

Ottawa RFP Questions and Answers for OMJ Services

Question	Section 3 Scope of Work & Deliverables (N): Who is the OMJ Committee?
Answer	Partners in the One-Stop system
Question	Section 4 Proposal Guidelines (E) Budget Worksheets.
Answer	Budget Worksheets were referenced as Attachment 2 but is Attachment 1. If an excel version of the Budget Worksheets is needed, please request it directly from Tamara Gibson, at tamara.gibson@jfs.ohio.gov
Question	Section 4(Proposal Guidelines G): Who are OhioMeansJobs Ottawa County Board Members
Answer	This should have been reworded to say Ottawa County Board of County Commissioners.
Question	Should the redacted copy be hard or soft copy?
Answer	Section 6 Proposal Format: second electronic copy (USB or CD-ROM), all identifying information MUST be redacted or replaced with non-identifying verbage
Question	Do they need to attach Proof of Insurance if they fill out Attachment 5 Representation, Assurances, and Certifications?
Answer	Yes. Section 7 Evaluation and Award of Agreement (O): Proof of Insurance must be submitted with the proposal.
Question	Since this RFP runs from November 1, 2018 through June 30, 2019 and has the option to extend for two more years, do they need to supply Budgets for all 3 years?
Answer	It is advisable to submit a nine month budget and a twelve month budget. Three separate budgets are not needed.
Question	If they do need to supply 3 years worth of Budgets, can they increase the amounts in each of the last 2 years?
Answer	It is advisable to submit a nine month budget and a twelve month budget. Three separate budgets are not needed.
Question	Are all the costs listed in the Operational Costs / Administrative Costs section of the budget (attachment #1) considered by DJFS to be administrative costs and subject to the 10% max? Assuming operational costs are not administrative, how should administrative costs be indicated on the form?
Answer	Costs included in the administrative costs section are all subject to the 10% maximum for administrative costs in the proposal.
Question	The Director does both Program and Administrative activities (program compliance, works with businesses, reporting and cost oversight). Attachment #1 only lists shared costs under Operational / Administrative costs. Can we list our program related shared cost under program costs on the following page?
Answer	Direct program activities should not be listed under the administrative costs. If the same person does program activities and administrative activities, their cost should be split between the two. If the same person does these same types of functions on multiple grants/ programs for the provider agency, these costs would be administrative, and proposal should include a cost allocation method to attribute these costs to this proposal/ project.

