

## QUESTION & ANSWERS SUMMARY

### RFP # COG-2125 for Claims Recovery and Grant Administration Services

#### Question 1

Please provide answers to the following questions, regarding this RFP.

1. Does the CCOG have a section where we should discuss our grants management system to meet the needs of applications, budgets and monitoring Section 1.5.2 “g” or “h”?
2. Should the Scope of Work include:
  - a. Documenting the current procedures designed to assess the controls over contract compliance for each grant or just providing process improvement recommendations?
  - b. Documenting the Members’ grants policies and procedures as it relates to a specific funding source, including management’s assertions and methodologies?
  - c. Reviewing the current procurement policies and identifying instances of noncompliance with Uniform Guidance?
  - d. Documenting methodologies used by management regarding the sub-recipients monitoring requirements of the Uniform Guidance?
  - e. Assessing the internal controls and processes involved to monitor sub-recipients, including sub-recipient risk assessments?
  - f. Providing training from the tools and procedures noted above to assist the CCOG in continued monitoring efforts as deemed appropriate?
  - g. Assisting management with the documentation of the contractor vs. subrecipient evaluation?
3. Please provide an example of an acceptable: a. “Indefinite Quantity” as described in Section 1.5.2f Additional Pricing Information. b. “Relevant Information” as described in Section 1.5.2j Additional Pricing Information. We are providing services rather than materials/parts.
4. Is the provision of all the services listed under Section 5. Scope on page 2 of Section One required?
5. Would suppliers be considered contractors, or potentially subrecipients? 6. Can you provide a list of members of the Cooperative Council of Governments?

#### Answer 1

Answer to Q1: Bidders are to provide a detailed description of the products and services included in their proposal in Section Two, Subsection 2.1.1. of Proposal Form 1.

Answer to Q2: The scope is not limited to the services outlined in Section 1, Part 2, Subsection 5 - Scope. CCOG will allow for the inclusion of all products and services that support Claims Recovery and Grant Administration.

Answer to Q3: It is the responsibility of the Bidder to determine the best way to provide pricing while taking into consideration the information provided in Section 1, Part C, Subsection 5 - Cost Proposal & Pricing.

Answer to Q4: Bidders may elect to limit their proposals to a single product or service line within any category, or multiple products and services within any and all categories. Answer to Q5: There is not enough context to your question to provide an answer.

Answer to Q5: A list of Equalis Group members will be provided to the Winning Supplier(s) at the conclusion of the RFP process.

**Question 2**

Is there a file size limit for uploads to bonfire?

**Answer 2**

The maximum file size, regardless of file type, is ~1000MB (1GB) per file.

**Question 3**

Do you prefer that the documents in Section 2 be submitted in the Section 2 document as one document?

**Answer 3**

Bidder can upload the document in any manner that is allowable through Bonfire. Bidder's Cost Proposal will have to be uploaded separately as requested in Bonfire.

**Question 4**

You mentioned that we have to use your template. Is that only when we are requesting an RFP for products and services?

**Answer 4**

The reference to using a template was in reference to using the provided excel template to submit a Bidder's Cost Proposal.

**Question 5**

Is the 2% fee a one-time fee or is that throughout the life of the contracted services?

**Answer 5**

The 2% is throughout the life of the contracted services. Each time the Winning Supplier.

**Question 6**

Will this opportunity only apply to Ohio?

**Answer 6**

No. This contract will be a national contract made available to public agencies across the country.

**Question 7**

If we do not have an inhouse insurance arm, can we subcontract that service?

**Answer 7**

CCOG does allow the Winning Supplier to authorize the use of subcontractors, distributors, resellers through the Master Agreement