February 25, 2016

**ADDENDUM NO. 1 TO ALL VENDORS:**

 Reference Request for Proposals: BEN-16-047

Title: Employment Advancement for

 TANF Participants

 Proposals Due: April 14, 2016

 Pre-proposal Conference: February 22, 2016

The above is hereby changed to read:

**See Attached Changes to RFP and Questions and Answers**

Note: A signed acknowledgment of this addendum must be received at the location indicated on the RFP either prior to the proposal due date and hour or attached to your proposal. Signature on this addendum does not substitute for your signature on the original proposal document. The original proposal must be signed.

 Very truly yours,

 Sharon S. Vaughan

 Contract Officer

 (804) 726-7185

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Name of Firm

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature and Title

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Date

**Changes to RFP**

1. **Reference the RFP, Attachment 2, Application Template, Collaborative Agreements, Community Partners and Documentation of Support, Item A, Collaborative Agreements (Page 56 of the RFP): Remove the second sentence in Item A, Collaborative Agreements, so there is no requirement for original signatures.**

**Questions and Answers**

1. Q. Reference the RFP, General: Will VDSS provide a copy of the Attendance Roster for the Pre-Proposal Conference?
2. **Yes. The Attendance Roster will be made available to those attending the conference and to those that received the RFP notification (it will also be posted on eVA).**

1. Q. Reference the RFP, Section III, Statement of Needs, Subsection 3.2, Populations Eligible to Receive Services, Item 3: Explain what is meant by Diversionary Assistance.
2. **Diversionary Assistance is intended to prevent potential TANF recipients from becoming ongoing TANF recipients. If immediate intervention with**

**short-term aid will resolve a one-time emergency or crisis situation and prevent the need for ongoing on TANF, diversionary assistance could be granted depending upon certain criteria. It is anticipated that the applicant’s request for funding for diversionary assistance clientele will be related to basic needs such as food, shelter, medical expenses, child care expenses or the costs associated with getting or keeping employment, including transportation costs.**

1. Q. Reference the RFP, Section III, Statement of Needs, Subsection 3.2, Populations Eligible to Receive Services, Item 4: Explain Transitional Period as it relates to this program

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1. **If a participant begins program services within 24 months after leaving TANF and entering Transitional Assistance, services can be completed even if these services continue longer than 24 months after TANF ended.**
2. Q. Reference the RFP, Section III, Statement of Needs, Subsection 3.10, Funds, Item 3.10.2: Explain Indirect Costs.
3. **Indirect costs represent the expenses of doing business that are not readily identified with a particular grant, contract, project or activity. Indirect costs allow the organizations’ costs of operations to be taken into account using a defined percentage of operating costs and/or a reasonable “fair share” of costs. Put another way, indirect costs are those costs that are not classified as direct costs, which are those expenses that can be specifically tied to the particular grant, contract, project or activity. An applicant including indirect costs in its budget will not also include separate line items for [shared] expenses such as facilities, utilities, equipment, consumable supplies, or administrative staffs.**

**If an applicant has a federally approved indirect cost rate, and the applicant requests over 10% in indirect costs, the applicant must furnish a copy of its letter which stipulates the approved rate. VDSS will not pay research indirect costs as the Employment Advancement for TANF Participants program is not a research project.**

1. Q. Reference the RFP, Attachment 2, Application Template, Collaborative Agreements, Community Partners and Documentation of Support, Item A, Collaborative Agreements (Page 56 of the RFP): VDSS is requesting that applicants furnish original signatures on collaborative agreements. This can prove difficult when multiple signatures are contained on the agreements. Will VDSS consider removing this requirement?
2. **Yes. See Changes to RFP.**