

**Grant-Writing Training Services  
Request for Letterhead Bid  
RLB# R-05-01-1301  
FINAL Question & Answer Document  
posted Aug. 25, 2004**

**Dr. B.J. Bischoff, Executive  
Crowe Chizek and Company LLC  
August 19, 2004**

- Q1.** Section VI. Scope of Work and Specification of Deliverables – Is this the first time the State of Ohio has funded a project with is scope of work, or is this a re-bid of an existing contract?
- A1.** **This is the first time we have funded a project with this scope of work.**
- Q2.** Section VI. Scope of Work and Specification of Deliverables – What is the funding source for this project?
- A2.** **The funding is TANF Title XX.**
- Q3.** Section VI. Scope of Work and Specification of Deliverables – What is the established maximum amount that you will contract with a vendor to perform the services stated in this scope of work?
- A3.** **ODJFS does not generally disclose the amount of funding available for a potential contract. ODJFS RFPs and RLBs ask interested vendors to consider the work that ODJFS is seeking, consider how they would address the stated scope of work, to carefully consider their business implications and costs to perform it, and then to offer their best price to ODJFS.**
- Q4.** Section VI. Scope of Work and Specification of Deliverables – Will the State of Ohio fund periodic trips for the vendor to travel to Washington, D.C. to meet with representatives from the White House Office of Faith-Based and Community Initiatives and their agency-level liaisons?
- A4.** **No.**
- Q5.** Section VI. Scope of Work and Specification of Deliverables – Are the eight AmeriCorps\*VISTA members all located in one city, or are they located throughout that state? If they are located throughout the state, should our proposal include travel costs for them to come to a central location for periodic meetings and training? Or will their budget cover their travel-related expenses?

- A5. The travel expenses for the Americorps\*VISTA Members will be covered by the Governor's Office of Faith-Based and Community Initiatives.**
- Q6.** Section VI. Scope of Work and Specification of Deliverables – If part of our proposed strategy is to conduct workshops throughout the state with the AmeriCorps\*VISTA personnel, will our proposal need to include personnel, will our proposal need to include the costs of travel for the AmeriCorps\*VISTA personnel, meeting rooms, participant refreshment, participant invitations, printed training material, and other workshop-related expenses?
- A6. No. (Please see also the answers to Q5 and Q23.)**
- Q7.** Section VI. Scope of Work and Specification of Deliverables – Is there a maximum page number limit for describing our scope of work and our proposed deliverables?
- A7. No.**
- Q8.** Section VI. Scope of Work and Specification of Deliverables – Is there an advisory group responsible for advising the Ohio Governor on strategy development for faith-based and community initiatives? If so, how often does it meet and what is its composition?
- A8. The Director of the Governor's Office of Faith-Based and Community Initiatives (GOFBCI) is responsible for advising the Governor on strategy development. The Office has an Advisory Council comprised of four legislators, nine community appointments, and representatives from ten state agencies. More detail on the Office can be found at [www.governor.ohio.gov/fbci/Index.htm](http://www.governor.ohio.gov/fbci/Index.htm).**
- Q9.** Section VI. Scope of Work and Specification of Deliverables – Will the staff with which the vendor will work from the Governor's Office on Faith-Based and Community Initiatives all be located in other cities? How often will the vendor be expected to meet with this staff and in what locations?
- A9. The vendor will work with staff located in the central office in Columbus, OH.**
- Q10.** Section V. Qualifications – Must the references included in the proposal be contact information only? Or must we include actual reference letters?
- A10. Please include contact information for references.**
- Q11.** Is there a maximum page number limit for describing our qualifications and supporting documents?
- A11. No.**

**Brian G. Adams, President**

**MMB Business Enterprises, Inc.**  
**Aug. 20, 2004**

- Q12.** The bid specifies deliverables. However, the deliverable appear to be more time and materials type of contract. Will the billing be time and materials based with specific deliverables to be work out in each of the 4 sections?
- A12.** **NO, as stated in RLB Section VII, Format of Submission, sub-section B., Cost Proposal, "... the vendor must display the total, all-inclusive cost for each of the four deliverables in Section VI of this RLB." Time and materials-based proposals will not be considered. Vendors must use their business acumen to assess the time, the resources, and any attendant expenses that would be involved in fully and successfully performing the work described in the RLB, and then use that assessment to offer to ODJFS their fixed price for the work. The cost proposal must be in the format described in the RLB.**
- Q13.** Will the contractor be required to do the grant applications as required under section VI. Part A? Or will the contractor assist an ODJFS staffer in these applications?
- A13.** **The contractor will be assisting an Americorps\*VISTA Member with these applications.**
- Q14.** Is AmeriCorp Vista volunteers writing grants to ODJFS or to federal agencies directly?
- A14.** **Members will be writing grants to federal agencies directly.**
- Q15.** Will the AmeriCorp Vista members be available to train 40 hours per week for an extended period?
- A15.** **We anticipate they will be available to train for 40 hours per week for approximately 6 weeks from early November to mid-January.**
- Q16.** Do you want the sample contract to be filled out?
- A16.** **No – as stated in RLB Section XVII., ATTACHMENTS, the ODJFS Model Contract is, "...provided for vendor reference only - not to be completed or signed."**
- Q17.** What efforts are presently underway in the Governor's Office of Community and Faith based Initiatives regarding gaining additional federal investment in Ohio?
- A17.** **The Governor's Office has pursued and received a federal Compassion Capital Demonstration Grant to fund a statewide capacity-building project for faith-based and community organizations serving the state's most vulnerable citizens. In 2005, our goal is to attract additional federal investment into Ohio by supporting proposals by community-based collaborative partnerships to address urgent needs in their respective communities. Our primary tool of support will be to provide**

them with information about funding opportunities and successful grant applications, and to provide them with grant-writers through our AmeriCorps\*VISTA project.

**Q18.** What are the Federal level agencies the vendor is required to work with?

**A18.** Vendor should be familiar with all ten Federal Agencies that have a Center for Faith-Based and Community Initiatives. Vendor should have an excellent understanding of federal grants awarded through Health and Human Services, Department of Labor, Department of Justice, Department of Education, Housing and Urban Development, and the US Department of Agriculture.

**Q19.** Is their presently a liaison/lobbyist to the federal government that advocates on behalf of the Office of Faith based Initiatives.

**A19.** Yes.

**Q20.** Will vendor be required to work on site or can vendor work from current offices?

**A20.** The selected vendor's own offices will be the basis of the vendor's work (ODJFS will NOT provide the vendor with office space, PC, office assistance, equipment, etc.), but the vendor will be expected to attend meetings or be on-site for certain functions.

**Kyle Polk**

**Decisive Systems Technologies, ltd**

**Q21.** What do you envision the training schedule to be like. Will the vendor establish the training days and hours or will training schedule need to be flexible to eight AmeriCorps\*VISTA members schedule? Will all students attend training on same days ?

**A21.** We anticipate all eight of the AmeriCorps\*VISTA members will be available for training as needed from early November through mid-January. After that time, the schedule will need to be flexible to support the grant-writing projects they are working on.

**Q22.** Can you provide some background to what is AmeriCorps\*VISTA and its members.

**A22.** Please visit the website for the National Community Service Council for additional information about AmeriCorps\*VISTA. The web address is [www.americorps.org](http://www.americorps.org).

**Q23.** Will training need to be conducted on-site or off-site?

**A23.** We have the facility to accommodate on-site training and that is our preference.

**Q24.** Will any equipment, computers, desk/office, and/or facilities be available for vendor staff?

**A24.** No. Please refer to the answer to Q20.

**Q25.** How detailed and specific do you expect the strategy and plan to be given so many unknown factors ?

**A25.** As detailed as possible.

**This concludes the FINAL Question & Answer Document for ODJFS Request for Letterhead Bids, RLB# R-05-01-1301, for Grant-Writing Training Services**

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