

Questions and Answers

GENERAL STATEMENT:

The eight, staff persons specified are just a baseline guideline. There WILL be more staff required. Contracts are reimbursement-based so you must be able to cover all costs up front, including the initial three month period before the contract has completed the signature process.

1. How do you want us to reflect staffing costs? Are there different levels across each Team—would there be a different cost for Welcome, Skill, Business Services, etc.?

It's up to your organization, but as an example of what the City of St. Louis does, they have one position level, Employment and Training Specialist II, but they perform different duties under that level. If your organization pays higher for certain skills, then you can certainly bid that way—we won't tell you how to bid.

2. Page 14, Item F says provide hiring costs for two fiscal clerks who will provide AP/AR and other general clerk duties. But page 9 says the fiscal staff should be knowledgeable in accounting at both the clerk and accountant levels. Which is it?

Go with page 14, Item F, the Clerk level.

3. On Page 18 number 9, it references 2008. On number 10 it references 2007-2010. Is this correct?

No, for number 9 use since 2011 and for number 10 use 2011 through 2015.

4. Do you want us to use 12.1 margins for the whole document? Do you want us to use a specific font, all double spaced or single spaced?

No, you don't have to use 12.1 margins for the whole document. You do not have to use a specific font or specifically use double or single spaces. If it is not specified in the RFP you may type it the way you want. The document should be no more than 15 pages, plus attachments.

5. Page 14 says you need someone to interface between the offices. Is this person to be included under Administrative costs?

You may choose to include the person however you wish, whether Administrative or not. We will let the organization decide.

6. I have a question about Item #10 on page 18 of the Public and Private Funding

General Staffing RFP. Should our response cover 2011 – 2014? It asks for our experience with grievances, discrimination complaints, etc. over the past four years, but the dates listed in the RFP are 2007-2010.

Yes, please use 2011-2014. The years listed are an oversight.

7. Under Attachment B - #4 (p.17) and #11 (p.19) are not clear. It asks to add no more than 2 additional pages for each. Is this on a separate page? If so, is it part of the 15 pages or do we attach no more than 4 additional pages total to Attachment B? Please elaborate.

Yes, you can use up to two more pages per question/item referenced and it would be counted separate from the 15 pages since this is part of the Attachments section, and it can be placed behind this worksheet in the proposal. Or, if you describe both of these things in the 15 pages of the narrative, you can reference the appropriate section(s).

8. What is the purpose of the fiscal staff in the SLATE location since we have a full fiscal staff available in house? What job duties do you expect them to perform?

The fiscal staff we are asking you to bid on are account clerk types who would provide fiscal support for the funding SLATE receives to operate programs and services. These staff are expected to work on site at SLATE and be solely devoted to SLATE's fiscal needs.