerty
Community Development Professionals, LLC
20 High Street, Suite 110
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Hamilton, OH 45011

Q2. I read your newly-released RFGA and it looks like since we're a small business we don't qualify under these released guidelines. This project seems a perfect alignment with the work we're already doing as an intermediary in Southwest Ohio for the U.S. Department of Health and Human Services through the Compassion Capital Fund. The RFGA specifically reads "Eligible Ohio applicants include: non-profit faith-based and community-based organizations (FBCOs); charitable foundations; and universities and colleges." Is there an indication in the language here that it is not limited to these types of organizations so that we may indeed apply to partner with you? Please let me know if we should proceed with responding to the RFGA or if my question would be best posed elsewhere. Thanks!

A2. As stated in SECTION I, GENERAL PURPOSE & APPLICANT INFORMATION, 1.1 Purpose: Eligible Ohio applicants include: non-profit faith-based and community-based organizations (FBCOs); charitable foundations; and universities and colleges. A for-profit business is not an eligible applicant.

All subcontractors for the OTTP project must also comply with the subcontractor requirements states elsewhere in the RFGA, including in SECTION IV. CONDITIONS AND OTHER REQUIREMENTS, 4.7 Subcontractor Identification and Participation Information and 4.5 Contractual Requirements.

**Kerrie L. Carte
Development Specialist
WSOS Community Action Commission, Inc.
109 S. Front St., PO Box 590
Fremont, OH 43420**

Q3. Section 1 - 1.4 Overview of Project, page 2
The RFGA states: "Applicants will be required to conduct at least seven full day core competency capacity building training sessions". How many hours of training constitutes a full day?

A3. Seven to eight classroom hours shall constitute a full training day.

Q4. Section 2 - 3.1 Scope of Work, page 8 #6 states: "purchase necessary supplies (not food)"
If the FBCO's are at trainings full days, is food an allowable cost within the budgets or will the lead regional organization have to find other ways to pay for food?

A4. Funding for this grant does not allow for the cost of food or meals to be funded. Each selected training organization will be encouraged to specify to the class participants that lunch is not provided.

Q5. Section 4 - 4.1 State Contracts
Please indicate the Fiscal Year that you would like reported. (ie. July 1, 2006 through June 30, 2007)

A5. The FY in which the project operates is FY09 (July 1, 2008-June 30-2009).

Q6. Do each of the FBCO's enrolled need to go through all 7 trainings?

A6. It is preferred and encouraged but not necessary.

C. Gassett

Q7. Are previous partners (OCCP) of GOFBCI eligible to apply for this grant opportunity?

A7. Yes.

May 1, 2008

Charles Awls

Q8. I think my organization, which is a small church, may be too small to compete in this program. However, i would like to find out how i can get information to attend one the locations that will win this project. I believe this will be a significant benefit to all who may attend. Thanks.

A8. [Please sign-up for alerts on the GOFBCI Web site:
https://app.e2ma.net/app/view:Join/signupId:21002](https://app.e2ma.net/app/view:Join/signupId:21002)

Mike Nygren
School of Urban Studies
Miami County

Q9. Beyond the core of seven principles - is the training identical across the State of Ohio, or is there room for individual and local resources to be used? As a new non-profit many years ago I was lost in the 'wording of grants and language' that I did not understand. Going to the workshops did not always help me because the presenters were from Academia or possibly another planet and they could not relate to the average person who had a great idea and wanted to impact their community.

I see a need for real life people, stories and an environment where people want to come and learn, not just a place to get a certificate and hope that attendance will make them eligible for more Ohio money in the future.

So I guess I am asking, is the goal of the grant to just reproduce what is already available, or is to make training more in line with the needs of grassroots type people who need help getting stated and navigating through the non-profit world?

A9. [Trainers will be encouraged to utilize best practices and any and all approaches that will most effectively build the capacity of nonprofit organizations.](#)

Q10. How will the current State of Ohio folks who current oversee this project be involved?

A10. [The GOFBCI project manager will organize the orientation for the selected trainers, perform site visits, review reports and invoices, responsible for contract/agreement compliance, and approval of invoices, etc.](#)

Mark D. Stansbery
Community Organizing Center
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Q11. Once the trainers are identified, how will the accountability of the procedure of training smaller organizations transpire?

A11. [Please refer to SECTION III. SCOPE OF WORK & SPECIFICATIONS OF DELIVERABLES, 3.1 Scope of Work and 3.3 Specifications of Deliverables, particularly in regard to reporting and interaction with the GOFBCI project manager.](#)

Q12. What is the expected timeframe?

A12. [Please refer to:](#)

SECTION I. GENERAL PURPOSE & APPLICANT INFORMATION

1.6 Anticipated Procurement Timetable

DATE	EVENT/ACTIVITY
June 18, 2008	ODJFS Issues Contract Award Notification Letter (estimated) - Applicants that submitted proposals in response to this RFGA will be sent letters stating whether their proposal was accepted for award of the contract
July 1, 2008	Implementation* (estimated–following notification of all contractual and funding approvals) - ODJFS contracts are not valid and effective until the state Office of Budget Management approves the purchase order.
June 30, 2009	Project Completion** - All work must be completed and approved by GOFBCI Grant Manager

Note: The quarters referred to throughout the RFGA are:

Quarters	Dates
First	July 1, 2008 (estimated–following notification of all contractual and funding approvals) through September 30, 2008
Second	October 1, 2008 through December 31, 2008
Third	January 1, 2009 through March 31, 2009
Fourth	April 1, 2009 through June 30, 2009

Q13. Does the organization then qualify for funding if they go through the training, and can the organization arrange its own training with the approved OTTP partner?

A13. Funding for nonprofits is not part of this RFGA but one-on-one technical assistance is so individual ‘training’ is possible.

The OTTP Project seeks to assist smaller, newer non-profit FBCOs in developing knowledge, skills and infrastructure to fortify their organizational strengths and to build capacity and professionalism in the areas of: establishing your organization, human resource and volunteer management, board development, outcomes management, financial management, fundraising, and grant writing.

The project is designed to improve the capacity of faith-based and community nonprofits, which may already be eligible for various forms of funding, to compete for public funding.

Q14. The organization I help with does not take government money as a principal so we will not be a training partner, but we do work with TANF funded programs such as FVO and Kinship Care recognition: how do policy issues affecting the goals of ODJFS staff and clients get inculcated to this process?

A14. We are not sure what you may be asking here and does not pertain to this RFGA.

Q15. Does Franklin County DJFS have a community planning committee for instance?

A15. We are not sure what you may be asking here and does not pertain to this RFGA. Please contact Franklin CDJFS for this information.

Kate Leeman
Ohio University
Voinovich School of Leadership and Public Affairs

Q16. I am writing in reference to the sixth item under part A of Section 3.1 (Scope of Work) on page 8 which states in part, "Identify and purchase necessary supplies (not food) so the sites will be able to...". My question has two parts.

First, since the issue of food is not otherwise addressed in the RFGA, I wish to clarify whether or not reimbursement may be received for costs incurred in providing an inexpensive lunch for participants. Based on the amount of critical information to be covered in each one-day seminar, it makes sense to keep lunch breaks to under an hour as reflected in the sample agendas provided. However, as an experienced trainer, I also recognize that when participants are required to leave the training facility to purchase lunch on their own, it typically takes 90 minutes to get them back in their seats and ready to learn. Which brings me to the second half of my question -

A16. The TANF funds used for this OTTP project cannot be used for meals, food, beverages, refreshments, snacks, plates, utensils or any food-related items. Applicants may choose to pay for meals, food and food-related with their own funds or with funds secured from another source, or they may choose to make participants responsible for their meals, snacks, and beverages. Any food or food-related items that appear in the budget submitted by applicants must specify the funding source for those items, and it must be a source other than the OTTP funds available through this RFGA.

As stated in Answer #3, 7 to 8 classroom hours constitutes a full day of training. Proposals submitted can indicate their choice of a reasonable amount of time for a lunch break.

Q17. If food reimbursement is not allowed, would it be acceptable to charge a small fee for workshop registration (say, \$10) and use this money to cover the cost of providing a basic lunch? Again, my experience as a trainer has taught me that participants value more highly a service for which they have paid at least a token amount. All money collected would be used to pay for food, and we would publicize the availability of "scholarships" for potential participants who identify the fee as a barrier to attendance.

A17. As stated in SECTION I. GENERAL PURPOSE & APPLICANT INFORMATION, 1.4 Overview of the Project, the training will be provided to the FBCOs at no charge. A workshop registration fee is not acceptable.

Q18. Attachment A "Required Applicant Information"

On 2nd page #11 Work Location Declaration: We only know the work will be done for Stark County. Can the locations for the rest of the OTTP Regions state will be provided during the First Quarter as a part of 3.1 Scope of Work A.3 Identifying training sites?

A18. Each applicant's region should be identified. The city location is not necessary, regional identification is sufficient.

Q19. Attachment A "Required Applicant Information"

On 3rd page #12 C. Identify all state contracts

Does ODJFS want from the beginning of the last fiscal year or since July 01, 2004?

A19. Please provide information on any state contracts from the beginning of this state fiscal year (SFY 08—July 1, 2008) to the submission date of your grant application.

Q20. Governor's Office of Faith-Based and Community Initiatives "SUBGRANT AGREEMENT" top of the 16 pages is G-89-01-_____ Does ODJFS want 0902 placed in the blank?

A20. No. Please do not write in the blank. This space will be filled in by ODJFS.

May 8, 2008

**Diane Kloss, Director
Workforce Development and Continuing Studies
Kent State Salem and East Liverpool**

Q21. Do you have additional curriculum developed other than what appears to be a one day agenda?

A21. GOFBCI has selected seven curricula. These curricula are all day-long curricula and will be provided.

**Katrina Seymour
Pickaway County Community Action
469 E. Ohio St.
Circleville, OH. 43113**

Q22. Could a 501c3 and an accredited college partner together to meet the qualifications for this grant? For example, the 501c3 is a regional leader with extensive experience in the seven training areas and has experience with federally funded programs, while the college has experience in capacity-building training and could provide a location for the trainings?

A22. Yes. One of the two agencies would need to identify itself as the lead agency (which meets all the mandatory qualifications), and the details of the partnership should be thoroughly described in the proposal. Please refer to section 2.2 NOTE: Subcontractors may not be used to fill any key staff positions. The only instance in which subcontractors may be used by OTTP training partners is in the delivery of parts of the curriculum, such as grant writing, where a particular expertise may be required. Subcontractors may be used to deliver no more than two of the seven core competencies each quarter, and the total expenditure for subcontractors cannot exceed \$4,000 of the total budget per quarter. All subcontractors must be approved by GOFBCI project manager prior the delivery of said trainings.

Q23. Could multiple staff persons act as the "trainer?" For example, one may be qualified to lead the grant writing training, while another may be better qualified to perform the financial management training. Does the trainer have to be one person or can the trainings be done by different staff persons based on experience and qualifications in the seven training areas?

A23. Yes, multiple persons can be identified to fill the role of the key staff member, Program Trainer. Remember that the proposal must meet all requirements as described in SECTION II., APPLICANT EXPERIENCE AND QUALIFICATIONS, 2.2 Staff Experience and Capabilities.

Robert Shafran, Grants Manager
Community Care Network
2202 Prame Avenue
Cleveland, Ohio 44109

Q24. As regards Section 2.2 C, p. 8 of 26: We clearly understand the limits on the subcontracting of training. The question is whether staff other than the Program Trainer, who have significant background and experience in training adults as well as significant hands-on experience in a particular curricular area, would be permitted to provide some or even possibly most of the training?

A24. It is possible but the program trainer would need to be closely involved in the training as well.

See SECTION II., APPLICANT EXPERIENCE AND QUALIFICATIONS, 2.2 Staff Experience and Capabilities, A. which describes the key staff required “at minimum.” A proposal may include additional staff in addition to the minimum key staff. Remember to comply with all requirements in SECTION II., APPLICANT EXPERIENCE AND QUALIFICATIONS, 2.2 Staff Experience and Capabilities in the proposal submitted.

Q25. Page 10 - states to provide one on one technical assistance in two-hour increments to an estimated 15% of the FBCO. Is this assistance a one time 2-hour session per organization, or will this assistance be on-going? If on-going for how long or how many 2-hour sessions?

A25. As stated in SECTION III. SCOPE OF WORK & SPECIFICATIONS OF DELIVERABLES, 3.1 Scope of Work, B. 4, the on-on-one training shall be provided on as as-needed basis to those FBCOs that request it.

Based on requests from participating FBCOs, provide one-on-one technical assistance in two-hour increments to an estimated 15% of the FBCOs participating in their respective region. The one-on-one technical assistance will be provided at no charge to the requesting FBCO. The one-on-one technical assistance may include helping the organization to review and improve existing IDPs or to develop their IDP (a sample IDP is included as Appendix D of this RFGA). The IDP will help each organization – as well as the regional partners – to evaluate the capacity of the participating FBCOs in order to establish benchmarks for growth in the areas of funding, collaboration, volunteers, and number of people served.

Q26. I could not locate the specific page, but I read that food was unallowable. Does this mean that we cannot provide for a continental breakfast or lunch? The provision of these amenities help to keep people engaged and they will not be driving to unfamiliar places to locate lunch. Keeping the group together provides an opportunity for networking during these meal times.

A26. The TANF funds used for this OTTP project cannot be used for meals, food, beverages, refreshments, snacks, plates, utensils or any food-related items. Applicants may choose to pay for meals, food and food-related with their own funds or with funds secured from another source, or they may choose to make participants responsible for their meals, snacks, and beverages. Any food or food-related items that appear in the budget submitted by applicants must specify the funding source for those items, and it must be a source other than the OTTP funds available through this RFGA.

As stated in Answer #3, 7 to 8 classroom hours constitutes a full day of training. Proposals submitted can indicate their choice of a reasonable amount of time for a lunch break.

Q27. Attachment F: 2nd Quarter Deliverables [sec. 3.1. B1. through B6] [Total must not exceed \$25 K]. Are we supposed to write out every deliverable and assign a cost to each deliverable for Q2, Q3, and Q4 as was stated for 1st Quarter deliverables?

A27. Yes. The more detailed the budget the better. Q2, Q3, and Q4 will all be similar and you must write a narrative describing the execution of each deliverable.

Q28. Page 20 Project Budget states it is the expectation of GOFBCI that budgets for the possible renewal periods of SFYs 10 and 11 will reflect lower charges for deliverables related to early program development, as those costs must be encountered in SFY 09. This is not necessarily true, as the early program development consists of the Training in Columbus on the Curriculums and the Marketing Plan--which both should be revised in years SFY 10 and 11 based on results and learning meetings---for continuous improvement. In addition with COLA and increase in gas prices, this may also be a factor that maintains a \$100K grant.

A28. Since this is not a question, we could not provide an answer.

Q29. Pg. 13 Travel Reimbursement: States that it should be folded into the overhead, per diem, the hourly rates or budget categories and not listed separately, On page 20, It states that there should be a budget narrative and justification for the cost and how they are allocated. Can you bring clarity to these two statements?

A29. See Section 4.6 Travel Reimbursement. Your budget narrative should address all costs associated with your proposed budget except travel. Travel should be folded into the scope of work activities/deliverables and not to be listed separately or specifically.

**Diane Kloss, Director
Workforce Development and Continuing Studies
Kent State Salem and East Liverpool**

Q30. I would like to ask about travel expenses. It appears that the grant will reimburse for travel. What is the mileage rate for this grant? On page 13 of the RFP travel is to be folded in with other costs. But on the attachment that shows a sample of an Invoice, travel is identified in Category 3. Can you explain the difference.

A30. The attached sample is just a sample for the RFGA. ODJFS does not want applicants to indicate/disclose proposed mileage reimbursement in their Project Budgets. Therefore, travel should be folded into the deliverables and not to be listed separately (See Section 4.6 Travel Reimbursement).

Q31. Will I need to include a more detailed financial breakdown to support the Project Budget Form (attachment F)? If so should there also be a budget narrative?

A31. Please refer to 5.2 Format for Organization of the Proposal, B. Technical Proposal Details, 4. Applicants are to only show expenses directly related to the proposal project and include a budget narrative and justification which clearly displays how approximate costs and allocations were determined. Budget and budget item descriptions MUST support the objectives and program activities outlined for the project as well as any and/or all of the grant training program activities.

Q32. Can the budget include costs for the project as well as indirect costs?

A32. Indirect costs must be spread over the deliverable costs proposed by the applicant. This grant will be paid only on a per-deliverable basis.

**Sheila A. Mixon, Business Coach
Economic Empowerment Center
Urban League of Greater Cincinnati
3458 Reading Road
Cincinnati, Ohio 45229**

Q33. Will selected Regional Partners be provided with the FBCOs in their respective regions?

A33. No, although the selected partner will work with GOFBCI on a comprehensive outreach plan.

May 12, 2008

**Marva Duvall, M.Ed., PCC
Master Clinical Service Provider
Institute for Training and Development
2600 Victory Parkway
Cincinnati, Ohio 45206**

Q34. Need to verify that training course materials will be provided. Regional training partners will not develop material.

A34. GOFBCI will provide the curriculum however we will encourage selected trainers to pursue best practices and to improve upon the curriculum as they deem necessary in consultation with GOFBCI.

Q35. Who will provide list of FBCOs that are eligible to attend trainings and receive technical support?

A35. The selected partners will work with GOFBCI on a comprehensive outreach plan.

**Diane Kloss, Director
Workforce Development and Continuing Studies
Kent State Salem and East Liverpool**

Q36. Please define a subcontractor for purposes of this grant. Kent State Salem Workforce Development and Continuing Studies hires instructors and staff on a temporary, project basis. In this case we may be hired as a Program Director and/or Trainer. They would be paid an hourly rate for the work they perform. They are considered Kent employees for the hours they are contracted to work on this project. They are covered by Kent's Worker's Compensation, employers share of state retirement and medicare.

A36. The Program Director is required to be an employee of the lead applicant. The use of a subcontractor is limited to two of the seven courses of the program.

**Karen Collins, Leadership Programs Manager
Corporation for Ohio Appalachian Development
PO Box 787
Athens, OH 45701**

Q37. In reference to: Section II, number 2.2 Staff Experience and Capabilities "NOTE" (after letter C) (page 8) and Section III, number 3.1 Scope of Work B-4 (page 10).The nature of this question is in reference

to the definition of "Subcontractors". The Corporation for Ohio Appalachian Development is a membership organization of the 17 community action agencies in the Appalachian region of Ohio. These agencies are very sophisticated and have been doing mentoring activities in their communities for a long time. For if we use our member agencies for the mentoring activities in the scope of the project, would they be considered "in-house" expertise or "subcontractors"?

- A37. Any agency that does not operate under the same 501(c)3 is considered to be a subcontractor. See Section 2.2 NOTE: Subcontractors may not be used to fill any key staff positions. The only instance in which subcontractors may be used by OTTP training partners is in the delivery of parts of the curriculum, such as grant writing, where a particular expertise may be required. Subcontractors may be used to deliver no more than two of the seven core competencies each quarter, and the total expenditure for subcontractors cannot exceed \$4,000 of the total budget per quarter. All subcontractors must be approved by GOFBCI project manager prior the delivery of said trainings.**
- Q38.** In reference to: Section III, number 3.1 Scope of Work A-4 (page 8). The nature of this question is in reference to the cost for FBCOs to attend the workshops. It states that the training will be provided at no charge to the FBCOs. Are we to budget for mileage reimbursement for these agencies to get to and from the trainings or are the travel expenses the participating agencies' responsibilities?
- A38. Travel expenses to and from the OTTP trainings are the responsibility of the participating FBCOs.**
- Q39.** In reference to: Section I, 1.5 Objectives (page 3); Section III, number 3.1 Scope of Work (page 8) and Appendix A, Map of Designated Training Regions. It is stated that the objectives is to "strengthen the organizational capacities of at least 1,000 FBCOs". Are the 1,000 targeted FBCOs being divided equally among the Regions? The Southeast Region encompasses Appalachian Counties only. Population and the number of FBCOs in this region is significantly less than the other regions of the State. Does the Southeast Region have a specific target number of agencies we are to train?
- A39. The total project goal is to serve at least a minimum of 1,000 FBCOs statewide. Each regional training partner will be required to actively and aggressively identify and market the OTTP program, and provide services within their identified region to serve as many FBCOs as possible, as described in Section 3.1, Scope of Work, A. 7.**
- Q40.** In reference to: Section III, number 3.1 Scope of Work A-4 (page 8). Would it be permissible to use distance learning techniques, not limited to, but potentially including Webinars to deliver the curriculum?
- A40. Yes but all training must be open to those that cannot participate via the Web. Proposals should focus on face-to-face learning. The focus of the program and the primary goal is to provide courses in community sites that are accessible to local non-profit entities. Some of the larger regions will work on an outreach plan that will enable trainers to be in as many communities as possible.**

**THIS CONCLUDES THE QUESTION & ANSWER DOCUMENT
FOR ODJFS RFP#: R-89-01-0902.**