

Q&A Responses Regarding Request for Proposals – LIHEAP Service Territory: Clark, Floyd, and Harrison Counties

- Is the deadline to submit a proposal March 7th or March 14th?
 - The due date is March 14th. This RFP went through several revisions, and in merging changes we missed one instance of the previous due date of March 7.
- Are there font type and spacing requirements associated with the 50-page limit?
 - We have no specific requirements but encourage all respondents to make reasonable decisions in this regard. If you have an internal policy or style guide regarding written materials, consider using that. IHCD's standard style guide calls for single spacing and 11-point Arial font.
- Are the audit and financial documents considered part of the 50-page limit?
 - No, these required supporting documents will not count against your 50-page allotment for your proposal.
- Is an approval to apply letter from our Board of Directors required?
 - This is not currently listed as a required supporting document, but we would welcome such a document being submitted as part of a proposal and would take note of it in evaluation.
- What is the intent of the required map/geographical presentation? Why is this required?
 - The intent is to ensure that all applicants in a county have meaningful access to services, to foster a sense of community between the respondent and the residents of the county, and to ensure that the respondent will have a sufficient physical presence to be able to meet the needs of the community where its residents are in relation to population centers and availability of transportation.
- Is the presentation of service delivery strategy mandatory?
 - The presentation may not be necessary, depending on the responses received; it may be held or foregone at IHCD's discretion.
- Can presentations be done electronically rather than in person in order to facilitate partner/stakeholder participation and reduce risk of COVID?
 - These presentations may be conducted in-person, remotely, or by a hybrid method at IHCD's discretion. IHCD is open to considering input from respondents in setting these presentations up.
- Why do program partners and key stakeholders need to be present for the presentation?
 - If program partners and key stakeholders are already in place, their participation is strongly encouraged. However, it is reasonable that such partners may not yet



be engaged in this potential project. Therefore, this can be considered a recommendation, not a requirement.

- Can letters of support be provided by partners unable to attend?
 - Yes, this would be an acceptable substitution for attendance, and we would encourage respondents to submit any such letters of support they may have. These letters may also be submitted in addition to partner/stakeholder participation.
- Does a respondent have to submit a proposal for all three counties, or may they submit for only one or two counties?
 - IHCDCA recommends Respondents only submit a proposal for the territory they wish to administer or have a plan to administer for. If that plan only involves one or two counties, we would rather the respondent only submit the proposal for these specific counties and to make that clear in their proposal.
- Why is this territory up for bid?
 - With the release of this RFP, IHCDCA seeks to ensure that the EAP program is responsibly administered and adequately serves Indiana citizens across all 92 counties. It should be noted that the current subgrantee is welcome to bid for a portion or all of the territory.
- What are the expectations for the program transition by the current subgrantee?
 - IHCDCA expects full cooperation and transparency between the current subgrantee and any new subgrantees that may be approved through this process. IHCDCA will facilitate this transition as necessary.
- Will the subgrantee agreement associated with this territory begin on October 01?
 - Yes, it will begin with the next program year.
- Will any counties awarded be added to existing subgrantee agreements?
 - Yes, if one or more counties are awarded to an existing subgrantee, these new territories and their associated funds will be added to your existing award cycle, rather than requiring you to manage two subgrantee awards.
- Will startup funds be available in order to help the respondent get staff hired and trained by September 1? If so, how much?
 - We may be able to provide limited funding, but the specifics on this have not been determined. The Respondent will also be able to use its own unrestricted funds and claim reimbursement for these expenses when the program year begins.
- Will the selected respondent have access to any client data from the previous program years and subgrantee in order to assist with mailing out applications and outreach materials prior to the beginning of the program year? This would help to ensure that vulnerable populations are targeted before the general public.
 - Yes, IHCDCA will work with its software vendor to ensure that all historical constituent data for the appropriate counties is available to any approved respondent as part of the transition process.
- Is this RFP for just EAP, or for LIHWAP as well?
 - Because LIHWAP is being administered parallel with LIHEAP, any approved respondent will be responsible to administer both.
- Are there qualified contractors currently in use by the existing subgrantee, and who are they?
 - Yes, Harrison County Community Services currently subcontracts with the subgrantee.
- What are the anticipated funding amounts per county?

- Funding can change from year to year based on many factors, including Census demographic data and the amount of funding released by the federal government. Here is the share of the initial release of 2022 funding, broken out by county:

Clark County	\$837,261
Floyd County	\$570,219
Harrison County	\$327,202

- How many households were served in the past three years in each county?

	2021	2020	2019
Clark County	1,276	1,659	1,761
Floyd County	751	1,002	1,127
Harrison County	668	798	772
Total	2,695	3,459	3,660

- How many ERRs have been completed per county for the past three years?

	2021	2020	2019
Clark County	7	3	0
Floyd County	1	0	0
Harrison County	0	0	0
Total	8	3	0

- Can you provide a list of current vendors in these territories?
 - Such a list can be compiled and will be provided to all selected Respondents prior to the beginning of the 2023 program year.