



## DESC Youth Programs Consulting Services RFP Response to Questions

- 1) *I have an online zoom program that will not need any supplies or building space, so what information is needed for insurance purposes?*

Insurance requirements are detailed in Section III, ORGANIZATION QUALIFICATIONS of the RFP. If a contract is awarded as a result of this RFP, Applicants must be able to comply with insurance requirements, as necessary based on the nature of the particular contract.

- 2) *I will need insurance for at least 1 week of in person training on site but not sure what to include in the insurance to stay in the guidelines?*

See Response to Q1.

- 3) *After being awarded how will funding be issued? check or direct deposit?*

Reimbursement for services is provided by Check

- 4) *How much funding per contract is given for a year-to-year program?*

This information/data is not required for an applicant response to this RFP. Respondents are asked to provide a proposal based on your current fee structure and staff that you believe will be needed to fulfill requirements and scope of work described in the RFP.

- 5) *How often is payment? every 2 weeks or once a month on a certain date?*

Invoices received and approved for payment are processed on a Net30 basis.

- 6) *If there is a issue with payment, who do we contact?*

Payment inquiries may be submitted to the program lead managing contract. If awarded a contract, details will be specified.

- 7) *Is there a monthly sign-in sheet or invoice that is needed to submit before payment?*

Information will be provided to the awarded Contractor specifying requirements upon submission of an invoice needed for reimbursement of services, etc.

- 8) *Will we need to go through this process again to renew our contract?*

A public solicitation is not required for contract renewals.