



Ohio Procurement Technical Assistance Centers (PTAC) Calendar Year 2020 Request for Proposals (RFP) for Local Service Centers

Questions and Answers

Question: On page 22 of the Center RFP. 3.7.9 Guidelines for Eligible Cost Allocations – Personnel. In the first paragraph, second sentence:

“The center program manager must be full time and at least 75 percent of their time should be spent on counseling small businesses.”

The program manager especially of larger centers has many other duties in addition to counseling. 75 percent of your time counseling would total 1,562 hours each year, that would leave 520 hours for other activities important to the grant. Those other activities are outreach to economic development organizations, developing five period reports, working with the business office to invoice each quarter and planning, organizing and implementing many client trainings and professional development activities for staff. That doesn't include taking vacation, sick leave, personal time or observing holidays.

Was this a typo for requiring the center program manager counseling time and remaining quiet on procurement specialist counseling time? Even procurement specialists have many other duties outside of counseling clients.

Answer: The guidelines mandate the “Center Program Manager” is full time; however, the 75% of time spent counseling is a goal. This is a target goal for Center Program Managers.

Question: In the Center RFP – page 31, number 4 asks for the Representation for Tax Liability and Felony Violations (template provided). The RFP offers a link to DLA for the form. The link takes you to the DLA PTAP site, but this form is not listed.

How shall we proceed?

Answer: On August 1, 2019, the Defense Logistics Agency (DLA) issued an amendment to the Funding Opportunity Announcement DLA-202001A-B, Amendment 1 to remove the requirement for Attachment 10 - Representation for Tax Liability and Felony Criminal Violations. The actual language of the amendment is:

DLA-202001A & B, Amendment 1

The Application Instructions are revised to remove the requirement for Attachment 10, “Representation concerning tax liability and felony criminal violations” because that representation has been incorporated into the System for Award Management (SAM).