



**ADDENDUM #3**

RFP-2024-DES-07-STREN

Strengthening Citizens and Businesses for Economic Mobility

**(Changes are in bold, underlined and italicized text below to enable vendors to quickly recognize changes in paragraphs and/or wording.)**

On December 18, 2023, the New Hampshire Department of Health and Human Services published a Request for Proposal, soliciting responses from qualified Vendors to provide workforce development services focused on assisting current, transitioning, and former New Hampshire Employment Program (NHEP) Temporary Assistance for Needy Families (TANF) participants in obtaining career advancement support services and opportunities that will assist them in achieving continued upward economic mobility.

The Department is publishing this addendum to:

1. **Delete and replace Section 3, Solicitation Response Evaluation, Subsection 3.3., Scoring of Cost Proposals, Paragraphs 3.3.1., and 3.3.2., with the following:**

3.3.1. Vendor Budget Narrative Evaluation: The Vendor(s) must:

3.3.1.1. Complete Appendix E, Budget Sheet, including the Budget Narrative and Salary Breakdown for each State Fiscal Year (July 1 through June 30).

**3.3.1.2. *Budget for the minimum staffing requirement as specified in Subparagraph 2.1.1.11. Staffing Table.***

**3.3.1.3. *Indicate costs for ETS services for the Post TANF program in their proposed budgets. Below is the breakdown of how funds should be allocated, per region, per year.***

<b><u>Regions</u></b>	<b><u>Year 1</u></b>	<b><u>Year 2</u></b>
<b><u>Berlin, Conway and Littleton</u></b>	<b><u>\$46,000</u></b>	<b><u>\$65,000</u></b>
<b><u>Claremont and Keene</u></b>	<b><u>\$65,000</u></b>	<b><u>\$80,000</u></b>
<b><u>Concord and Laconia</u></b>	<b><u>\$65,000</u></b>	<b><u>\$80,000</u></b>
<b><u>Manchester and Nashua</u></b>	<b><u>\$80,000</u></b>	<b><u>\$100,000</u></b>
<b><u>Portsmouth and Rochester</u></b>	<b><u>\$65,000</u></b>	<b><u>\$80,000</u></b>



3.3.2. Provide a Budget Narrative that explains the specific line-item costs included in the Appendix E, Budget Sheet and their direct relationship to meeting the objectives of this RFP. The Budget Sheet, Narrative and Salary Breakdown (Appendix E) will be scored based on the following criteria to evaluate allocation of costs.

0-50	51-100	101-150
Relationship of costs relative to the proposed services is not understood.	Relationship of costs relative to the proposed services is somewhat understood.	Relationship of costs relative to the proposed services is fully understood.
Costs do not directly align with objectives, requirements, and/or proposed services of the RFP.	Costs somewhat align with objectives and proposed services of the RFP.	Costs fully and directly align with objectives and proposed services of the RFP.

3.3.2.1. **Vendor Total Cost:** The following formula will be used to assign points for Vendor Cost **for each region**:

*Vendor's Cost Score = (Lowest Total Proposed Cost **per region** / Vendor's Total Proposed Cost **per region**) x Maximum Number of Points for Vendor Cost.*

For the purpose of use of this formula, the lowest proposed cost is defined as the lowest total cost proposed **per region** in Appendix E, Budget Sheet by a Vendor that has not been disqualified.

*\*For example:*

*Vendor A proposes \$100,000*

*Vendor B proposes \$200,000*

*Maximum Number of Points for Vendor Cost = 150 points.*

*Vendor B Vendor Cost*

*= (\$100,000/\$200,000) x 150 = 75 total points.*

For the purpose of use of this formula, the lowest proposed cost is defined as the lowest total cost proposed by a Vendor that has not been disqualified and received the minimum points during preliminary scoring of technical responses as specified above.

Fractions of points will be rounded up to the nearest whole number of points.