

**CAYUGA-CORTLAND WORKFORCE INVESTMENT
BOARD**

**REQUEST FOR PROPOSALS
For**

Disability Employment Initiative (DEI)

RFP 2013-01 ADDENDUM

Issue Date:

Monday January 13, 2014

Questions and Answers

Question

1. In the budget, how much detail do you want i.e. do you want separate line items for printing, supplies, etc. or should we include this in the admin fee?

Answer:

All costs other than Salary, Fringe and Travel come under the Administrative Fee and do not need to be enumerated.

2. The \$30,000 to \$60,000 available for each DRC - does this include only salary or all related expenses including fringe, travel, technology and admin or just salary?

Answer:

That is the Salary Range. Everything else is in addition to that.

3. Who is the account manager, indicated in the RFP? We assume this is the person who will be hired to perform the function of DRC, but want to clarify.

Answer:

The Account Manager, as indicated on page 3 of the RFP is the person from the submitting agency who is responsible for supervision and administration of the project.

4. Is there a preferred budget format?

As indicated in the RFP, the budget should be submitted as an Excel Spreadsheet, indicating Staff cost, wages, fringes and calculations of such and then the Administrative Percentage.

5. Do we need to sign all addendum's (appendixes) attached, or simply the addenda with signature lines?

The only signature needed prior to contract is the signature on page 11 for the Proposal Certification. All appendixes from the RFP will be included in the contract and signed for at that time.

6. Is there any length requirement for the narrative, or any portions of the RFP?

Answer:

No.

7. How are travel costs accounted for?

Answer:

Travel funds of up to \$5,500 per DRC per year will be held by the Cayuga Cortland Workforce Investment Area Grant Admin Office and we will reimburse based on receipts submitted for the actual costs. At this point, we do not know what trainings might come up and might necessitate travel costs.