



## **Amendment #1**

### **Request for Proposals (RFP) No. 2022CSS001**

#### **Concrete Support Services (CSS)**

Q1: Is my Bio required?

A1: Please provide the history and experience of your organization and how the organization can provide the services. No personal bio is required.

Q2: Is a photo required?

A2: No.

Q3: Is a reference list required?

A3: Yes. Please see page 6, Proposal Content, #5.

Q4: Will this Proposal be offered again this year?

A4: The decision to award contracts to any new providers for these services will be contingent upon funding availability. MDCPS encourages you to apply for any future opportunities on [www.mdcps.ms.gov](http://www.mdcps.ms.gov).

Q5: Is there a limit on services that can be offered?

A5: If an organization offers additional services, please include the additional services in the proposal. MDCPS will review, assess, and make a determination based on the needs of the agency.

Q6: How much insurance is required?

A6: Please see page 13, Q. Fidelity/Dishonesty Bond. The amount of the Bond will equal 25% of the total subgrant award.

Q7: Section Q: Fidelity/Dishonesty Bond: Does MDCPS recommend any companies for such a Bond?

A7: This choice is at the sole discretion of the Independent Contractor.

Q8: Will a CPA be required?

A8: Please see pp. 15-16, 6. Financial Component. Please provide a justification if you have not been audited by a Certified Public Accounting firm. Please disclose as much information and evidence of financial responsibility and stability.

Q9: According to Page 17, no more than 10% may be requested for administrative costs. What if I go over this percentage? Will I be responsible for the extra cost?

A9: The administrative costs apply to staff that will not directly provide the services for the program (i.e. Executive Director and/or other administrators for the program). If staff are directly providing the services (i.e. Case manager), this rule does not apply (Please see p. 22). If a vendor wants to create a budget and request more than 10% for administrative costs, a vendor will need to provide justification and get approval from MDCPS. Please complete the proposal exception summary form (Exhibit K) if there is an exception that you would like to submit for this RFP.

Q10: On page 61 and 62 it covers the Letter of Intent? Will this be the only information required or should we also attach a formal letter of intent? Who should this letter be addressed too?

A10: Exhibit J is a guide on how to complete a letter of intent. The letter of intent that MDCPS has provided on page 61 or attaching a formal letter of intent are both acceptable to submit in your proposal. The letter of intent should be addressed to the Contracts & Procurement Unit.

**Please acknowledge receipt of Amendment One by completing and returning Acknowledgement of Amendment Form (Exhibit J) along with your proposal package no later than May 25, 2022, 12:00 p.m., CT.**