

State Responses to Vendor Questions for
NDERFP231031

Question	Answer
Can NDE provide the cost proposal form referenced in the RFP?	No, the vendor can supply its own cost proposal in a format that meets all the criteria in section V.
Will the contractor assist NDE with the corrective action process? For example, reviewing CADs and approving or denying CADs.	No, the NDE will complete all required follow up on findings, including necessary corrective actions (CADs).
The RFP asks for a standard price per audit on page 14; however, on page 39, it mentions expanding beyond the test month to a second month, and then potentially expanding to an entire fiscal year for income eligibility and meal counts. Will NDE allow a standard price per audit for each test month and then a separate standard price for each additional expansion month? For example, if a review is expanded for an entire year, the rate for the review would be the standard test month rate plus (11 times the expansion month rate).	No, the NDE requires a standard price per audit report; the price per report will not change if additional review months are required.
Does NDE anticipate any instances where the review of expenses is beyond a test month?	If "review of expenses" means establishing non-profit food service, yes, it is possible that additional months' expenses may need to be reviewed.
<p>This item states "an overclaim for the entire fiscal year must be determined for any Income Eligibility Application is found to be approved incorrectly, incomplete, or is not on file. The number of meals claimed as free or reduced in absence of a correct Income Eligibility Application must be reported by meal type and by the approved (claiming) category."</p> <p>When the income eligibility form is incorrect, incomplete, or not on file, is a review of the daily meal counts for the entire fiscal year required to determine the number of meals claimed as free or reduced in absence of a correct income</p>	<p>Yes, the daily meal counts must be adjusted for every month of the fiscal year for the affected participants with incomplete, missing, or incorrectly determined income eligibility forms.</p>

<p>eligibility application by meal type and approved category?</p>	
<p>This item states “The contractor will be required to review all Income Eligibility Forms for the assigned fiscal year to determine that each was correctly approved.”</p> <p>Should the potential contractor interpret this statement as 1) for a test month, the reviewer will review all income eligibility forms solely for participants in attendance during the test month; OR 2) the reviewer will review all income eligibility forms for the entire fiscal year, regardless of the month the participants were in attendance?</p>	<p>The reviewer will review all income eligibility forms for all participants enrolled during the fiscal year (this is option 2 as stated in your question).</p>
<p>For sponsoring organizations with multiple sites, what is the percentage of sites that a meal observation should be conducted?</p>	<p>A minimum of 10% of the sites must have a meal observation conducted.</p>
<p>For sponsoring organizations with multiple sites, what is the percentage of sites where the meal count, income eligibility forms, and menus should be reviewed as part of the sponsoring organization’s review?</p>	<p>These records should be reviewed for a minimum of 10% of the sites.</p>
<p>On average, how many sites are associated with a sponsoring organization in Nebraska?</p>	<p>Fewer than 10 sites.</p>
<p>With the understanding the meal observations must be completed on-site, can any part of the review be conducted off site, such as requesting records, reviewing records, exit conferences, etc.?</p>	<p>All components except for the on-site meal observation can be completed off-site (i.e., reviewing records, virtual entrance and exit conference).</p>
<p>This item states “All reviews will be issued to NDE according to the date identified in the contract.”</p> <p>Does the vendor have flexibility on when reviews are completed as long as they are completed prior to the end of the contract period?</p>	<p>Yes, the vendor has discretion about when the audits are completed. The audit reports must be completed and submitted by the deadline identified in the contract.</p>

<p>Should resumes be provided for all personnel working on the engagement or will resumes for key personnel be sufficient?</p>	<p>Resumes for key personnel responsible with roles and responsibilities of the audits will be sufficient.</p>
<p>Could you please clarify the preferred method of proposal submission as the section referenced in this question suggests mailing in the proposals but the Scope of service section on page 1 states (in PDF format) to NDE.procurement@nebraska.gov." If electronic, should the cost proposal be a seperate pdf or how would you like them seperated and how should you prefer the email labeled?</p>	<p>The required method for submission is to submit an electronic file by email to the NDE.procurement@nebraska.gov address.</p>