

# Adult Education Section RFP Questions and Answers (Revised 2/8/24)

**Please send all questions to [ADED.RFP@arkansas.gov](mailto:ADED.RFP@arkansas.gov)**

Date Received	Received From	Organization/ Institution	Questions	Answers
1/30/2024	Anna Singh	Huntington Learning Center	<p>I was reading through the RFP and have a couple of questions:</p> <ol style="list-style-type: none"> <li>1. Are for profit companies eligible to apply?</li> <li>2. Do we need to offer all the components/activities that are listed on the RFP?</li> <li>3. Is there an opportunity to provide services virtually as well?</li> </ol>	<p>1) Yes, as long as they can show demonstrated effectiveness as described in the RFP documentation. Please see pages v and ix for additional information.</p> <p>2) Awardees must provide all required activities, and may provide any of the allowable activities.</p> <p>3) All awardees are expected to provide services both face-to-face and virtually.</p>
2/1/2024	LaCarol Clement	Lonoke School District	<p>Does the Demonstrated Effectiveness: Pre-screening Requirement document need to be part of what you turn in by Feb. 6, 2024?</p>	<p>No, the Demonstrated Effectiveness: Prescreening Requirement response should be included with the application, which is due by March 1, at 5:00 p.m. The only item due on February 6, 2024, is the Notice of Intent to Apply, which is optional.</p>
2/2/2024	Dorissa Kaufman	UAM	<p>Can service areas be split by county? Example: Can I bid on only one county in a service area or would I have to bid on all counties in the service area?</p>	<p>No, an applicant can only bid on a complete service area as listed on page 6 of the RFP application, and cannot select only one county within the service area.</p>
2/5/2024	Melissa Fetherston	Pulaski County Special School District	<p>Who signs the RFP intent form? The Superintendent or the Adult Ed Director? If the Adult Ed director has been given the approval to sign amendments and monthly reports will his signature do?</p>	<p>The Local Education Agency administrator must sign the application. This may be a superintendent, president, board chair, etc.</p>

2/5/2024	Nicolas Ryburn	Northwest Technical Institute	When submitting the budget page, narrative and line item budget in the application. The instructions state not to submit lease agreements, shopping carts, or inventory lists. It doesn't clarify including the supporting documentation. Do we need to attach additional documentation such as bills or software quotes?	No documentation of costs such as bills and quotes are required for the budget portion of the RFP submission.
2/5/2024	Kim Darling	University of Arkansas Community College-Morrilton	Following the submission of the Notice of Intent to Apply Form, will an organization/institution receive email communication confirming receipt of the document?	Yes, emails of receipt are sent in response to submissions of the Notice of Intent to Apply and RFP proposals, generally within 24 business hours. Please check any spam/junk folders for possible replies.
2/6/2024	Nicolas Ryburn	Northwest Technical Institute	The current version of the form does not allow the applicants to add tables in the response field. The editing rights approved for the document only allow for typing. You can insert items using the snipping tool; however, it causes issues with the formatting in that specific answer field. Should applicants refrain from adding tables?	Any tables can be submitted as an additional attachment when submitting the application. Please keep in mind that all submissions, including attachments must not exceed 100 pages. Also, an unlocked version of the RFP is being added to the website for those who would like greater formatting flexibility.
2/6/2024	Mina Phebus	Ozark Literacy Council	Is it possible for me to attend the conference virtually? Also, are these two conferences identical? Also, are you planning to share the recording of the meeting and powerpoint after the conference?	Yes, the conference can be attended virtually using the links provided on page xxxii of the Request for Proposal document (available online at <a href="https://dws.arkansas.gov/adult-education/">https://dws.arkansas.gov/adult-education/</a> ). The presentation will also be available on the website the following week, but there will not be a recording the sessions provided.

2/6/2024	Robbie Cornelius	Fayetteville School District	<p>As I am answering the consideration questions, my responses are appearing in blue instead of black. Are my responses supposed to be in blue? Also, I am unable to change the font size, nor can I change the font to Times New Roman. The font style buttons (bold, italic, and underline), along with all other functions in Microsoft Word are unavailable at this time. Some of these functions are needed for the proper formatting of responses. Will changes be made to the current edition of the consideration form to allow for edits?</p>	<p>Yes, responses should appear in blue. The font size should be set to 12 point, and the default font set will also be accepted. Also, an unlocked version of the RFP is being added to the website for those who would like greater formatting flexibility.</p>
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2/6/2024	Mina Phebus	Ozark Literacy Council	<p>I have a few questions regarding "the Intent to Apply form", and I would appreciate your assistance in clarifying them:</p> <p>Question 1: Could you please verify whether I am required to email only one page of the Intent to Apply form attached to this email?</p> <p>Question 2: Regarding the question, "Indicate the number of adult learners you propose to serve in PY 2024-2025," should this number represent reportable individuals or all participants? I am referencing the submission made by our previous director in 2020, where it seems she indicated reportable individuals.</p> <p>Question 3: Concerning the information provided below regarding the Applicant administrator signature, is this signature specifically for the LEA (Local Educational Agency) signature? If so, can the administrator sign it in blue ink and scan it back to me? Subsequently, I will submit the scanned document with his signature in blue. Please note that the administrator is currently unavailable in Fayetteville. I would greatly appreciate your prompt clarification on these matters.</p>	<p>1) The Notice of Intent to Apply form is an optional form which is only one page.</p> <p>2) Please provide the total number of learners served, not limited to participants who will attend at least 12 instructional hours.</p> <p>3) Yes, the Local Education Agency's (LEA) Administrator should sign the form. A form could be submitted that has been scanned after the LEA Administrator signed it.</p> <p>Please keep in mind that this is an optional form, which was due by 2/6/24.</p>
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2/7/2024	Melissa Fetherston	Pulaski County Special School District	When submitting the RFP through email. Does it need to be scanned or can the document be shared? Reason why I am asking is if the documents are shared, the links to support documents and resources are live versus the scanned documents links will be dead or inactive.	Submitted proposals should not be scanned. They should be submitted as a Word document or as a PDF, leaving any links live. Keep in mind that any information provided in links will count toward the 100 page limit. Applicant administrators may choose to scan signature pages due to having them signed in blue ink rather than a digital signature. Those pages can be sent as an additional attachment.