

Q & A Posted August 26, 2011

Adult Education and Family Literacy State Leadership, Career Pathways Professional Development

Question 1: Should an applicant's budget include travel/per diem costs for the Adult Education Career Pathways (AECF) grantees to attend professional development training at a site?

Answer 1: Travel, per diem and related costs allowable cost and may be included in the budget - in accordance with Request for Proposal (RFP) and other applicable state and federal guidelines governing travel. When included, indications and justifications of why or how the travel is directly related to achievement of the grant goals and objectives and distinctions between administrative and non-administrative travel must be clearly evident in the budget narrative.

Question 2: The RFP has weighted the selection criteria by allocating up to 25 points for Past Effectiveness. Since most Florida public school districts and colleges are in the process of developing mature Adult Education Career Pathways programs with Florida Department of Education (FLDOE) support, does this mean that such applicants probably would be spinning their wheels by participating in this competition?

Answer 2: The Florida Department of Education is seeking an eligible applicant that would be able to implement Adult Career Pathways Professional Development training throughout the State of Florida as specified in the RFP. Each eligible application submitted will be evaluated on the basis of how well it demonstrates adherence to the stated criteria.

Question 3: Page 5 of the RFP provides that an applicant shall describe the staffing for the project and clearly outline "staff experience and effective training qualifications." Does this mean that the qualifications of specific individuals should be referenced in describing key project personnel, or is a job description with minimum qualifications sufficient? Job descriptions would be used to search for and hire the most highly qualified individuals available.

Answer 3: For consideration of maximum points, each section of the Narrative Components and Scoring Criteria should be answered in strict adherence to the instructions provided. Each independent reviewer will use the written narrative provided to evaluate and score each application. Therefore, eligible applicants are encouraged to follow the Criteria guidelines and provide as much details as necessary to convey your response.

Question 4: Page 6 of the RFP provides that an applicant shall have a strong evaluation plan. Is the use of a highly qualified External Evaluator encouraged?

Answer 4: External Evaluator expenditure is an allowable cost and may be included in the budget - in accordance state and federal guidelines.

All eligible applicants are encouraged to refer to the Program Management Resources (Office of Management and Budget (OMB) Circular, Education Department General Administrative Regulation (EDGAR) and FLDOE Green Book) located on the Division's website <http://www.fldoe.org/workforce/dwdgrants/default.asp>, for applicable state and federal administrative guidelines.

Question 5: Although page 14 of the RFA provides that "All proposed contractual expenditures between the fiscal agent and subcontractors shall be accompanied by a formal, properly executed, clear and comprehensive agreement," today's conference call indicated that an application may not necessarily have to include an executed agreement because a Florida Department of Education program officer would work with the grantee to ensure that such an agreement includes all of the Department's required provisions before a grant award is made. Would it be possible for you to clarify whether a signed agreement should be included in the application package or not?

Answer 5: As stipulated in the RFP, section on Contractual Service Agreements and on the Application Review Criteria Checklist, a formal, properly executed, clear and comprehensive (contractual) agreement is needed to support proposed contractual expenditures between the fiscal agent and subcontractors. The program manager will review each drafted and/or executed contract to ensure that all state and federal requirements are included prior to the issuance of an award letter.

Question 6: Page 17 provides Technical/Formatting and Other Application Submission Requirements including a double-spaced requirement. Does the double-spaced requirement apply to tables too?

Answer 6: The double-spacing requirement specified in the Technical/Formatting and other Application Submission Requirements provided in the RFP apply specifically to the Narrative Component sections of the application. There are no spacing requirements identified for tables.