



OFFICIAL RESPONSES TO VENDOR QUESTIONS  
 RFA # RFA-2024-DES-02-EARLY

No.	Question	Answer
1.	<p><b>Funding Question: Section: 1.2.</b></p> <p><b>Funding has 80% of the total amount in SFY 2024 (Section 1.2., on page 3). Is there a possibility of redistributing that funding so approximately equal numbers of ECE/OST staff have access to tuition assistance in both SFY 2024 and SFY 2025?</b></p>	<p>No. The funding timeframe for SFY 2025 is only a three (3) month period; therefore, funding distributions will remain as identified in the RFA, Section 1.2. Key Information.</p>
2.	<p><b>Procurement Timetable, Section: 1.3., 4.</b></p> <p><b>Will the Department extend the response due date?</b></p>	<p>Yes. The Department will extend the solicitation response due date by one week. The new response due date is Monday, April 10, 2023. Please see Addendum 1.</p>
3.	<p><b>Mandatory Question One (Q1), Section 3.1.1. b.</b></p> <p><b>What is meant by “out-of-state” institutes of higher education (IHE)?</b></p>	<p>Out-of-state IHEs are all institutes of higher education that are not located in the state of New Hampshire, including IHEs in bordering states and online IHEs.</p>
4.	<p><b>General Budget Questions, Sections: 4.1., 9.5.1.</b></p> <p><b>a) Where can budget guidelines, forms and instructions be found?</b></p> <p><b>b) Will budgets be scored?</b></p> <p><b>c) Will budgets be developed and</b></p>	<p>a) The Department did not provide budget guidelines, forms and instructions as part of this solicitation because budgets are not required to be submitted with the application.</p> <p>b) No. Budget scoring is not a part of the scoring process.</p> <p>c) Yes. The selected Vendor will be required to complete budgets as part of the resulting contract in a format specified by</p>

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	submitted in a separate process?	the Department.
5.	<p><b>Section 5.2.3.1.</b></p> <p><b>If the selected Vendor is an educational institution that is part of the University System of New Hampshire, will the Department use the standard Cooperative Project Agreement instead of the Form P-37, General Provisions?</b></p>	Yes.
6.	<p><b>General Question, Appendix C – Transmittal Letter and Vendor Information, 2. Vendor References.</b></p> <p><b>With regard to the references that need to be provided as part of the solicitation response, must the references be from organizations that the vendor has performed services for?</b></p>	Yes.
7.	<p><b>General Question</b></p> <p><b>Does the solicitation response require staff job descriptions be submitted with the response?</b></p>	No. Staff job descriptions are not required as part of the solicitation response but may be required in the resulting contract.

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8.	<b>General Question</b> <b>Does the solicitation response require faculty and staff biography or resumes, be submitted with the response?</b>	No. Faculty and staff biography or resumes are not required as part of the solicitation response but may be required in the resulting contract.
9.	<b>General Question</b> <b>Is there a page limit for this solicitation response?</b>	No.