ITCA WIC RFP 15-03

Responses to Bidder Questions

1. **How many days is the current training program?**

There is not a fixed length of time for completion of a training program currently. The entire training process is not standardized or clearly defined for all the local agencies. Three of the components, the paper-based modules, face-to-face training and completion of college-level nutrition courses are standardized by ITCA. It takes a staff member approximately 8 to 12 days to complete the paper-based module training, 6 days (two 3-day sessions) for the face-to-face training and a few months for each of the seven required nutrition courses. In addition to this standardized training, staff spends time observing other staff, practicing skills and being observed while performing duties over a period of several weeks or longer.

1. **Is there a desired number of days for the projected program?**

No, there is not a desired number of days for the training program; however, it would be ideal to have staff trained within 60-90 days of hire for basic skills such as eligibility determination. Additional time would be allowed for those being trained to complete nutrition assessment, nutrition counseling and breastfeeding promotion and support.

1. **What is the format of the current training program?**

Current training is described in #1 above.

1. **Will the vendor be allowed to conduct interviews via web conference or Skype rather than face-to-face?**

Meetings can take place either face-to-face or via web conference.

1. **Is the vendor expected to provide a work plan for Future Deliverables, given that they are unknown at this time?**

No, the work plan for future deliverables will be submitted with Deliverable 3.

1. **Is there a desired deadline for completion of all deliverables?**

The deadline for all deliverables, including future deliverables, is tentatively September 30, 2016.

1. **The Letter of Submittal requires the inclusion of three years of income statements. Will these be kept confidential?**

Income statements will be kept confidential if marked as such in the bidder’s proposal.

1. **Will a GSA MOBIS contract that identifies our organization's status as a  
   woman-owned, disadvantaged small business serve as sufficient proof of  
   Federal certification?**

Yes.

1. **In 5.9 Availability of Funds, it states that "ITCA's obligation under  
   any resultant contract is contingent upon the availability of appropriate  
   federal funds from which payment for contract purposes can be made."  
   Does this mean there is a possibility that the vendor will not be paid for  
   services provided in good faith under the contract?**

In the event that federal funding is no longer available, ITCA may instruct the contractor to stop work on the project and payment for services completed to date will be provided. Payment for deliverables on which work has not been initiated will not be provided.

1. **Where will these Questions and ITCA Responses be posted?**Bidders’ questions and ITCA’s official written answers will be posted on the ITCA website at [www.itcaonline.com/wic](http://www.itcaonline.com/wic) as outlined in RFP section 2.2.4.