DEPARTMENT OF HUMAN RESOURCES

FAMILY INVESTMENT ADMINISTRATION

MARYLAND OFFICE FOR REFUGEES AND ASYLEES

REQUEST FOR PROPOSALS FOR

THE ADMINISTRATION OF THE PUBLIC PRIVATE PARTNERSHIP

FIA/ORA 15-001-s

# QUESTIONS AND RESPONSES 1

November 25, 2014

Question 1: Currently we specifically resettle refugees from Iran and the Former Soviet Union. Would we be able to request asylee cases from Iran and the Former Soviet Union specifically if we were to take part in resettling asylee rotation?

**Response: The asylee rotation plan will be proposed by applicants. Therefore, MORA cannot answer your question at this time. Please note that MORA has placed no restrictions to how the asylee rotation plan should operate.**

Question 2: Can an agency be listed as a sub-contractor on one proposal, and still submit their own proposal?

**Response: Yes.**

Question 3: What happens if an agency does not provide a letter of intent? Can they be added to the contract once the award is announced?

**Response: Yes, an agency may be added to the Grant following award.**

Question4: Page 40 of RFP- 4.4.3 Instructions say to submit documents under tab M, but further instructions below say to submit them under Tab O. Which is the correct Tab?

**Response: Applicants should submit the documents required in Section 4.4.3 under Tab M.**

Question 5: Rent/space allocation plan – what percentage of rent for each center is allowable to be charged under the grant? What is the basis for excluding rent from indirect cost recovery calculations?

**Response: MORA has placed no limitation or cap on the cost of rent for each center. Exclusion of the rent from the indirect cost recovery calculations is based on MORA’s discretion.**

Question 6: Section  3.2.2.C - What is the maximum or minimum amounts that may be paid to clients in employment incentives?

**Response:** **MORA has placed no limitations or caps on the amount that may be charged as employment incentives.**

Question 7: Section 3.2.2.B - Does MORA restrict RTCA payment method to check only?  Would Electronic Benefit Transfer (EBT) or reloadable pay cards be acceptable?

**Response: No, MORA will not restrict RTCA payment method to check only. However, if an applicant is proposing an alternative, such as Electronic Benefit Transfer (EBT) or reloadable pay, security and fraud prevention protocols should be suggested, as well as proposed strategies for monitoring.**

Question 8: Section  3.2.2.J - Does MORA recommend particular methods for verifying benefits received by RTCA applicants outside of the state of Maryland?

**Response: MORA does not recommend a particular method for verifying benefits received by RTCA applicants outside the state of Maryland. In the event that the grantee or sub-grantees require assistance in obtaining the verification, MORA will provide technical assistance and support.**

Question 9: Is it a requirement of a resettlement agency to be located within a center to receive funding or be part of the partnership?

**Response: No, resettlement agencies are not required to be physically located within a center to receive funding.**

Question 10: Are prime and subgrantees required to use MORA’s format for sufficiency plans?

**Response: Grantees may propose modifications to the Family Self-Sufficiency Plan and other supplied documents which may be negotiated with MORA. However, MORA does require that all all grantees and sub-recipients use the consistent forms.**

Question 11: Can a resettlement agency participate in an asylee rotation, but not be a sub-grantee?

**Response:** **No. The agency must be a subgrantee with a formal agreement with the prime grantee.**

Question 12: Section 3.3.3 - “Grantees shall secure at its own expense a Maryland State Police and/or FBI background check…….. on all new employees”.  Please confirm that MORA funding cannot be used for background checks?

**Response: MORA funding may not be used for background checks.**

Question 13: Section 3.8 – If FY2014 contacts end at the end of November and this proposal is due on December 1, how quickly will the decision be made and a contract signed?  Will funding be retroactive to December 1.

**Response: MORA plans on making awards as soon as possible after December 1, 2014. Funding will not be retroactive to December 1.**

Question 14: I do not see an Attachment Q regarding the current landlord, square footage and other details on the Centers. Can we get a copy?

**Response: Please refer to Attachment Q-Current Center Information, located directly behind Attachment P on page 105 of the RFGP.**

Question 15: Do we need to submit two separate proposals if we are interested in pursuing both Centers (or can we cover both in one proposal)?

**Response: Yes, an Applicant shall submit separate proposals for the Baltimore Resettlement Center and the Suburban Washington Resettlement Center.**

Question 16: What is the difference between a sub-contractor and a sub-recipient?

**Response: For the purposes of this RFGP, the terms ‘sub-contractor’ and ‘sub-recipient’ are interchangeable.**

Question17:Can you tell us what programs and positions are currently funded with PPP monies in each Center? Can you also tell us the level or amount of money for each position and program? Percentages of funding for each program and position would be very helpful.

**Response: The program funded through Public-Private Partnership funds is Refugee Transitional Cash Assistance (RTCA). In the Baltimore Metropolitan Area, RTCA services are funded through a grant in the amount of $3,604,545. In Suburban Washington, RTCA services are funded through a grant in the amount of $4,594,769.**

Question 18: Where do you want the attachments for the tabs (behind each section or at the end grouped together)?

**Response: MORA asks that Applicants include the attachments behind each section.**

Question 19: Are you open the day after Thanksgiving?

**Response: No. The State of Maryland is closed for business on November 26 – 28, 2014.**