

**The National Center on Substance Abuse and Child Welfare (NCSACW)  
270-07-0173**

**Questions and Answers**

1. Will SAMHSA publish a list of the organizations submitting letters of intent or a list of prospective bidders?

**A: SAMHSA is providing a mailing list. Any offerors who are interested in this mailing list may fax their request to Tracy Davidson O’Neill at 240-276-1510. The list includes only those offerors who made their interest in this requirement known.**

2. Who is the incumbent on the referenced solicitation and are they eligible to bid?

**A: The incumbent is “Center on Children and Family Futures” and, yes, they are eligible to bid.**

3. What is the amount of the original contract award for the base period, plus any applicable option years?

**A: The base award contract amount was \$1,239,220 and the total amount was \$6,514,022.**

4. Would it still be possible to submit a form of intent for this RFP?

A: Yes, even though the due date is past, a form of intent should still be sent by fax if you intend to submit a proposal. We’d like to have an approximate idea of how many proposals to expect.

5. **Clarification for the RFP: The header on the RFP document has 277 instead of 270. The correct number is 270-07-0173.**

6. Regarding Section D: “All deliverables required under this contract shall be packaged, marked and shipped in accordance with Government specifications” Is there a specific requirement as to where the project office/work is located? If the project is located in the MetroWashington, DC area, can deliverables be delivered in person?

**A: The project office is at SAMHSA located in Rockville, MD. Deliverables should be delivered in the most cost efficient way and on time.**

7. Regarding Section F.2: Can we assume that deliverables under this contract requiring one (1) copy are submitted electronically? Are electronic submittals required for all deliverables?

**A: Deliverables should be hard copy and electronic.**

8. Regarding Section H.4: In several places in the RFP, the “Salary Rate Limitation Legislation Provisions” are listed. In the first paragraph, it states that, “Pursuant to P.L. 110-005, no Fiscal Year 2007 (October 1, 2006 – September 30, 2007) funds may be used to pay the direct salary of an individual through this contract at a rate in excess of the direct salary rate for Executive Level I of the Federal Executive Pay Scale. Direct salary is exclusive of overhead, fringe benefits, and general and administrative expenses. The salary limit also applies to individuals proposed under subcontracts.” The last sentence indicates that, “Contractors shall absorb that portion of an employee’s salary (plus the dollar amount for fringe benefits and indirect costs associated with the excess) that exceeds a rate of \$186,600 a year.” Would you please clarify whether the salary cap includes or excludes overhead, fringe and G&A?

**A: This is the “direct salary” or base salary which is exclusive of fringe benefits, overhead, and general and administrative expenses.**

9. Regarding Section H.11: This section relates to the use of a GPO provided 800 toll-free telephone number. Will such service be provided to facilitate communications with the NCSACW, specifically to meet the requirements of Task 2 (Technical Assistance), b. (Provision of Technical Assistance)?

**A: SAMHSA will not provide service to facilitate communications with the NCSACW, specifically to meet the requirements of Task 2 (Technical Assistance) and b. (Provision of Technical Assistance).**

10. Regarding Section H: “It is expected that a completion type contract will be awarded as a result of this RFP. To assist you in the preparation of your proposal, the Government considers the effort to be approximately 38,646 hours, annually. This information is furnished for the offeror’s information only and is not to be considered restrictive for proposal purposes.” Would you please provide information on the current vendor’s staffing including the number and types of staff, e.g., web developer, project director, project manager, trainer?

**A: The current contractor employees a project director, project manager, TA manager, TA coordinator, program evaluator, project assistant, project administrator, IT manager, web developer, graphics coordinator, and administrative assistant. In depth TA consultants are contracted as needed, one per site. The offeror is encouraged to staff per their understanding of the requirement.**

**A clarification/correction is to be made for the approximate hours to be performed. It was stated in the RFP “The Government considers the effort to**

**be approximately 38,646 hours, annually” but the correction is as follows:  
“The Government considers the effort to be approximately 26,000 hours,  
annually.” The previous hour estimation was a typographical error.**

11. Regarding Section C, Business Proposal Instructions (vii) Indirect Costs: “If no rate agreement exists, please indicate the cognizant contracting officer, name, address and phone number.” Please confirm this is the offeror’s contact information.

**A: For example, if the rate agreement has expired, the offeror should provide the name of the cognizant contracting officer responsible for negotiating provisional and/or final indirect cost rates. If there has never been a rate agreement this should be noted in the proposal.**

12. Regarding Section M, Evaluation Criteria, G.) Past Performance: This section relates to Past performance and provides information on the rating/evaluation criteria. Is there a specific number of references/past performance work that needs to be included? Is it necessary to complete Attachments 12 (Client Letter) and 13 (Contract Performance Information) for each effort cited?

**A: The number of references should be representative of the work requested under the current RFP. No specific number is required. The Client Letter and Contract Performance Information should be completed for each reference.**

13. Regarding Attachment 1: “Production versions must reside on the SAMHSA/DMS-IT server.” Please clarify where this server is located and how the offeror access the server to update the web site once changes and additions have been successfully tested.

**A: The server is on the SAMHSA website. The contractor shall work with the SAMHSA webmaster to update the website. Communications are almost entirely electronic.**

14. Regarding Attachment 1, Task 2: “TA activities included responding to telephone inquiries, creating and disseminating written materials, conducting conference calls, making in-person one-time presentations to groups or at conferences, and delivering technical assistance to State teams over a sustained length of time, usually extending for multiple years.” Please clarify if the costs associated with telephone, postage and reproduction of materials is reimbursable or are these tasks completed using government provided equipment?

**A: The costs are reimbursable.**

15. Regarding Attachment 1, Task 2, a: “The Contractor shall develop a cadre of qualified consultants and staff to address a wide range of issues that TA and training recipients will face.” Please clarify if this data is maintained in a database. If so, will this database be turned over to the new contractor? If not, should a comprehensive database be created? If it is the latter, is Microsoft Access preferred?

**A: The information is not maintained in a database. The GPO has access to the information needed. It is up to the offeror to decide how they want to manage the information on consultants.**

16. Regarding Attachment 1, Task 2, b: “Of those, approximately half were of a short-term nature, (such as responding to telephone inquiries, mailing out information, identifying needed resources, making referrals, etc.)” Please clarify if the current services provider maintains a log of these calls and the disposition. If so, will this tracking software be made available to the successful bidder? If not, is such tracking desired or required? In previous projects, we have tracked the call source, services requested, who was assigned to respond and the time between the initiation of the request and the resolution.

**A: The current provider maintains a log that includes the source, services requested, who was assigned to respond and the time between the initiation of the request and the resolution. The offeror may propose how they may complete this task.**

17. Regarding Attachment 1, Task 2, b: “Assistance lasted from 15 months to over two years, with follow-up provided as needed. Commitments are made to TA sites over multi-year time frames contingent upon the availability of future Option year funds.” Please clarify that the travel costs for these consultants are reimbursable.

**A: The travel costs of the consultants are reimbursable.**

18. Regarding Attachment 1, Task 2, b: “In addition, the Contractor shall propose a plan to address and provide assistance at varying levels to meet the variety of needs that may arise from entities awarded funds from the Child and Family Services Improvement Act of 2006 and other collaborative teams.” Should the Plan be included in the response?

**A: Yes.**

19. Regarding Attachment 1, Task 2, b: “Tools and products developed for the program of in-depth technical assistance during the NCSACW contract years 2002-2007, will be used to support TA requests (i.e. use of protocols, training plans, strategic plans, MOUs, etc. see

<http://www.ncsacw.samhsa.gov/products.asp>.)” Please clarify that all tools, materials and products developed under the current contract will be made available to the successful bidder.

**A: Yes, they will be available.**

20. Regarding Attachment 1, Task 3: “Training could be in-person or distance (i.e. web-based or teleconference), and could be one-time or a series of training events.” Please clarify if the current vendor provides web-based training. If so, will the software and hardware used for this training be transitioned to the new vendor? If not, are proposers to include these costs in their proposals? Please clarify the equipment, software and hardware used or expected to be used for this task. Is the cost for internet access a reimbursable under the contract?

**A: The current vendor provided web-based teleconferences using other Administration for Children, Youth and Families (ACYF) grantee’s web-teleconference arrangements. This arrangement could be used again in the future. See answer to Question Number 21 regarding web-based training.**

21. Regarding Attachment 1, Task 3, d: “Web-based Tutorials. The contractor shall maintain the 3 NCSACW web-based training curricula, update the curricula as needed and shall report on the use of the curricula (curricula accessed, completed, and evaluation reports) in the quarterly report. In addition, an adaptation to the existing curricula will be made to prepare web-based training for legislators and their staffs.” Please clarify if the current software and hardware used for this training will be transitioned to the new vendor? If not, are proposers to include these costs in their proposals? Please clarify the equipment, software and hardware used or expected to be used for this task. Is the cost for internet access a reimbursable under the contract?

**A: The offeror should include costs for transitioning the current training. The offeror should look at the existing training and propose the equipment, software, etc. that they would use to maintain the training. The existing contractor will be available to discuss how the current training is supported. The cost for internet access is not reimbursable under the contract.**

22. Regarding Attachment 1, Task 3, e: “The Contractor will actively market the availability of this resource to intended audiences such as the SAMHSA ATTCs, community colleges that conduct training for child welfare staff, schools of social work, the Children’s Bureau’s Training and Technical Assistance Network, and other relevant organizations including SAMHSA child-serving grantees.” Are the marketing related costs reimbursable under the contract? Is it possible to receive information on how the current vendor markets the availability of this training?

**A: The costs are reimbursable. The current contractor has subcontracts with five national organizations representing child welfare, substance abuse and the courts that assist in marketing. They also use SAMHSA and ACYF Clearinghouses, Resource Centers and Listservers and conferences to market materials.**

23. Regarding Attachment 1, Task 4, a: “Power Point presentations will be prepared for each presentation and submitted to the GPO within 7 business days of the meeting for final approval.” To ensure continuity, is there a specific suite of products used by the current vendor to produce deliverables, e.g., Microsoft Office? If so, will these be transitioned to the new vendor? If not, are these costs to be included in the proposal?

**A: Microsoft Word, Power Point, and Excel are used by SAMHSA and should be used. The costs for software are to be included in the proposal.**

24. Regarding Attachment 1, Task 5, a: “The Contractor shall continue to maintain the Center website and review it on an on-going basis to insure that information remains current, links are appropriate and operational, and that visitors will frequently find fresh information.” Please clarify if the current vendor maintains and performs development work on dedicated servers and then migrates the changes to your website after testing. If so, is the developmental server the property of the incumbent? Was it purchased with federal funds? Will it be transitioned to the new vendor? What products were used to develop the website? Is there a separate content management application? If so, what is used? If not, should these costs be included in the cost proposal?

**A: The current contractor migrates changes to the website after testing. The developmental server is the property of the incumbent, was not purchased with federal funds and will not be transitioned. Costs should be included in the cost proposal.**

25. Regarding Attachment I, Task 6, c: “Provide final deliverables: one master tape; one final VHS approval dub; and 200 DVD dubs of the finished program.” Are the costs for the initial 200 copies of the video to be included in the cost proposal? What if additional copies are needed? How are the costs for these to be addressed?

**A: The costs for 200 should be included. The contractor shall not address costs for additional copies.**

26. Regarding Attachment I, Task 7: Was a Transition Plan required under the current contract? If so, would it be possible to obtain a copy?

**A: The transition plan in the current contract is the same as the plan in the new RFP.**

27. Attachment 8 is a “Breakdown of Proposed Estimated Cost (Plus fee) and Labor Rates.” The Total ODC and Subtotal of Total Labor lines have an “=s” at the end of the verbiage. Please explain the significance of this.

**A: This is a result of posting the document and it being downloaded to your computer. The correct words are “ODC’s.”**

28. Attachment 8 is a “Breakdown of Proposed Estimated Cost (Plus fee) and Labor Rates.” The Subtotal, Base Fee and Award Fee lines have double asterisks (\*\*). Please explain the significance of these.

**A: This gives the reference for what the Base Fee is calculated on, i.e. % calculated against the subtotal of the above amount.**

29. Regarding Attachment 12 & 13: There appears to be no instructions for when these forms are used. Are we to send? If so, to whom? Should copies be included in the proposal? If so, in the technical or business proposal?

**A: Past Performance is evaluated on those proposals determined to be in the Competitive Range (Section M – Evaluation Factors for Award). Send the letter, Attachment 12, to anyone you want to provide Past Performance Information on for this RFP. They will send the information directly to the attention of Tracy Davidson O’Neill, Contract Specialist. Please do not include these in your proposal. The past performance letters will only be received directly from the customer.**

**The date the Contractor Past Performance Information is due is April 20, 2007.**

30. Is the incumbent contractor on this project qualified to bid on this RFP as a small business?

**A: Yes, the incumbent is qualified to bid on this RFP as a small business.**

31. Understanding that your response is contingent on the number of questions asked, can you provide an estimated date when answers to all potential bidders questions will be answered? Will you consider extending the date that responses to this RFP must be submitted beyond April 20, 2007?

**A: No, we will not consider an extension.**

32. Would you clarify the scope of work for Task 3b? The scope of work states annual meetings for the regional partnerships hosted by the Children’s Bureau.” Should we interpret “hosted” to mean that Children’s Bureau logistical support will come through this contract or through another ACYF contractor, as indicated in Task 3c?

**A: The main support for this meeting will come through another ACYF contract. Only include costs for the work of assisting with the developing the training agenda, identifying speakers, participating in the meetings and covering expenses for up to six outside speakers.**

33. Would you please clarify the extent to which work samples are to be provided? Would you prefer to receive hard copies, electronic copies, descriptions, or links to products that are available online?

**A: The products will need to be available for the review panel to look at during the review of proposals. Please submit single hard copies of samples that you would like the panelists to have an opportunity to review.**

34. What is the intended scope of past performance reviews? Is it required that past performance reviews include all past Federal contracts, all current Federal contracts, or all current contracts (States, counties, foundations), or is it acceptable to select a range of past and current contracts? If it is permitted to select a range of contracts, how many reviews should be submitted?

**A: See the answer to the above Question Number 12.**

35. Does the Division of Contracts Management specify standard percentages allowable for the base fee percentage and award percentage?

**A: No, there is no standard percentage allowable for the base or award fee. The offeror should determine the fee keeping in mind the competitive nature of this requirement.**

36. The business proposal instructions do not speak specifically to the need for a budget narrative. If the budget worksheet includes sufficient detail explaining the underlying assumptions in each category, does the Division of Contracts Management still prefer a written narrative for each cost category?

**A: The contractor shall follow the instructions in Section L and the Breakdown of Proposed Estimate Cost (Plus Fee) and Labor Hours and Attachment 8 requirements. The contractor is encouraged to include a written budget narrative if there are areas needed for clarification purposes.**



37. Is there a preferred format for packaging the proposal, such as a three-ring binder or separate pages bound with a binder clip?

**A: It is up to the contractor to decide how to package their proposal. Package the proposal so it is easily reviewed.**

38. Please indicate where the Disclosure of Lobbying Activities, Attachment 6, should be included in the proposal package.

**A: All submitted forms and disclosures may be submitted in the order in which the RFP presents them.**

39. The Business Proposal requires the submission of financial statements. Is the time frame for the required financial statements Calendar Year 2006 only, or Year-to-Date?

**A: Depending on the offeror's accounting system, financial statement dates of information will vary.**

40. Will the government consider any other type of cost proposal, e.g., firm fixed price, in lieu of the cost plus proposal specified in response to the RFP?

**A: Due to the uncertainty of work that will be requested under this contract, it has been determined that a cost plus award fee performance based contract is the appropriate mechanism. The offeror may discuss an alternate type of contract if they wish; however, they must propose in accordance with the current RFP.**