

**North Carolina Department of Health and Human Services**  
**Division of Public Health**  
**Section/Branch:** WCH / Early Intervention

**RFA Questions and Answers**

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RFA # A-300, RFA Title: Early Intervention Services and Family Support  
Addendum Number: 1

If applicable, Bidder's Conference(s) Date(s): 10/14/2014  
Questions Received Until (date): 10/27/2014  
Summary of Questions and Answers Release Date: 11/03/2014

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**Questions and Answers**

1. Question: Is the RFA also responsible for reimbursing families who have paid for early intervention services in excess of their monthly cost share?

ANSWER: Yes, the RFA will be responsible for creating and maintaining a reimbursement mechanism to reimburse families who paid for the cost of early intervention services over the agreed family cost share.

2. What is the expectation of the RFA regarding Family Partnership Activities and Family Leadership Activities?

ANSWER: Family Partnership activities involve the actual participation and involvement of families in the evaluation of the early intervention system and its processes for the purpose of improving service design and delivery and ultimately improving outcomes for the children and families we serve. The applicant must create, implement and maintain a mechanism through which families can be reimbursed for family partnership activities. These activities may include participating as a team member in focused monitoring visits, assisting with policy development, facilitating or participating in family focus or stakeholder activities. Other activities are listed in the RFA. Family Leadership activities involve empowering families to take leadership roles and contribute to decision-making and program planning to ensure that child systems will ultimately improve outcomes for the children and families being served. The applicant must create, implement and maintain family leadership strategies that engage families in all aspects of the program and create a reimbursement mechanism to reimburse families for designated activities. These family leadership and support activities may include family leadership trainings, development of materials to address family outcomes, and organizing stakeholder involvement. Other activities are listed in the RFA.

3. Question: Can overhead expenses such as rent be included in the budget?

ANSWER: Rent and maintenance of space for Part C cannot be charged as a direct expense on the Part C grant.

4. Question: What is the Early Intervention Branch's expectation of submission of the "Indirect Cost Letter Approval Letter" in light of the new OMB Uniform Guidance?

ANSWER: Applicants should follow the directions outlined in the RFA regarding the submission of an Indirect Cost Rate Approval Letter.

5. Question: Is the Bidder's Conference information available electronically? If so, could that be e-mailed to us?

ANSWER: All questions and answers that were raised in the Bidder's Conference and answers to all written questions submitted are included in this Addendum Number 1. The Addendum Number 1 will not be emailed, but will be posted to [www.bearly.nc.gov](http://www.bearly.nc.gov).

6. Question: Is there a current vendor delivering the proposed services?

ANSWER: Yes, there is a current vendor delivering the proposed services, except for Family Leadership activities, which is a new service added to the Scope of Work in this RFA.

7. Question: Would the state consider accepting applications by county?

ANSWER: No. Early Intervention is a statewide program as indicated in the RFA Introduction (pg. 4). There will only be one contract awarded to provide statewide services for all activities included in the RFA.

8. Question: Is there a document that outlines allowable and unallowable costs? If so, could that be sent electronically/e-mailed?

ANSWER: Contractors must follow all applicable statutory and regulatory requirements in determining whether costs are reasonable, necessary, and allowable. These requirements can be found in the Individuals with Disabilities Education Act Part C federal regulations: 34 CFR, Part 303: 303.500 through 303.511. Federal requirements regarding allowable costs can also be found in the Office of Management and Budget

Circulars: A 87 (For State, Local and Indian Tribal Governments), A-21 (For Educational Institutions), and A-122 (For Non Profit Organizations).

9. Question: Is there a listing of approved reimbursement rates?

ANSWER: See the State of North Carolina per diem reimbursement rates below:

Current Rates for Travel and Lodging

Meals			In State	Out of State
	Breakfast		\$8.20	\$8.20
	Lunch		\$10.70	\$10.70
	Dinner		\$18.40	\$20.90
	Total		\$37.30	\$39.80
Lodging		(Maximum)	\$65.90	\$77.90
Mileage		0.56 per mile		

10. Question: With whom would the contract be, as in, between CDSA's and our company, or between DHHS and our company?

ANSWER: The contract would be with the NC Department of Health and Human Services, Division of Public Health.

11. Question: Is there a requirement for CDSA to be actively involved in family leadership and partnership activities?

ANSWER: No, there is no requirement at this time.

12. Question: Is it required that CDSA have a mandated position on any advisory boards or committees for family leadership and partnership activities?

ANSWER: No, there is no requirement at this time.