

Questions and **Answers** to RFP 2300000001-Federal Grant Management and Consulting Services. Answers to the questions are in **red**.

1. Reference: Chapter 355-4-6 pg. 65 of the Subject Grants Mgmt. & Compliance RFP:  
Would the State be agreeable to provide the right to cure if any deficiencies are reported, prior to termination? **To be determined.**
  
2. Reference: RFP pg. 4 of 18, 16. No Indemnification of the Subject Grants Mgmt. & Compliance RFP:  
Please provide a copy of the State of Alabama's indemnification language so that potential vendors understand in advance what they agree to. **State Purchasing has attached the General Terms and Conditions to the Request for Proposals.**
  
3. Reference: RFP pg. 10 of 18, "Along with any resume, vendor will provide a minimum of 3 professional references for such individuals, including the reference's name and telephone number. References should be capable of speaking to similar contracts/services rendered by vendor.
  - a) Will ALEA permit respondents to only provide the minimum of three professional references for key staff versus the larger team proposed? **Refer to the RFP for references.**
  
  - b) Please define key staff. **To be determined**
  
4. Reference: RFP pg. 8 of 18: "By submitting a response, I hereby affirm the following: I acknowledge receipt ... "
  - a) Did the ALEA intend to have a signature and date line below this paragraph? **No**
  
  - b) Does the ALEA want proposers to sign and date this page and return it with their bid? **No**
  
5. Reference: RFP pg. 8 of 18: "By submitting a response, I hereby affirm the following: I acknowledge receipt ... "  
If the proposer plans to include desired exceptions to the RFP and/or General T&C, please provide instruction as to how the proposer should amend this sentence: " .... I will comply with all terms and conditions contained within this solicitation. ... "**To be determined after the bid is open for evaluation and intent to award.**

6. Reference: RFP pg. 10 of 18 "Timeline: Twelve (12) months with option to extend and/or renew" What is ALEA's desired start date (mm/yyyy) for this contract? **To be determined.**
7. Reference: RFP pg. 11 of 18 - Form and Content of Proposals will the ALEA accept DocuSign signatures in lieu of wet ink original signatures? **No**
8. We are concerned about the possibility of hurricanes or tropical storms disrupting the shipping and delivery infrastructure and possibly causing delays. Would the Agency please consider accepting electronic submissions in lieu of hard copies for this proposal? **I wouldn't have a problem with electronic submission. But we still have to have an original and copies as required by RFP.**
9. 9.Does the Alabama Law Enforcement Agency currently or in the past 2 years have an incumbent for their Grant Management services? **Yes, we have a grants management system/vendor currently? Yes, we have a grants management system/vendor currently.**
10. What is the total dollar amount to be monitored? **To be determined**
11. How many different grants are to be monitored? **To be determined**
12. How many sub-grantees will be monitored during the engagement? **To be determined**
13. What is the average grant amount subrecipients received or will receive? **To be determined**
14. What is the budget for this opportunity? **To be determined**
15. Will the Agency please clarify the expectation and duration for possible on-site work? **To be determined**
16. What financial software does the Alabama Law Enforcement Agency use to manage and track the grant funds? **IGX**
17. Does the Alabama Law Enforcement Agency have an established risk methodology? **Yes, but looking to improve upon it.**
18. Will the Alabama Law Enforcement Agency accept the Budget Detail Worksheet in Excel format? **Yes**
19. Will ALEA accept Vander Weele Group client references attesting to the performance of individuals proposed for this engagement? **Yes**
20. We would appreciate it if ALEA could clarify how it wants vendors to propose costs related to the services requested under this RFP **Vendor are to provide their own budget worksheet. We do not have a template for them to use. Vendors can break down their rates however they see fit.**

21. What is the total number of grants and total dollar amount of the grants managed by ALEA that are considered in scope for this RFP? **To be determined**
22. How many ALEA employees actively participate or manage the grants considered in scope in this RFP? **Two employees.**
23. Seek clarification on the submission process?  
*The RFP states “The vendor's authorized representative must sign the original proposal with any changes made in ink in all required places. ALEA will consider the person who signs vendor’s proposal to be the point of contact for all matters pertaining to the proposal unless vendor expressly designates another person in writing. By signing the proposal, vendor agrees to be bound by all terms and conditions of the RFP. Any exceptions to the specified terms and conditions must be clearly set forth in vendor’s proposal and are subject to ALEA’s acceptance of the same.”*  
Should we assume “any changes made in ink” are changes to the RFP submission that requires corrections? If not, can you kindly clarify so our submission is not disqualified.  
**To be determined after the bid is closed for evaluation and intent to award.**
24. What is the total value of grants currently held? **To be determined**
25. How many grants are currently awarded to ALEA and by what agency? **To be determined**
26. How many subrecipients are currently being monitored? **To be determined**
27. Please confirm if 3 references are required for each individual who submits a resume or only for the key individuals with 10+ years of experience? **To be determined**
28. Please confirm if the vendor can submit 3 professional project references for individuals with 10 years’ experience? **Yes**
29. Page 16 discusses Grant Terms and Conditions. Are these grant terms and conditions applicable to the vendor? They appear to be related to a subgrantee equipment program. **It is Terms and Conditions applicable to a specific grant so those Terms and Conditions will be passed down to any recipient of these funds.**
30. Page 15. Proposed Budget and Cost. Is there a specific format for the proposed budget to be presented? **No specific format or template.**
31. Please provide a copy of your current policies and procedures related to grant accounting and grant management. **We are not disclosing this information at this time.**
32. Please provide a listing of ALEA’s federal awards for fiscal year 2022. **We are not disclosing this information at this time.**
33. Please provide a listing of any significant changes or any open grant applications for fiscal year 2023. **We are not disclosing this information at this time.**
34. Have there been any findings related to ALEA’s federal awards expended in the past three years? If so, please provide a copy of the finding, the award name, and the award listing number. **We are not disclosing this information at this time.**
35. Approximately how many grants does the ALEA currently manage? **We are not disclosing this information at this time.**
  
36. Approximately how many grants are above \$75,000? **We are not disclosing this information at this time.**

37. Is (are) the department(s) involved in the grant management process centralized? **Yes**
38. Is there a grant management program used, or are the grants manually tracked and monitored in Excel? **Yes**
39. How many individuals are in the Grants department and/or involved in the grant management process (including applying, accounting, and monitoring/compliance)? Please specify the departments represented in the response. **We are a State of Alabama agency. We are not disclosing this information at this time.**
40. Is there a designated liaison or point of contact within the organization who will be available to assist with inquiries and/or requests? **Yes**
41. With the end of the 2023 fiscal year approaching, does the Agency anticipate the engagement beginning October through December 2023 or would it prefer a start date of January through March of 2024? **To be determined.**
42. Do you have a preference or specific requirements/limitations regarding whether the work to be completed should be on-site, remote or a hybrid arrangement? **To be determined**
43. Do you prefer the presentation of staff coverage during the various stages of work? Specifically, would you prefer a chart that illustrates staff coverage averages throughout the project's different phases to ensure clarity and alignment with your expectations? **Yes.**
44. What is most important to you in a relationship with a professional services provider? **Cannot be defined at this time.**
45. Can ALEA provide an estimated amount of grant funding received per year? **To be determine**
46. In the RFP, under "RFP Description and Qualifications," it states that "...vendors must provide the services of an individual (or individuals) who meet the following minimum professional qualifications: At least 10 years of experience in federal grant management, grants policy and procedure development, procurement under grants, and subgrantee monitoring". There is a second requirement for staffing on page 4 of the solicitation that states, "Identify all personnel that will contribute in any way to services provided...". **Please include what the request requires in the solicitation.**
47. Can you please clarify if all personnel that we include in our response must have 10 years of experience, or do we only need to provide employees with ten years of experience in the "RFP Description and Qualifications" section. **As far as the experience goes for the personnel, I would say as long as at least one individual (who will be working directly on this project) has 10 years of experience or more than we don't expect everyone to.**
48. Would you be agreeable to answering the question of if you will or will not accept DocuSign electronic signatures before the weekend so that we may plan accordingly? **No**
49. How many programs does ALEA intend for the vendor to review? **To be determined.**
50. Does the ALEA see the two italicized requests for content above as different from one and other? Yes or no. If yes, please define the differences so we can tailor our response to meet your expectations and interpretation. **Provide what is requested in the proposal. What is submitted will be evaluated.**