

7354 IFB/RFP Contents

(a)

An AAA shall set forth clearly in an IFB/RFP all of the requirements to which the bidder must adhere in order to successfully perform under the terms and conditions of the award. The contractor shall not be expected to perform tasks or provide services other than those specifically required in the IFB/RFP.

(b)

At a minimum an AAA shall include all of the required specifications in 45 CFR 92.36, as well as all of the following, in an IFB/RFP:(1) The name and address of the AAA. (2) The timetable for the acceptance of bids and awarding of the contract, including all of the following, as appropriate:(A) Letter of intent deadline. (B) Bidders' conference dates. (C) Deadline for the submission of bids. (D) Tentative date for the evaluation of bids. (E) Tentative date for the announcement of awards. (F) Tentative protest or appeal deadline. (G) Tentative contract date. (H) The date services are to begin. (3) An estimate of the funding available, including the source amount and duration of the funding. Local matching share requirements and any equipment the AAA determines is available shall also be included. (4) A statement that the funding for the contract shall be contingent upon the availability of State and federal funds. (5) A clear and accurate description of the technical requirements of the product or service to be provided in sufficient detail to permit full and free competition. (6) A complete

description of any specific methods to be used in providing the services, including any special qualifications for staffing, supervision, salaries and benefits, training, agency certification/licensure and prior experience. (7) Any insurance or bonding requirements that the AAA intends to impose. (8) A statement of the minimum numbers of units of service to be provided and the definition of those unit measurements. (9) The period of time that the contract will cover. Yearly contract renewals up to three years following the initial contract year are allowable at the discretion of the AAA subject to annual renegotiation and availability of federal, State and local funding. (10) A requirement that each bidder submit a detailed budget and budget narrative in which line items are identified as yearly or contract period costs and unit of service costs, as appropriate. (11) Citation of all applicable laws and regulations with which the bidder must conform. (12)

Instructions as to where and how bidders may review all of the following:(A)

Authorizing statutes and federal and State regulations. (B) The federal Office of Management and Budget Administrative and Cost Policy circulars. (C) The AAA's: 1. Policy manuals and memoranda. 2. Reporting requirements and procedures. 3. Assessment/evaluation criteria and instruments. 4. Appeal procedures. 5. Any other public information that the AAA determines may be helpful to prospective bidders.

(13) All contract specifications and standards along with both of the following statements: (A) The selected bid/proposal shall be made a part of the contract. (B) The AAA may negotiate modifications after the bid/proposal has been selected to assure that all necessary program requirements are covered before the contract is signed. (14) A description of the evaluation and selection process, including the composition of the Bid/Proposal Evaluation Panel and specific criterion indicators that will be used to evaluate bids/proposals. If all indicators are not of equal importance, their relative weights shall be included. At a minimum

the evaluation shall consider all of the following factors: (A) Qualifications of the bidder's personnel. (B) The bidder's experience. (C) Adequacy of the service/program plan or methodology. (D) Adequacy of the bidder's facilities and resources. (E) Cost-effectiveness of the bidder's service/program. (F) Comparability of the objectives in the bid/proposal to the objectives specified in the IFB/RFP. (G) If bids/proposals will be evaluated on the improved quality of services and cost-effectiveness compared to the current service provider, all of the following shall be included: 1. A description of the current service's/program's operation. 2. Data concerning the service's/program's cost-effectiveness. 3. A description of the current quality of services. 4. The characteristics of the persons being served.

(1)

The name and address of the AAA.

(2)

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(A)

Letter of intent deadline.

(B)

Bidders' conference dates.

(C)

Deadline for the submission of bids.

(D)

Tentative date for the evaluation of bids.

(E)

Tentative date for the announcement of awards.

(F)

Tentative protest or appeal deadline.

(G)

Tentative contract date.

(H)

The date services are to begin.

(3)

An estimate of the funding available, including the source amount and duration of the funding. Local matching share requirements and any equipment the AAA determines is available shall also be included.

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A statement that the funding for the contract shall be contingent upon the availability of State and federal funds.

(5)

A clear and accurate description of the technical requirements of the product or service to be provided in sufficient detail to permit full and free competition.

(6)

A complete description of any specific methods to be used in providing the services, including any special qualifications for staffing, supervision, salaries and benefits, training, agency certification/licensure and prior experience.

(7)

Any insurance or bonding requirements that the AAA intends to impose.

(8)

A statement of the minimum numbers of units of service to be provided and the definition of those unit measurements.

(9)

The period of time that the contract will cover. Yearly contract renewals up to three years following the initial contract year are allowable at the discretion of the AAA subject to annual renegotiation and availability of federal, State and local funding.

(10)

A requirement that each bidder submit a detailed budget and budget narrative in which line items are identified as yearly or contract period costs and unit of service costs, as appropriate.

(11)

Citation of all applicable laws and regulations with which the bidder must conform.

(12)

Instructions as to where and how bidders may review all of the following:(A)

Authorizing statutes and federal and State regulations. (B) The federal Office of

Management and Budget Administrative and Cost Policy circulars. (C) The AAA's: 1.

Policy manuals and memoranda. 2. Reporting requirements and procedures. 3.

Assessment/evaluation criteria and instruments. 4. Appeal procedures. 5. Any other public information that the AAA determines may be helpful to prospective bidders.

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(B)

The bidder's experience.

(C)

Adequacy of the service/program plan or methodology.

(D)

Adequacy of the bidder's facilities and resources.

(E)

Cost-effectiveness of the bidder's service/program.

(F)

Comparability of the objectives in the bid/proposal to the objectives specified in the IFB/RFP.

(G)

If bids/proposals will be evaluated on the improved quality of services and cost-effectiveness compared to the current service provider, all of the following shall be included: 1. A description of the current service's/program's operation. 2. Data concerning the

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