

## RFP Questions

The following is a compilation of all questions received regarding the request for proposal issued for adult, dislocated worker and youth services.

### General Questions

Q: If a respondent wishes to respond to both, Youth & Adult/DW, are two separate narratives required? Are two separate budgets required?

A: The narrative can be one narrative but must address the requirements for both programs. The Budget can be a single budget however the youth funds cannot be co-mingled with adult/DW as the in/out of school youth and work experience funding have separate tracking requirements. However, braiding of funding delineated through an approved cost allocation plan is allowed and can be addressed during contract negotiations if needed.

Q: Are all certifications and assurances required to be submitted with the proposal? If so, where should they be included within the proposed format?

A: As attachments

### Page Specific Questions

Q: Page 12: General Requirements – Acceptance of Conditions Governing the Procurement Potential Offerors must indicate their acceptance of the Conditions Governing the Procurement section in the letter of transmittal. Submission of a proposal constitutes acceptance of the Evaluation Factors contained in Section V of this RFP.

1. Clarification of Conditions Governing the Procurement section is needed.
2. Where is Section V of the RFP in reference to the evaluation factors?

A: The conditions governing the procurement refers to the timeline and sequence of events outlined in the RFP. The Section V referenced is actually a bad reference and should be Section IV Titled specifications. Under that heading Each Scope of Work section (Adult/DW or Youth) has 7 evaluation segments (5 structural and 2 bonus) that are comprised of a series of necessary responses and requirements and the maximum points possible for that segment. That is what is being referred to.

### Page 15: Sample Contract

Q: Item 15 contract terms and conditions references a sample contract what/where is this.

A: The RFP scope of work with the required forms is the sample contract.

### Page 20: Proposed Formatting

Q: Please clarify 1.D.-What type of response is requested?

A: F.2.-Organizational references - How are we to include these if they are supposed to be sent directly to the procurement manager and who is responding to the questionnaire?

Q: Respondee should submit a listing and contact information of each reference so that the issuer will know whom to expect references from.

Q: F.3-Mandatory Specifications – Youth Specific

A: Respondee should only provide a response if it is applicable to the portion of the RFP they are responding to.

Q: F.4.-Mandatory specifications Sections

A: Respondee should only provide a response if it is applicable to the portion of the RFP they are responding to.

Q: F.5.-Financial Stability

A: Respondee should provide the link to the most current audit available at the State Auditor’s office. In cases where an entity does not submit audits to the SAO, the respondee may provide a hard copy of their most recent financial statements and audit.

Q: F.6.-Performance Surety Bond

A: In lieu of a bond, the respondee should provide a copy of current general liability policy and the Officers & Directors policy, if applicable. The performance and surety bond is included in the event a for profit entity responds.

Q: F.7.-Campaign Contribution Form

A: Please provide the signed campaign contribution form found in the attachments as Certification D-3.

Q: G. “Any other government grant awards”

A: Respondee should list each other grant award separately in either a Word or Excel document that shows the following:

Grant Name	Grantor	Award Amount
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**Page 3 – Attachments & Certifications**

Q: Budget Request for One Stop Operator: Hours & Percentage of cost

A: Respondee should use To Be Determined in this area. Request for further information will be made at a future date pending the establishment of the One Stop Operator and associated costs.

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Q: 3.Program Design/Service Delivery Plan- Outline a strategy to leverage and coordinate community and public resources for lay-offs promoting a seamless delivery of services to affected workers. Does this need to be answered in a youth proposal?

A: Yes. This is a question designed to reflect a portion of the service model for collaboration and co-enrollment of youth 18-24 that may have varying levels of attachment to the workforce and could potentially be dislocated workers.

Q: Describe the eligibility, assessment, case management, and counseling services that will be provided to adults and dislocated workers in an integrated system. Is this in reference to the Scope of Work of the Youth, or referenced to the collaboration and partnership with the Adult/Dislocated Worker Program?

A: This should read “youth”.

#### **Page 24**

Q: Complete the Service Elements Delivery Plan here. A Word version to be completed is located in Appendix A. Is it the intent of Appendix A to exclude 3 of the 14 program elements?

A: No. Please respond inclusive of all 14 elements.

#### **Page 25 Performance Outcomes:**

Q: “The EAWDB is seeking a vendor to implement 3 interim performance measures.” Which 3 measures is the EAWDB seeking a vendor to implement? The Performance measure chart indicates 4 measures.

A: The column titled “Real Time Interim Indicator” lists 3 interim indicators that are baseline indicators for the 5 federal WIOA measures listed under the WIOA measure column.