



## **Adult Education RFP Q & A**

**April 10, 2017**

**Q: Can you confirm that the deadline for grants is that it must be POSTMARKED by April 15 and not "arrived" to OPI?**

**A: The grant must be postmarked by April 15.**

**Q: Can you tell me how to add additional lines for staff names on page 48? Or, am I allowed to enter two or three names separated by commas and combine information within one of these four lines -- for example, |John Doe, Susan Doe, Kerrie Doe | All Part-time Instructors | 25%, 13%, 60% | ...etc. ?**

**A: It would be fine to enter multiple names using the format you indicated above.**

**Q: I have a question about 19 Gun-Free Schools. Our college has a Criminal Justice program. College students have firearms as part of their program. Would this disqualify us from the Adult Ed grant?**

**A: No.**

**Q: When printing the grant, should it be single sided or is front and back ok?**

**A: Single sided would be preferable.**

**Q: Are wages for an employee to administer a HiSET an allowable expense? Is the state funding portion of the grant subject to the same 5% administrative cost limitation?**

**A: No. Yes.**

**Q: What would be considered a "reasonable cost" per participant?**

**A: Approximately \$400-\$500 per student.**

**Q: Would it be possible to change the setting to allow Rich Text Format in the response boxes? RTF would allow bold, underline and formatting for bullets and would improve readability without any additional characters.**

**A: Thanks for bringing this to our attention. However, some RFP applications have already been submitted so we will leave formatting as is.**



**April 6, 2017**

**Q: Does the 10,000 character count on page 37 regarding component C include the responses to the goals on page 39? If not, is there a character limit for the responses on page 39? Can the strategies required on page 39 be extended to the space on page 38 to provide a more detailed response?**

**A: No, the 10,000 character count on page 37 does not include the text boxes on page 39. Although there is not a set character limit for the text boxes on page 39, responses should be concise and must fit in the space provided so that they can be printed out in their entirety.**

**Q: We have attempted to copy and paste a table into the text box and were not successful. Can you tell us how to do that?**

**A: Convert the table to a picture and insert the image.**

**Q: On page 36, the response box text doesn't automatically resize. It has a scroll bar on the side.**

**A: There was a formatting issue that has now been fixed.**

**April 4, 2017**

**Q: Is CASES (Comprehensive Adult Student Education System) the high-quality student data management system that is required in Consideration L?**

**A: Yes.**

**Q: How are the funds distributed across the state? How would I be able to figure out how much District IV would be eligible for as we develop a proposal and budget?**

**A: In the past, the total allocation was approximately \$1.4 million. We have not yet received the allocation for the upcoming program year. Since this is a new law, OPI is currently working on a new funding formula as the prior formula is no longer applicable. According to the RFP, page 54, describe a one year breakdown of your projected cost in relation to the number of persons anticipated to be served. OPI will continue budget discussions with successful applicants from each MACO district.**

**Q: On item 'J', page 48, do we need to include our local match in % funding source for each individual? For example, as director I am not paid with the state or federal funds, but we do use our local match dollars as part of my salary. Also, if an instructor is only half time, do we still list the FTE % as 100% if they are paid solely from the grant, even though they only work less than 20 hours a week year round? Or do I put 50% FTE?**



**A: Local match funding does not need to be included in item J. For half-time personnel, list them as 50% FTE.**

**April 3, 2017**

**Q: How will the entire MACO district be served if there is only one grant awarded?**

**A: Consortium applications where existing providers come together to serve the MACO district as a collaborative entity are strongly encouraged. If there is a single applicant awarded, it will be incumbent of the awardee to develop the strategies and use resources to serve the entire MACO district.**

**Q: We have been composing the RFP sections in Word in order to use the character count feature. When we copy and paste our language into the RFP document it appears to truncate out data even though we have verified the character count in Word both with and without spaces. Our questions related to this are:**

- a. Are spaces and lines considered in the character count? **Yes.**
- b. Does the input area (box to enter response) in the RFP track the number of characters? **Yes.**
- c. Is the input area restricted by physical size as well as character count? **The size automatically corresponds to the character count setting.**

**Q: In the RFP, are we allowed to insert any tables or charts into the document. They would fall within the response box and not be an attachment or appendix.**

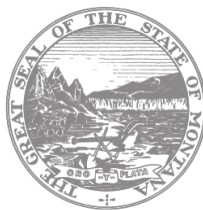
**A: Tables and charts are fine, as long as they fit within the text box. An attachment or appendix will not be considered as part of the application.**

**March 30, 2017**

**Q: The last sentence in the paragraph on page 13 of the Corrections RFP seems to indicate that you can apply by MACO district. Can you explain what the last sentence means?**

**A: The applicant will need to indicate which MACO district they are located in. The Corrections Education RFP will be awarded to one (1) provider to coordinate statewide services.**

**March 28, 2017**



**Q: Are satellite programs allowed? If yes, are there criteria defining a satellite program?**

**A: The purpose of the RFP is to create a new service delivery model that will serve an entire MACO district with flexibility to meet the needs of students/clients. This is why there is an opportunity to apply as a consortium.**

**Q: Are applicants/organizations required to serve regions in their districts that are already served by existing adult education programs that are not funded by OPI?**

**A: It is the applicant's responsibility to work with WIOA Core Partners throughout the entire MACO district.**

**March 23, 2017**

**Q: Can you please confirm our match amount for next year?**

**A: Budget discussions and clarifications will take place after the grant awards are announced.**

**Q: In regard to the RFP for Corrections Education - can there be an award for each MACO District?**

**A: No, the Corrections Education RFP will be awarded to one (1) provider to coordinate statewide services.**

**Q: If application is made for the Corrections Education RFP, can services be provided to more than one MACO district?**

**A: Yes.**

**Q: Can I provide services to a correctional institution in my MACO district and include that in my RFP for Adult Education?**

**A: Yes.**

**Q: As we are responding to the RFP and we are using research in our answer, do we need to cite our sources?**

**A: Yes. Due to the limited character count, please cite sources in parentheses following the research used. In addition, citations can be condensed due to limited character count.**

**March 22, 2017**

**Q: Will the successful applicant be required to serve the entire MACO district?**



**A: Yes.**

**Q: How will the OPI respond if there is no applicant in a MACO district?**

**A: In the event there is no applicant in a MACO district, the first step will be to re-run the competition.**

**March 21, 2017**

**Q: Are we able to serve adults with a high school diploma who TABE below a 12.9?**

**A: Yes.**

**Q: Is the information in Table 5 updated to include those students whose training had to be verified after the initial data match and if not, is there a way to get updated information to include in the RFP proposals?**

**A: Yes, the data is updated based on the follow-up information you provided.**

**March 20, 2017**

**Q: Is it possible for two programs to collaborate on one RFP and work together to provide AE services and/or additional services in our respective areas with each program acting as their own fiscal agent in the same MACO District? If so, what format should be followed and how should the RFP be submitted?**

**A: Consortium applications must have a single fiscal agent. The AE RFP will be awarded to 11 district providers (one per each MACO district, and districts 1 and 2 combined) who will be responsible for managing district services. This scope of services is aimed at district-centralized administration to maximize funds and coordinate program objectives.**

**Q: Can there be two or more Adult Education providers awarded grants in the same MACO district? On page 6, collaboration refers to two or more providers/agencies working together to provide AE services and/or additional services in their respective area with each organization/agency acting as its own fiscal agent. On page 4, it states a consortium or coalition of the agencies, organizations, institutions, libraries, or authorities may apply for this grant.**

**A: No. There will only be one AE provider awarded per MACO district. The intent of the language on page 6, is to encourage the AE providers to work collaboratively with the other Core Partners and appropriate agencies to provide non-duplicative Adult Education services. On page 4, the consortium**



**or coalition is referring to the agencies listed (1-8) who are eligible to apply as a consortium with one application and one fiscal agent.**

**Q: If we decided to apply as a consortium, would each program still submit their own budget and would the boards and directors' positions still be in place?**

**A: The consortium would need to determine the director for the consortium as well as the need and the role of the existing boards. There would be one budget submitted.**

**Q: As a non-profit, will I be required to submit all of the documents listed on page 21?**

**A: In the event that a CBO, FBO, volunteer literacy organization, or public/private nonprofit agency is awarded to be the MACO district provider, the OPI may ask for submission of some or all of the documents listed on page 21. There will be discussion with the provider at that time.**

**Q: On page six under Direct Services to Students the RFP reads services such as classroom teaching activities, textbooks, teaching supplies including computers and software, classroom supplies, etc. Direct services to students must account for 95 percent of requested funds. Would personnel hired and paid for out of the grant be considered a direct service, as long as they work directly with eligible participants?**

**A: Yes, personnel hired and paid for out of the grant be considered a direct service.**

**Q: Are page numbers missing?**

**A: Due to formatting issues last week, page numbers appeared to be missing. However, the RFPs have now been updated and all page numbers are correct.**

**Q: There are a number of assurances at the front of the RFP. The directions say that the section is to be reviewed by the chief administrative and district adult learning center director of the applicant's organization and that they need to include required signatures; however, the signature pages on page 24, 29, 31 and 34 only have spaces for one signature. Do you want signatures from both of the individuals who review the assurances and if so, how do you want them on the page?**

**A: Please follow the directions at the bottom of each assurances page. The authorized representative of the applicant must certify that he or she has read, understood, and will comply with all the provisions and assurances.**

**Q: Is page 39 part of Section C Demonstrated Effectiveness on page 37 and if so is it counted in the character limit and how are the 3 goals scored in the review?**

**A: Yes, it is all part of Section 3-Demonstrated Effectiveness. On the scoring rubric it states: The applicant must describe the degree to which the program will establish measurable goals for**

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**participant outcomes. Both the narrative response and response to the three goals will be taken into consideration when the application is scored.**

**Q: What three years of data should be referenced for an existing provider?**

**A: Please use 2013, 2014, and 2015.**

***March 14, 2017***

**Q: Is there a deadline for submitting questions for the adult education RFP?**

**A: Monday, April 10th, is the final day for any RFP related questions.**

**Q: Is an email to you the preferred way to submit a question?**

**A: Yes. Any questions relating to the RFP must be directed to Katie Spalinger, Adult Education State Director, at [Katie.Spalinger@mt.gov](mailto:Katie.Spalinger@mt.gov). Responses will be available the day following the question submission and posted on the OPI website.**