

ALLIANCE OF COMMUNITY ASSISTANCE MINISTRIES, INC. (dba ACAM)

RFP No. ClientTracking-2024

For

Database & Data Reporting Programming Service Provider

FAQs

Q: Cost Clarification: The RFP states that reimbursement for travel, mileage, supplies/materials, or other incidentals will not be paid by ACAM and should not be included in the proposal. We understand and respect this guideline. However, we would like to inquire if the organization has a budget or allowance for administrative licenses for software such as Apricot, which can be expensive at \$150 per organization per month. This information would help us better understand the financial parameters of the project.

A: ACAM does not pay licensing for other agencies. The contractor will be responsible for their own licensing fees as needed.

Q: Scope of Work: The RFP mentions that contractors may be selected to serve under multiple, concurrent, and/or intersecting projects based on funding availability. Given the uncertainty regarding the number of projects we may be participating in, could you please provide more details on the approximate workload expected from the selected contractor?

A: The contracted organization will be provided with more information as it becomes available.

Q: Partnership Details:

- How many partners' Apricot instances will the contractor be working with?

A: The number of partners will vary by project.

- Are there additional partners that do not use Apricot that this contractor will be tasked with working with on reporting?

A: Partners and databases will vary by project.

Q: Current Work Processes: Could you elaborate on how the organization currently manages the scope of work outlined in the RFP?

A: ACAM utilizes consultants to provide services on an as-needed basis to support projects as they arise.

Are you looking to outsource something that you're currently doing in-house, or do you have another consultant that is currently performing this scope of work?

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Q: Project Milestones: Are there any significant milestones during the duration of this project, such as large reporting deadlines? If so, could you please provide details on what these milestones are?

A: Reporting deadlines and other considerations will be negotiated before services are engaged.