

VOCA Pre-Bid Conference or the NFO 12.19.24

Meeting Minutes

- Jeriane Jaegers-Brenneke, DSS:
 - If you have NOT registered in MOVERS, you need to do so ASAP – email MissouriBUYS@mo.gov to ensure you are in Spend Authorized status.
 - Prospective status will allow for agencies to submit a Proposal (Application) in MOVERS, but agencies will not receive a contract unless they are in *Spend Authorized status* in MOVERS.
 - Contact FSD.VOCAUnit@dss.mo.gov to check the agencies status in MOVERS.

- Wade McDonald, Procurement:
 - DSS VOCA and Procurement do NOT have access to MOVERS – we can help navigate, but we can't assist with the registration or status updates since it requires IT access.
 - MOVERS registration takes a bit of time to get that finalized. Email Ann Perkins (ann.perkins@dss.mo.gov) with Procurement if you are having issues changing your status to Spend Authorized.
 - Once you are officially in Spend Authorized status, you should receive an email stating that you have been fully approved – send follow-up emails to MissouriBUYS@mo.gov if you haven't heard back and ask for a status update.

- MOVERS Links:
 - Login to MissouriBUYS, Powered by MOVERS: <https://missouribuys.mo.gov/login>.
 - Supplier (Agency) Registration: <https://missouribuys.mo.gov/supplier-registration>.
 - Instructions: <https://missouribuys.mo.gov/media/pdf/movers-bid-response-instructions>.
 - Website to find the NFO (Application): <https://missouribuys.mo.gov/bid-board/movers>.
 - Look for IFB: DSS-FY25-0006-SL: Victims of Crime Act (VOCA): <https://ewgg.fa.us8.oraclecloud.com/fscmUI/redwood/negotiation-abstracts/view/abstractlistingdetails>.
 - Information for Suppliers (Agencies) <https://missouribuys.mo.gov/vendors>.
 - Need help? Email: MissouriBUYS@mo.gov.

- Procurement clarification:
 - Do NOT wait until the last minute to submit a proposal – we will have to problem solve with MOVERS staff if we run into any systematic issues – it’s a new system and process for a lot of folks involved.
 - There are no specific instructions in MOVERS for the VOCA application specifically – we have shared all the instructions we have for MOVERS.

- Answers to various questions:
 - Match is not required on General Revenue funds, only VOCA. We will discuss match later when we start to award contracts.
 - Submitting all the documents in MOVERS is the “response”. You are not required to submit the applications in one full document, it can be broken down into a few different documents to create one full application.
 - The requirements for the current NFO are the same requirements as previous applications – it is mostly standard wording that we have in our contract and applications.
 - MOVERS is run through the Office of Administration, not DSS. If you get stuck let us know, but we are all learning and may have to direct you to the email for help.
 - The NFO states the award period is 9 months, but to clarify, this is a 6-month contract from April 1 – September 30, 2025, and the agencies are writing for a 6-month award, since we had an additional extension from January 1 – March 31, 2025.
 - You may be guaranteed a renewal, but it’s subject to appropriations – it would be prorated if there is less funding available.
 - If your application is not submitted into MOVERS by January 31, 2025, at 2:00 pm, you will not be able to be awarded a contract – that is the hard and fast deadline so we suggest being in Spend Authorized status before January 31.
 - The Vendor no-tax Due form needs to be submitted to Dept of Revenue – once they send you the letter, you can submit it with the application.
 - The form can be submitted after the initial application submission.

- Stakeholder group – VOCA Application Breakdown:
 - The contract will run from April 1 – September 30, 2025 (6-month contract).
 - There is up to 2 one-year renewal options with spending authority and Department discretion.
 - We will be looking at individual categories (DV + SV, CACs, System based victim services, CASAs, hearing impaired and legal services, and multiple services).
 - Development of priority areas – the stability of the VOCA fund has fluctuated, so we are prioritizing the best areas possible for VOCA funding to go towards.
 - We want to keep all the VOCA allowable activities.
 - Stakeholders developed the following priority areas:
 1. Direct Services to victims
 2. Specialized services for communities impacted by inequity
 3. Supportive services for victim services
 4. Direct services to secondary victims
 5. Supportive services for secondary victims
 - Agencies can request the amount of funding they deem necessary – you are not restricted to only requesting what you have received in the past, but with the balance of the fund, agencies are not likely to receive award levels higher than what you have already received in previous years.
 - Scoring methodology –
 - Ranked scoring system with review process where folks will score applications.
 - Scores will determine the amount you receive from your requested funding.
 - Even if you score 100% on your application, that does not mean you will necessarily receive 100% of the funds you requested.
 - The regions will not be in place for this 6-month contract period.
 - We know there are multiple agencies who have services all throughout the different priorities, but agencies could shift their request and put the funding request into direct services (we do not know what that looks like yet, but we anticipate we could get down into priority #5).
 - You must score between 91-100 to have the option to receive 100% of the funding.
 - There is a distinctive point rating based on the ratings of meeting the definitions of responses.

- Application details: Please use single-space 12-point font (no specific font, just use your typical fonts such as Calibri or Times New Roman).
- Agencies will only submit one application – you can discuss different priority areas in your response within the application. The budget will allow you to break everything down and show which priority areas the funding will be going towards.
- The applications are graded out of a total of 100 pts.
- The budget will be for the 6-month contract period, which includes the budget form and the budget narrative form. The budget will break down the dollar amounts and line items, the narrative will allow you to explain what the funds will be used for in detail.
- We are intending for this to be a peer-reviewed process.
 - Stakeholders will not review their own agencies – the applications will be broken down by category to where there will be 2 reviewers per application; the same 2 people will review all the same groups of applications (DV-SV group, CAC group, CASA group, etc.).
 - Stakeholders + DSS are in the stages of recruiting the reviewers – they have knowledge of VOCA but are not biased.
 - DSS will not release who the reviewers are until the application period has closed.
- Procurement will make sure the application fillable.
- The full amount of available funding is roughly 24 Million (essentially half the amt of a full grant year).
 - The total amount of funding will be divided among the percentages on page 60 of the application – agencies will be competing within their own category.
- VOCA match funded staff need to be included in exhibit 7-2.
 - You are not required to input your match line-item requirements at this time – that will be done during contract negotiations at the end.
 - Address the match question in your budget narrative.
- The budget form in the application is a sample to allow for flexibility – agencies can create their own line-item budget, they just need to make sure they are capturing all of the required information.
- The data sheet needs to describe the primary and secondary victim services since it's all allowable under VOCA.

- There will not be funds shifted from one category to another.
- Supportive services are services provided to support victim services like accounting, grants, etc.
- Make sure you include estimates on the number of victims served based on previous data even if you used GR or ARPA funds.

Please note: Questions related to the IFB (Application) need to be submitted to Ann Perkins (ann.perkins@dss.mo.gov) with Procurement so the questions are documented, and we can make any necessary changes/updates to the Application.

- Also reach out to Ann if you are having problems reaching someone at MOVERS to help you get into Spend Authorized status.

Please note: The amended IFB (Application) will be uploaded in MOVERS with all the changes discussed during the meeting and any others to follow via email to Procurement.