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**RFP – District Court Re-entry Project – Case Management Services**

***Bidder Questions***

**How many organizations will be awarded contracts for this program?**

One.

**Will the organization with the lowest bid automatically be selected?**

No. This is not a low-bid procurement.

**Are we allowed to charge a management fee and 15% indirect?**

Applicants may include the 15% de minimis indirect cost rate that went into effect October 1, 2024, per the Uniform Guidance 2CFR200.

**How many case managers will be required for this project?**

There is no explicit requirement, but the case managers will serve 150 participants each year. MOED estimates 2-3 case managers would be required to handle this caseload.

**Are organizations required to use staffing agencies to hire case managers?**

No.

**Will MOED provide equipment (e.g. laptops, desktops, printers) to the organization selected for this project?**

No. The selected organization will be provided with space at the District Court, but must supply their own equipment.

**Is the space at the district court permanent space (could we have a desktop computer placed there)?**

Yes. The space allocated will be dedicated to the selected organization for the duration of the contract.

**What are the deliverables expected for this project?**

Case managers will serve 150 participants per year and refer job-ready participants to MOED for training and employment placement services. Case managers will maintain contact with participants throughout the training and employment placement process and monitor their progress and retention status. The expectation is that 70% of participants will reach job-ready status and be referred to MOED, that 70% of those who enter training programs will be placed into employment, and 65% of those placed into employment will retain employment for at least 6 months. Participants who are unable to complete training or maintain employment will be referred back to the case managers for additional barrier removal services.

**Who will administer participant stipends for this program?**

MOED will coordinate stipends for participants as they are placed and reach milestones in their training and/or employment.

**Are we allowed to include graphics in the proposal?**

Graphics may be included in the proposal but are not excluded from the overall 10-page proposal length limit.