

---

# **EASTERN AREA WORKFORCE DEVELOPMENT BOARD**

*A Proud Partner of the American Job Center Network*

---

Title I Youth Services  
Request for Proposal  
Respondent Questions  
May 1, 2019

The following questions were either submitted at the Pre-Bidder's conference or in a subsequent request.

**1-Please state where the RFP definitions are located.**

There are no formal definitions included in the RFP. Any definition occurs incidentally or should be a point of research or existing knowledge of the respondent.

**2-Electronic responses.**

A reply email confirming receipt will be sent for Mandatory letters of intent and for the proposal submission.

**3-Sample contract.**

A sample contract has not been provided. The contents of the RFP response will form the basis of the contract.

**4-Who is the One Stop Operator?**

Currently, the EAWDB serves as the One Stop Operator and has assigned a staff person to that position. The EAWDB is currently requesting proposals for the One Stop Operator and anticipates a responsive bid.

**5-Required program elements.**

The EAWDB reaffirms that there are 14 required program elements identified in the Workforce Innovation and Opportunity Act (WIOA)

**6-Timely data.**

For the purposes of responding, timely data is a discretionary term determined by the referenced item.

**7-VOSS requirements**

The successful respondent will be required to use the NM DWS VOSS system and is responsible for identifying staff VOSS training issues.

**8-Performance Outcomes**

Performance measures both Federal and any board-determined will be negotiated during contract negotiations.

**9-Orderly Transition**

The successful respondent if it is not the incumbent will be required to participate in transition activities and negotiate funds for reimbursement of those activities.

**Administrative Office: PO Box 2546, Roswell, NM 88202  
Phone: 505-343-7612**

## **10-Certifications, Assurances, and References**

Certifications, assurances, and reference request information will be provided to those entities who have submitted a letter of intent. These will be emailed no later than May 1, 2019.

## **11-Bonus section**

Respondents should ignore any reference to a bonus section. A prior RFP made use of a model and some of the references were not deleted.

## **12-Budget**

Budget pages will be provided to those entities who have submitted a letter of intent. These will be emailed no later than May 1, 2019.

## **13-Complete RFP**

The Certifications and Assurances were not issued with the RFP but will be provided at a later date to respondent entities.

## **14-RFP amount**

The anticipated award amount includes participant supportive services and work experience.

## **15-Shared current staffing**

Staffing can be shared. The current .5 youth career coach in Artesia is .5 youth and .5 adult DW and this has been done through a separate MOU between those 2 providers.

## **16-Contractor offices**

WIOA encourages and the EAWDB expects that Youth Service staff will be housed primarily in the existing One Stop service centers.

## **17-Current One Stop Offices**

There are 7 One Stop offices in the eastern area.

## **18-Current staffing-What are the current staffing positions? What are the current salaries for each position other than the Project Director? (II.C.30) How are staff distributed to the seven centers? (Page 6, second hollow bullet)-**

The incumbent employs 7.5 FTE field staff along with a .5 FTE quality assurance position and 1.0 program manager. Additional staff are billed according to the incumbents' Indirect Cost Rate agreement. Budgeted salaries for all career coaches is \$234,027 (not including project director). Salary information per person is not available. The board is interested in what the proposer will put forward for staffing patterns and service delivery based on the requested services rather than a model based on the incumbent provider.

## **19-Financial Stability**

There is no required form however respondents should submit a narrative describing current grants, contracts, etc along with a .pdf attachment of the most recent fiscal audit. Also, the questionnaire concerning financial stability is provided with the Certification and Assurances packet should be filled out and submitted with the RFP Response.

**Administrative Office: PO Box 2546, Roswell, NM 88202  
Phone: 505-343-7612**

**20-Current Caseload Monthly & Annually (budget related)**

Budgeted case load is 280 participants annually which caseloads can vary monthly depending on services being provided.

**21-Current percentage distribution of caseload between ISY and OSY. Current Percentage of Expenditures between ISY and OSY-**

Currently 9% of Youth are In of School Youth and 91% are Out of School Youth. Current percentage of expenditures between ISY and OSY is 9 % and 91%, respectively.

**22-The Youth RFP Proposal Format requests Organizational Experience and Organizational References but does not give any specifics as to what is required for either of those elements? For references, how many? Letters or just contact info?**

For organizational experience we are looking for evidence that the organization has experience that aligns with the services being procured under the RFP. For organizational references please submit contact information for 3 organizations (again relating to the services being procured). Please refer to the organizational reference questionnaire located in the Certifications and Assurances Packet which should then be submitted to the organization that will be providing references then they are to send their response directly to the procurement manager rather than to be submitted with the proposal. Specifics concerning what information is required by your references is contained in the questionnaire.

**23- Is the request for Organizational Experience the same as our responses to Experience and Qualifications as a Mandatory Specification? Do you want the same information in both places or will one response be a form and the other narrative?**

The one place is sufficient but it is expected that as your service delivery model, plan or design is detailed in the scope of work, the experience relevant to that would be part of the description of why you would be proposing that.

**24-The Proposal Format outline requests Desirable Specification (Bonus Sections (IV) A6&7) but the numbering of their sections only goes to 6. Please clarify that sections 6 & 7 are actually the Real-Time Indicators for Youth and the Service Elements Delivery Plan, and that both of those are to be completed and included in our submission?**

Yes our apologies that section is now what you are proposing to measure progress that should lead to positive federal performance. There had been a bonus section for a logic model which we removed from the requirements due to the shorter response time for this RFP from the last one.

**25- Please confirm what is needed to meet the requirement “2. Listing of all contracts and grant agreements for references.”**

Please provide a list of the current grant agreements/contracts that you have and their contact information for our offices to be able to contact for reference.