

RESPONSES TO QUESTIONS

RFP ID-12-0002 – NAVIGATOR PROGRAM CONSULTANT

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Q. Does the State of Arkansas have any stipulations regarding awarding this RFP to vendors who are 501 (c) 3's or 501 (c) 4's?

**A. No**

Q. If awarded this RFP, does that preclude the selected vendor from being considered and awarded an actual navigator grant for the State of Arkansas?

**A. Yes. This vendor will be developing the RFP/Grant Application for use in soliciting Navigator Grantees and therefore would be prohibited from responding to the RFP/completing the grant application.**

Q. Are there any revenue caps on the award amount? (other than “for evaluation purposes, the 2,000 person hours must not be exceeded.” Pg. 18 of 20)?

**A. No particular cap has been established. Available Exchange planning funds will determine the maximum award amount for this RFP.**

Q. Please define “community nonprofits” (as found on page 10 of 20 within the RFP; “The Navigator Program will award grants to qualified entities, such as professional organizations, community non-profits, chambers of commerce, unions, ....” ? Does the State of Arkansas interpret the ACA to define navigators as only “community non-profits” vs. national non profits who serve Arkansas residents?

**A. Arkansas defines the term “community” to mean working in the local community with Arkansans. This does not exclude national non-profits that have a presence and are working in communities in the State of Arkansas.**

Q. Will you accept bids, for this RFP, from a 501(c) 4 that is related to a 501 (c) 3 who may qualify as a navigator grantee?

**A. The 501(c)4 is not excluded from submitting a bid for this RFP. However, the related 501(c)3 may be disqualified as a navigator grantee because of conflict of interest. This will be decided on a case by case basis.**

Q. What is the timeline for releasing and awarding the additional complimentary Navigator RFPs (Outreach and Education, Evaluation, and Navigator IT) referenced in this RFP? Do you envision the vendor selected from this bid helping craft the complimentary RFPs?

**A. The timeline for release and award of the additional RFPs is not available at this time. Depending on the final timeline, the vendor selected as the result of this RFP may have input into those RFPs but will have no responsibility for their development.**

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Q. Is it acceptable to include letters of recommendation although not exclusively requested in this RFP?

***A. Because letters of recommendation are not requested, any that are included with the proposal will not be read or considered in the evaluation process.***

Q. The pricing proposal states, "For evaluation purposes, a total of 2,000 person hours must not be exceeded." Are there budget parameters or a budget range for the hourly service rate?

***A. The state has developed a budget that is being used to support the state's grant proposals. However, at this time, the budget is not being made available. No budget range for the hourly service rate has been established.***

Q. Will the contractor awarded under this bid also be responsible for managing the award of grants to the parent organizations of Navigators.

***A. No. This RFP is to establish the Navigator Program. Management of the program after it is established is not the responsibility of this vendor.***

Q. Will the awarded vendor have access to stakeholder meeting notes, collaterals, research data, and other resources?

***A. Yes***

Q. How will the selected vendor be integrated into the existing meeting infrastructure/processes?

***A. Part of the Project Management Approach (Section 3.5) is to integrate vendors with one another, the FFE Partnership staff and the existing/developing FFE Partnership meeting infrastructure/processes.***

**Note Regarding Vendor Interviews:** As stated in the RFP, AID will interview the top five (5) candidates based upon the combined score (technical evaluation & price proposal). The state reserves the right to revise the number of candidates, or range of candidates, interviewed based on technical and price proposal scoring results. These interviews will be conducted by telephone with the person(s) named in your proposal who will be working on the project. We anticipate those interviews to be conducted March 16 or 19. The vendor will be contacted by email and/or telephone regarding scheduling the interview. Please assure that the contact information provided on the Cover Page is sufficient for AID to make this contact and set up the interviews.