

Response to Questions

Request for Response Statement of Qualifications for Project Evaluator
Department of Health and Human Services,
Substance Abuse and Mental Health Services Administration
FY 2019 Transforming Lives Through Supported Employment
(Short Title: Supported Employment Program)

1. What is the anticipated annual enrollment target? **100 clients**
2. The RFR requests a one-year budget from Sept 30, 2019 to August 31, 2020 (i.e., 11 months). Are these dates correct, or are the correct dates September 30, 2019 to September 29, 2020 (i.e., 12 months)? **Please excuse the typo, the correct dates are September 30, 2019 to September 29, 2020.**
3. For the RFR, what are the specifications for font type, font size, page margins, and single- or double-spacing of text? **There are no required specifications, but we recommend a standard 12 point Times New Roman or Calibri, one inch margins and 1.5 spacing.**
4. Will you accept resumes in place of CVs? **Yes**
5. How many mental health clinicians/providers, employment/vocational specialists and others do you anticipate reaching through project activities? **The number of mental health clinicians/providers, employment/vocational specialists and others has not been finalized.**
6. Will the Commission describe the evaluation criteria they will be using when evaluating responses? **All submissions will be reviewed and scored for responsiveness to the requested qualifications including experience, ability to commit to a 5-year project and requested budget.**
7. Is it acceptable to submit fully loaded hourly rates in the budget inclusive of salary, benefits, indirect costs, etc? **Yes**
8. Can we use a smaller font size in tables and charts? **Yes**