

**RFP Questions and Responses**  
**April 29, 2019 through May 6, 2019**

Q: Question 1. of the Program Proposal (Kinship Care) states: 'Explain in detail how the service will be provided.' Can you tell me specifically what you are looking for?

A: Describe your program in as much detail as you can outlining what a meeting will look like such as an amount of time devoted to covering a topic, amount of time for group sharing, etc. and give a timeline of how often will hold group sessions, where they will be held, planned topics and/or special speakers, education/outreach materials to be used, who will be providing the respite (child) care during meetings, etc. Provide similar details/outline of what a one-to-one session may entail and types of support provided during a one-to-one session.

Q: Question 2 states: ' Please describe your curriculum in detail and attach sample documents.' So should I wait until response to questions 2 to describe the curriculum used in detail, and not do so in question 1?

A: Name the curriculum used in your Question 1 narrative, and then in Question 2. Narrative elaborate on it in detail and provide samples.

Q: The last question says to complete 2 program outcomes. Where do I find the Program Outcomes form?

A: The form can be downloaded from Senior Resources web-site by clicking on 'Doing Business with Us', clicking on 'RFP' on left-hand side of page ( <https://seniorresourceswmi.org/doing-business-with-us/rfp/>). You will find the Program Outcomes Form is listed under the heading 'RFP Forms'. Clicking the Program Outcomes Form will download a fileable PDF form. If it does not work, let me know.

Q: When I go to the Proposal Agreement and Assurances form on the website, on the first line, the word "submit" appears with a red strikethrough. Is it OK to submit the form this way?

A: (This question was emailed to Senior Resources and a corrected form, without the red strikethrough, was sent by return email to the questioner.) The Proposal Agreement and Assurances form available on the RFP webpage has been updated.

Q: The link to [www.epls.gov](http://www.epls.gov) does not work, but using a google search I found it through the SAM website. However, when I enter our DUNS #, it tells me "No Results Found". I have also tried looking up by agency name. Am I hopeful that there is to be "No Results Found" and that's the page you want me to print? Or should I be finding a result?

A: Printing the 'no results' page of the search for exclusion as proof is sufficient. The SAMS webpage has apparently been shut down and searches are now done through the Office of Inspector General at: <https://exclusions.oig.hhs.gov/>. Select the 'Search for a Single Entity' option and type in your organization's legal name. Print out the result as proof your organization is not excluded to receive Federal fund payments.