Questions and Answers on the Competitive Request for Proposals
Community Adult Learning Centers – Fund Codes: 340/345/359

Updated: April 25, 2013

Each time this document is updated, answers to questions will be noted in red font.

1) Do we submit separate SMARTT plans for subcontractors: incl. class plan, staffing plan, summary sheet, etc?

   A. Subcontractors that provide classes are noted as sites in the class plan not separate projects. There are no separate staffing plans or summary sheets for subcontractors.

2) Do we submit separate budget details and budget narratives for subcontractors and lead agency? Or just incorporate into lead agency budget and spell it all out in the budget narrative?

   A. The applicant submits one budget for the lead agency and the subcontractor. The subcontractor total amount appears on line 5. The budget narrative for the lead agency references line 5 as a subcontractor. In addition, a separate, detailed (line item) budget narrative is submitted for the requested subcontractor total amount.

3) We are a currently funded DESE program. If we subcontract to a provider who is not currently funded by DESE, will DESE look only at our own performance points, or will a “0” for the new agency be averaged in with our points?

   A. Performance points will be assigned based solely on the lead agency’s past performance.

4) If a sequence of three levels will be met by a combination of existing programs’ services and our own proposal, or will be met by our proposal together with services provided by a subcontractor, do we need to propose a sequence of three at all Springfield classroom sites, or will this one suffice? That is, would it be possible to offer only two classes at some sites as long as a sequence is met somewhere by us?

   A. The required continuum of instructional levels may be provided by a single applicant, or may be provided through a collaboration among two or more agencies.