DATE: May 15, 2020
TO: All Proposers
FROM: Lori Bastean, SR Program Analyst
RE: Addendum 2 to RFP 2021 - C008 – Restorative Justice

The following questions were received and responses are provided as follows:

1. For a collaborative application, do each of the organizations need to provide résumés of key staff and copies of licenses? Or only the lead agency/fiscal agent?

   Resumes for key staff and copies of licenses should be provided for all staff in the proposed program, not just those for the lead agency/fiscal agent.

2. For the prompt at 3a: "Include the mission statement for your agency, or that of the separate entities under a proposed collaborative, and discuss how this proposed program aligns with that mission." Is the request for each organization in the collaborative to submit their own mission statement and discuss how the program aligns with each separate mission statement? Or is the request for the collaborative to come up with one, new mission statement and discuss alignment?

   Each organization in the collaborative is to submit their own mission statement and discuss how the program aligns with their mission statement.

3. For a collaborative application, do each of the organizations need to include a staff turnover calculation for the previous year? Or only the lead agency/fiscal agent?

   As stated in the RFP Program Description, " In the case of a collaborative application, one lead agency should complete the application and also act as the fiscal agent." The expectation is that only the lead agency/fiscal agent will include the staff turnover calculation for the previous year.

4. Is the direction to submit 2-3 letters of reference only a suggested amount, or a limit? How many Recommendation Letters can we submit in support of a collaborative application made up of 3 organizations?

   No more than 3 letters of reference per agency.

5. When multiple organizations are submitting a single, collaborative proposal, do each of the organizations need to provide Agency Governing Body charts? Or only the lead agency/fiscal agent?

   As stated in the RFP Program Description, " In the case of a collaborative application, one lead agency should complete the application and also act as the fiscal agent." The expectation is that only the lead agency/fiscal agent will provide Agency Governing Body charts.
6. When multiple organizations are submitting a single, collaborative proposal, do each of the organizations need to provide Staff-Board-Volunteer Descriptors charts? Or only the lead agency/fiscal agent?

   As stated in the RFP Program Description, "In the case of a collaborative application, one lead agency should complete the application and also act as the fiscal agent." The expectation is that only the lead agency/fiscal agent will provide Staff-Board-Volunteer Descriptors charts.

7. Each organization involved in this collaborative would prefer to have a separate agency budget with the County if awarded this contract. Can each organization submit a 2021 proposed budget? Or is the expectation that only the lead agency/fiscal agent submit a budget?

   As stated in the RFP Program Description, "In the case of a collaborative application, one lead agency should complete the application and also act as the fiscal agent." The expectation is that only the lead agency/fiscal agent submits the budget for the entire collaborative.

8. If the expectation is that only the lead agency/fiscal agent submits a budget:

   a. In which category would the expenses of the other collaborative organizations fall? E. Other, as a pass through or subcontracts?

   Expenses for the other collaborative agencies should fall under subcontracts.

   b. Would only the lead agency/fiscal agent need to explain any line item that reflects a 10% variance in comparison to the prior budget year?

   As stated in the RFP Program Description, "In the case of a collaborative application, one lead agency should complete the application and also act as the fiscal agent." The expectation is that only the lead agency/fiscal agent would need to explain any line item that reflects a 10% variance in comparison to the prior budget year.

9. All organizations involved in the collaborative currently have contracts with Dane County DHS for Restorative Justice programming. It appears the method used by DCDHS to determine the unit cost was different for each organization’s contract in 2020 and as a result it is difficult to know which cost rate or unit of service to utilize for this proposal. All organizations currently report on the number of individuals served; can this be the proposed unit of service?

   All organizations should also be reporting the number of hours of direct client service. In the case of a group service, the unit should be the total number of clients in the group divided by the length of the service, i.e., a two-hour group for 4 people would record 0.5 hours of direct service for each client served.

10. For sections where all of the collaborating organizations need to submit a response, it will be very challenging to limit responses to only 2 pages. For those sections, could the page limit be increased? Say to 4 pages?

    The page totals are firm. Please coordinate between the collaborating agencies with regards to responses.

11. Who would be responsible for programmatic and fiscal reporting if several organizations were awarded a contract on the basis of a collaborative application?

    As stated in the RFP Program Description, "In the case of a collaborative application, one lead agency should complete the application and also act as the fiscal agent." The lead agency would be responsible for programmatic and fiscal reporting.

12. Do we know when the answers will be posted?

    The plan is to have the responses posted May 15, 2020.

Please acknowledge receipt of this addendum by checking the “Addendum #2” box on Attachment A - Vendor Information of the Application form.
If you have questions regarding this addendum, please email dccsrfp@countyofdane.com or contact Lori Bastean at (608) 242.6420.