



DESC Trauma Informed Care RFP Response to Questions

1. Are individual independent consultants considered “sub-contractors” and thus subject to the requirement that they be competitively procured prior to proposal submission to be identified in the bid proposal? Or does this requirement apply only to sub-contractor organizations?

As it relates to an employment relationship, Independent contractors are employed and paid directly by the employer. Subcontractors are employed by an independent contractor and are paid by them.

An Awardee, as a result of this RFP, would be considered a contractor. A contractor hired by the Awardee (or pass-through entity) would be considered a subcontractor.

Funding requirements as a result of this RFP, stipulate that any independent contractor or subcontractor that will be reimbursed for services using public funding is required to be procured.

Subcontractors and subgrantees identified in a bid proposal response or bid proposal budget must be competitively procured for the intended purpose prior to the submission of the bid/proposal. documentation stated in Section 8.D.10, *Subgrantee and/or subcontractor Agreements* (if applicable), page 15. This documentation must be included with the bid response.

Respondents to the RFP that have not identified a subcontractor and/or subgrantee at the time of submission - and plan to acquire resources to fulfill requirements of the RFP, should indicate their intention to conduct a competitive procurement in the proposal response. In this case, submission of documentation stated in Section 8.D.10, *Subgrantee and/or subcontractor Agreements*, page 15 must be provided for review and approval, prior to conducting any service if an award is recommended as a result of this RFP. Documentation of a proper procurement must be provided in a manner that will not impede fulfillment of requirements or deadlines detailed in the scope of work related to this RFP. DESC will not reimburse costs for services provided by a subcontractor without proper documentation of competitive procurement related to this RFP.

2. What is the estimated funding range for this work?

In order to ensure that this process is as competitive as possible, we do not provide a funding range for published procurements. Applicants should propose a budget that reflects reasonable and allowable costs that align with the services detailed in the scope of work. DESC will evaluate the budget based on the following criteria and with reference to an independent cost analysis of similar projects that we conduct to inform the evaluation of the budget:

- Budget is reasonable and appropriate given the scope of work
- Budget narrative is clear and detailed and explains the proposed budget
- Budget narrative closely aligns with proposed program activities
- Personnel and other costs are reasonable



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- Total program cost is comparable to similar projects with similar outcomes and scope
DESC will negotiate the final award and budget with the selected applicant.

3. What is driving the June 30, 2021 deadline for the TIC assessment of the centers, the professional development trainings, the train-the-trainer toolkit, and the training on the toolkit? Is there any flexibility in the schedule so the selected contractor can provide an intentional, trauma-informed process? Rushing the development all of these products in just 2 months would not support using trauma-informed principles such as ensuring transparency, collaboration and mutuality, employee voice and choice, and inclusion in the design and delivery process.

DESC plans to use both private and public funding to support this project. The main source of funding expires June 30, 2021. We anticipated that the TIC assessment could be conducted in May and that the professional development training on trauma-informed care principles could take place in June. We also hoped that the selected applicant would have some existing train the trainer materials that could be adapted for Detroit and provided by June 30. This will allow us to take full advantage of the grant set to expire. Note that applicants have flexibility to propose exactly when the deliverables will be accomplished between award date and June 30; they do not have to happen in the order just listed.

With that being said, we encourage applicants to describe in detail what can realistically be completed for each deliverable by June 30, 2021. Detail the expected scope and cost of the assessment, train-the-trainer toolkit and professional development training that can be accomplished by June 30, 2021. Applicants may also describe additional elements (and associated costs) they would like to include for these three deliverables if more time is available. There is a possibility that DESC can secure an extension from our funding source. Please also keep in mind that the ongoing technical assistance can include follow-up training, training on the train-the-trainer toolkit, follow up assessments, etc. The rules associated with the various funding sources require that deliverables-based payments happen by June 30, 2021. The funding that will be used after that point can be paid on a flat fee basis; applicants should clearly detail what the ongoing monthly assistance will include and what it will cost each month.

4. Item 10 on page 15 is labeled, “Subgrantee and/or subcontractor Agreements (if applicable).” However, the required information under this item pertains to the RFP/Q documents ad process. Do you need agreements with any subgrantees/subcontractors or do you need the RFP/Q documentation in response to this item?

This section/requirement applies to respondents that have identified subcontractors or subgrantees in a bid proposal response or bid proposal budget.