

## **Answers to Questions Submitted for WIOA Title I Youth Funds RFP Held on June 22, 2018 at 10:00 a.m.**

### **1. Employer Performance Measures, p.12:**

- There was no question asked by vendor present about employer performance indicators, but Jim Parcels, Director of Planning and Youth Programs, did give an update.

**The DOL struggled with trying to define this because the law has not defined the measures. The DOL is looking at several possible methods. One is a retention measure of participants where they look at participants employed in the 2nd quarter after exit and if they are still employed in the 4th quarter after exit and working with the same employer. The DOL may develop a ratio to use but nothing is set yet.**

**Another possibility is measuring the number of employers that are accessing services through the Career Center and what percentage are repeat employers, but we are not sure if the percentage is broken down by area wide or by measuring in reference to adults, dislocated workers, and/or youth.**

**Nothing is official yet.**

### **2. Cover sheet and copies:**

- You indicated in the RFP that the price proposal is separate and to be submitted in a separate, sealed envelope and not to make any mention of dollar amounts in the narrative, but the cover sheet includes dollar amount, is that accurate?

**Answer: The cover sheet on page 20 of the RFP will be amended without any reference to proposed budget amount. We will repost the cover sheet on the website. Before reviewing, we will remove any cover sheets with listed proposal price amounts.**

- Can you clarify what you want one copy of and what you want six copies of from the checklist on page 21? On page 13, it specifies the vendor should submit six copies of the narrative and six copies of the budget but only one copy of "forms and attachments"? What would you consider "forms and attachments"?

**Answer: Page 21 of the RFP has been amended and re-posted to be clearer about submission requirements and numbers of copies.**

**Six copies of the Narrative and required attachments, and one of the signed Certificate on Non-Collusion and Audit in in one envelope.**

**Six copies of the budget in a separate envelope.**

**3. Budget documents:**

- On page 6, is it acceptable to amend the form to include some additional categories for fringe benefits?

**Answer: Yes.**

- On page 8, under facilities, there is a column for rate per square foot per year, is this the rate for the total facility or just what is being proposed to be billed to the WIOA Title I Youth RFP?

**Answer: List the rate being calculated as appropriate to the fair share criteria in the OMB Uniform Guidance.**

- Same thing for staffing, do you need the proposed percentage of time devoted to WIOA Title I Youth RFP or for all staff?

**Answer: We want the percentage of time of people charged to the WIOA Youth grant project.**

- In the budget, under “facilities”, there is a rate per square foot per year, do you need the total cost of facilities charged to all programs or just the cost charged to the WIOA Title I Youth RFP?

**Answer: We need just the cost to be charged to the WIOA Youth grant project.**

- On page 10, under “instructional equipment” there is a square feet and utility included, is that an error? Should it just be cost prorated and amount?

**Answer: Yes, that is an error. Ignore the number of square feet, rate/square feet per year, and utility included columns and just include the cost pro-rated, number of months and amount columns.**

- Can you clarify on the sub-recipient leverage resources, what is considered a cash amount? What is considered in-kind amount? What kind of documentation/monitoring will be required for each?

**Answer: Cash amounts are expenses paid by the sub-recipient using funds from other sources. In-kind amounts are items or services donated by 3rd-party entities and are valued by either their cost to the 3rd-party or fair market value (2 CFR 200.306).**

**4. Leverage funds:**

- Leveraged funds are not required but encouraged and leveraged funds included in the proposal become part of the contract. Does this subject the leverage funds to the same amount of monitoring as WIOA funds?

**Answer: Leveraged resources are not required by this RFP. They are invited in order to understand the proposer's knowledge and use of community partner resources and support. No documentation will be required, but in programmatic reviews, the sub-recipient will be asked to describe their use of leveraged resources identified in the proposal.**

- Assuming the above is true, how do the vendors handle projected leverage funds that are projected awards if they do not have a specific dollar amount?

**Answer: We suggest you include in the leverage only those resources and dollar amounts that you are confident will be available.**

**5. Rating criteria:**

- Are you able to elaborate on the rating criteria for the budget of the price proposal?

**Answer: We have not broken that down to a numerical rating. Refer to page 19 of the RFP for guidance: "Budget forms are complete, and budget narrative gives a clear and reasonable picture of cost calculations. Stipulations regarding distribution of resources between in-school and out-of-school youth populations, and the required minimum for work experience are followed. Other resources leveraged to support the program demonstrate good program integration and cost effectiveness."**

- Are there various points awarded to each section of the narrative as there had been in the past?

**Answer: No, 30b does not allow for a points rating system. It requires that we use the Highly Advantageous, Advantageous, Not Advantageous scale.**

- 6. Will questions after the bidders conference be answered and then posted to the website right away?**

**Answer: Yes.**