



Trauma and Resilience Consultant Services 2024 Response to Questions

1. **P.4/Introduction/first paragraph/last line: “DESC anticipates receiving American Rescue Plan Act (ARPA) funding to support contracts as a result of this competitive bid process.” We understand that ARPA funds must be fully expected by 6/30/2024. What funds does DESC expect to utilize for the upcoming year (2024-2025), as well as potential future years?**

DESC may utilize funding listed in the introduction or other funding that may align with services detailed in this RFP.

2. **P. 9/first line: it states that “If more than one contract is awarded” – which conflicts with p. 4/4th paragraph stating, “DESC plans to award one (1) contract for requested services.” Does DESC expect the possibility of awarding more than one contract or just one contract for services?**

At the time of release of this RFP, DESC plans to award one (1) contract. However, the following statements throughout the RFP indicate rights reserved by DESC to alter this plan.

DESC reserves the right to select proposals from the most responsible vendors with the most reasonable costs. DESC reserves the right to select multiple firms to perform all or separate parts of this function.

In the event that additional funds become available, DESC reserves the right to use such funds to select additional providers from proposal applications received in response to this RFP.

Overall, DESC plans to award at least one (1) contract for requested services.

3. **P. 10/3rd and 4th paragraphs regarding page limits:**
 - a. **“Single applicant proposals are limited to Twenty (30)-pages” – is that limited to 20 or 30 pages?**

Twenty (20) pages

- b. **“Two (2) or more Co-applicants are limited to Thirty (40)-pages” – is that limited to 30 or 40 pages?**

Thirty (30) pages

- c. **If a subcontractor is utilized, will the application be considered a single applicant proposal, or will it be considered a co-applicant proposal?**

A subcontractor is neither a single nor co-applicant as described in the RFP. Subcontractor or subgrantee requirements are stated separately in RFP section VIII.B.6.

4. **P. 10/Summary section: “Provide a one (1) page summary that outlines Organization’s background and history.” Does DESC actually want a summary of the proposal writ large since the organization’s background and history will be repeated in the Qualifications section? OR, does DESC want the background and history to be repeated in each of the Summary and Qualifications sections?**

*DESC requests responses to both sections as specified. The Summary section requests a **summary** outlining Organization’s background and history. Qualification questions requests response to **specific** questions related to the organization’s experience which will help inform on the organization’s qualifications to carry out services described in the scope of work.*



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5. Page 11/Section D. Administrative Capacity/part e.: “Describe three (3) examples of previous work designing and implementing Trauma-Informed Care training and support.” Can/should this actually include “Trauma-Informed Care and Healing Centered” training and support?

Yes.

6. Page 13/Section E. Service Delivery Description/part 4.d: “Timelines should account for Scope of Work elements A-C to be completed by June 30, 2021.” Does DESC actually mean that the work should be completed by June 30, 2025?

Yes.

7. Page 14/Section F. Price Proposal/Parts 5 and 6: We need more information to differentiate between Co-Grantee Agreements and Subgrantee and/or subcontractor agreements. It is not clear how 2 entities who want to bid together will determine which type of relationship to assume for purposes of this RFP application. For instance, if applicants prefer to be co-grantees, can the MOU define which one of the entities will be responsible for submitting monthly invoices to DESC? Or, does DESC assume that a co-grantee relationship means that both entities will submit monthly invoices directly to DESC?

DESC is unable to provide technical assistance as it relates to assisting prospective bidders’ operational decision to carry out work detailed in the RFP’s scope of work. Co-Grantee agreements described in RFP section VIII.B.5 are separate and distinct from requirements described in RFP section VIII.B.6. See also response to Q.16 below.

8. Can you provide additional details on how many professional development trainings you expect to be delivered? We understand that it will likely depend on the needs identified in the assessment, but to properly quote we need to understand the frequency and quantity of training expected.

Applicants should provide a quote for Design of Professional Development training and Delivery of one (1) Professional Development training session on line B. of the Price Proposal Response workbook. Applicant should also provide notes to further explain proposal costs and / or offer their proposed solution based on their experience providing this service for consideration.

9. Our company issued a RFQ for consultants in 2023 that included requesting information on trauma and resilience training and coaching expertise. Can that process count for the requirement of competitively selecting subcontractors in this DESC TI/HC RFP (page 8)? Or do we need to do a specific subcontractor RFQ/I process for this RFP?

Documentation requirement for an RFP is 3 quotes with the lowest quote receiving contract award. Documentation demonstrating a competitive process for selecting subcontractors is viable if the following criteria are true:

- a. Costs quoted for the awarded contractor in the 2023 RFQ remain constant.*
- b. The total amount of contract costs has not exceeded the small procurement threshold of \$250,000.*



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c. Contracts have not exceeded the multiple-year limit of 60 months.

- 10. If we partner with an organization (a co-applicant), do they have to follow the same RFQ/I procurement procedures for subcontractors?**

DESC considers co-applicants as a single entity. Letter signed by both parties will describe items listed in RFP section VIII.B.5. If co-grantees elect to utilize one or more subcontractors, documentation must be provided as described in RFP section VIII.B.6.

- 11. If we partner with another organization as a co-applicant, do both organizations have to meet all of the Organizational Requirements on pages 4-5?**

Yes, each Co-grantee is required to submit a separate/individual response to the RFP.

- 12. Please clarify the page limits for the proposals from single applicants and from co-applicants.**

Refer to response to Q.3a and 3b.

- 13. Would activities for the JumpStart program participants and staff be allowable activities under this funding?**

Please refer to the RFP scope of work for services requested.

- 14. On page 13 of the RFP, should the completion date in 4.d. be June 30, 2025?**

Yes, see response to Q6.

- 15. On page 11 of the RFP, should B.E. at the top refer to "Trauma-informed/Healing Centered" rather than "Trauma Informed Care"?**

Yes, see response to Q5.

- 16. In reading the section below on page 8 of the RFP, does this mean that an organization providing a specific healing centered restorative engagement organizational coaching model (that is a key component of the overall proposed strategy) cannot be a co-applicant; but rather, this organization must be a subgrantee or subcontractor?**

It would be helpful if DESC elaborated on the phrase, "separate and distinct functions to serve or aid that principal effort."

"If one organization will be responsible for the overall work of the grant, with other organizations performing separate and distinct functions to serve or aid that principle effort, then such other organizations must be procured by the prospective applicant as a subgrantee or subcontractor."

To clarify terminology between a co-grantee and subcontractor DESC provides the following response. However, DESC cannot provide technical assistance related to how organizations should apply or perform functions to be successful in fulfilling a contract if awarded.



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Applicants can respond to this RFP as a single entity or co-grantee (multiple entities). If a co-grantee application is submitted, additional requirements are stated in RFP section VIII.B.5. Co-grantees share in the responsibility of the contract's success. Each co-grantee must submit a response to the RFP for consideration.

If any applicant (single or co-grantee) identifies the need to sub-contract a portion (separate and distinct functions) to serve or aid that principal effort, then documentation of procurement is required. Please refer to RFP section V. and Section VIII.B.6.

- 17. If a co-grantee hires an independent contractor(s), the independent contractor(s) is not considered a subcontractor or subgrantee for purposes of this TARCS RFP, correct?**

Refer to response to Q7 and Q16.

- 18. We are a small woman-owned leadership and organizational training business in SE Michigan that intends to apply for this opportunity as a co-grantee or subcontractor.**

Applicants to this RFP can submit a single or co-grantee (multiple entity) application.

We have an established history of providing the deliverables requested in this RFP but have questions about the required insurance coverage outlined on page 5.

Specifically, we could not find an insurance company in the United States that would cover a company like ours for 3 million per occurrence (we can get 1 million) nor cover broad-form contractual liability.

Is this level of coverage a hard requirement DESC? or, will DESC consider applicants who have commercial general liability coverage that is appropriate for their business size and meets or exceeds standards outlined under Michigan law (e.g. has professional liability, ensures employees have workers compensation, etc.)?

RFP states the following:

*Applicants must be able to comply with insurance requirements, **as necessary, based on the nature of the particular contract.** Required coverage **may** include Commercial General Liability Policy (A \$3,000,000 per occurrence)*