

**Questions Received for  
RFP 2013-CD-10900  
Early Steps Evaluator Credentialing**

1. We are looking for clarity on the following statement in the RFP (page 10):

“A match requirement of not less than 33% of the total project costs is required in each proposal...This match requirement may be satisfied by values placed on in-kind contributions or through grantee-incurred costs, or by a combination of the two...Costs paid by other federal grants may not be used for the match.”

Please provide further explanation as to the approved sources for the match requirement. We would be able to fulfill the match requirement if a portion of our Early Steps Program contract activity can be used as match dollars. This contract activity consists of a combination of federal and state funding along with Medicaid reimbursement. Is this allowed as a source of match funding?

**Answer: You cannot use federal dollars to match a federal grant. You may use state dollars to match a federal grant as long as those dollars have not already been used to match another federal grant.**

2. We would like to have two individuals jointly apply as the offeror. Is this permissible? Also, we are looking for “offeror” and “provider” as applicable to the grant application, to be defined in the glossary of terms.

**Answer: No. Two individuals may work together to submit a proposal however, only one individual can be the legal offeror. The term “offeror” refers to the entity who is submitting a proposal for funding; once a proposal is selected and a contract is executed, we use the term “provider” to refer to the entity providing the services. An entity is an offeror until we execute a contract with them, then they are a provider.**

3. Per requirements on page 6, what is the process for the provider to assemble the advisory group, including individuals from FDDC, without being able to contact these individuals to request their participation prior to the proposal submission?

**Answer: You would be required to develop an Advisory Committee as part of the contract that will result from this RFP, not as part of the RFP response. If your proposal is selected for funding, we will negotiate, and hopefully, execute a contract. The Council program manager will work with the selected provider to develop the Advisory Committee as part of the contract.**

4. Is a current OPS Employee for the Early Steps State Office eligible to apply for and be granted the funding for RFP #2013-CD-10900: the Early Steps Evaluator Credentialing RFP?

**Answer: If that person was not involved in developing the scope of work for the Request for Proposals (RFP), they would be eligible to apply.**

5. Is a former OPS Employee for the Early Steps State Office eligible to apply for and be granted the funding for RFP #2013-CD-10900?

**Answer: Same answer as #4.**