

**Questions submitted to Wisconsin Department of Health Services  
In response to RFP 1666 DHCAA-JS for FSET Program Services**

Question Number	RFP Page Number	RFP Section Reference	Question	DHS Answer
1.	7	2.2	Would you like the CD or DVD to be included in the Technical Proposal envelope or the Cost Proposal envelope?	The Technical Proposal CD should be included with the Technical Proposal documents and the Cost Proposal CD should be included with the Cost Proposal documents in a marked, separate and sealed envelope.
2.	8	2.3.1.	Should we retype the information on pages 9 & 10 and include it in the Transmittal Letter?	Yes.
3.	11	2.3.5.	The RFP does not have a form or template for the “Statement of assurances to execute and fulfill a contract”. Should proposers use the “Sample Contract for Services” and change it to be the “Statement of assurances to execute and fulfill a contract”?	No, there is no form for the referenced “Statement of Assurances”. Proposers should prepare a document, utilizing business letterhead, which reiterates the requirements in this section and assure the State of Wisconsin that they agree to “execute and fulfill a contract according to the conditions, requirements, and terms specified in this RFP”. Proposers must also respond to the other requirements outlined in this section. This statement must be signed and dated by the person authorized to commit the proposing organization to the agreement.
4.	22	5.3.	How do you determine capacity to expand?	Proposals should be able to describe how the organization’s infrastructure would support potential caseload growth. This

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				<p>would include items such as, but not necessarily limited to, the following:</p> <ul style="list-style-type: none"> <li>a) potential to hire, train and manage additional staff;</li> <li>b) potential to access additional funding to match with federal FSET funds; and,</li> <li>c) potential to access or strengthen current relationships with community partners to coordinate timely service delivery.</li> </ul>
5.	24	6.3.2.4.	<p>On a performance-based subcontract, is the allowable cost unit the fee?</p> <p>Could you briefly explain cost reimbursement?</p>	<p>The allowable cost of subcontracted services can be in the form of a fee-for-service.</p> <p>A cost-reimbursement contract allows the reimbursement of <b>only</b> the following types of costs: direct, allocated direct, and approved (by DHS) indirect costs.</p>
6.	General	General	<p>How do we co-enroll participant into The Workforce Investment Act?</p>	<p>FSET agencies are responsible for establishing and coordinating community partnerships, including WIA providers. Methods of coordination may be contractual or via local memoranda of understanding (MOU) or through informal referral procedures.</p> <p>For more information on the WIA, follow the internet link provide below:  <a href="http://www.dwd.state.wi.us/dwdwia/">http://www.dwd.state.wi.us/dwdwia/</a></p>

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7.	General	General	Does the state assumption of the Milwaukee County IM intake function affect the FoodShare and/or FSET Program?	The transition of the State taking on increased responsibility for IM functions does not affect how FoodShare is processed or how referrals are made to FSET.
8.	General	General	Are we expected to serve more FSET participants with state funding dollars? Is there a possibility of additional funding dollars once case loads exist or are you going to be looking at it next year?	Due to the State budget deficit, DHS does not anticipate receiving an increase in State funding for FSET. If agencies are able to increase FSET participation there may be a possibility of annual increases in federal funding in future years. This is, however, not a certainty.
9.	General	General	What is the process for reviewing case load increases to access additional funding?	DHS uses CARES data to monitor case load size. In addition to case load size, DHS will establish and monitor performance standards, including customer satisfaction, when making funding decisions.
10.	General	General	What is the federal and state FSET funding allocation methodology?	The federal government provides DHS with an annual allocation of administrative funds contingent on approval of the state FSET plan, which is submitted each year in August. The state plan is based on proposed plans previously submitted by each county to DHS on an annual basis. DHS provides each county with an estimated funding allocation to use to develop an FSET proposal. The state plan includes estimated amounts of state and federal match, as well as allowable local

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				and federal match. Due to the uniqueness of the situation in Milwaukee County, the planning process for 2009 has been atypical.
11.	General	General	FSET contracts and subcontracts formerly funded through DWD allowed for two separate budgets: 1)100% core services state reimbursement and 2) funding with local providing 50% of the match. Will we be able to use this same method of reimbursement?	Reimbursement of allowable FSET expenses through 100% administrative funding, as well as 50% allowable local match, will continue. See Section 6.5 for the limitations and definitions of allowable local match.
12.	General	General	Should the proposed contractor have more than one location in Milwaukee County?	Having more than one location is not mandatory. Proposals should demonstrate how services would be delivered throughout Milwaukee County in its entirety.
13.	General	General	The funds allocated annually for this program are \$2.3 million, correct?	Anticipation of future funding was based on the FSET allocation for calendar year 2009 and is subject to change. To provide continuity of services, funding from the \$2.3 million allocation has been partially expended to service current FSET participants.
14.	General	General	Will the potential FSET participant come to the selected contractor's office after they have been determined eligible for the program by a Food Share Eligibility Worker or will the proposed contractor be responsible for determining eligibility?	Due to federal regulation, Income Maintenance (IM) workers are responsible for determining FoodShare eligibility. FSET referrals cannot be made by an IM worker until eligibility for FoodShare is determined. The IM worker is responsible for providing the participant with adequate information about FSET in order for them

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				to make an informed choice about the program. The FSET agency then decides where to meet with persons who are referred in this manner to the program.
15.	General	General	What should be used as the budget start date for the RFP and what will be the project year, will it be 5/1/09 - 4/30/10 for example?	<p>FSET funding is contingent on the availability of annual state and federal funding. The budget year for 2009 will begin 5/1/09 and end 12/31/09. Subsequent budgets will run on a full twelve-month calendar year basis.</p> <p>The Cost Proposal, however, must be developed based on the premise of a twelve-month project regardless of the term of the first year's contract.</p>