

Q&A for RFP#47 WIA Youth Services
UPDATED February 13, 2008

Q: Our agency (bidder) has created a “**partnership in-kind match letter**” under our letterhead that includes a partner’s organization name, the amount of in-kind they are providing our program, and a signature from the partner organization’s authorized representative. Can both the bidders signature and the partner organization’s signature be included on the same “partnership in-kind match letter”, or is it required that each partner organization demonstrate their in-kind match support on their own letterhead?

A: The RFP does not preclude nor require that match support letters be submitted on a partner’s letterhead. However, as the RFP indicates, the purpose of match funding provided by the partner should be made clear in any match letter(s) submitted with proposals.

Q: The RFP application and instructions indicate a certificate of insurance should accompany proposals. Is this accurate, or will the requirement be more appropriate upon finalization of an awarded subcontract?

A: No, a certificate of insurance WILL NOT BE REQUIRED with submitted proposals. It is correct that such liability insurance will be required before finalization of subcontracts with successful bidders.

Q: Regarding the question, "Describe the organization's success in meeting WIA performance benchmarks", does ETD staff have specific information for each region so that we (current WIA Youth Program Operators) can accurately answer that question? I did receive a summary that includes participants, #'s of enrollees, #'s of exited youth, primary goals, and primary goals attained.

A: Yes, the Employment Training Division (ETD) compiles data provided from each region into a single youth participant report conveyed electronically to the State on a regular basis. ETD has provided all regions with the summary data described in the question above. ETD has not been expected to report specific percentage of benchmarks attained for each region.

Q: Will a broad answer to the question above be sufficient enough or does each region need to get a specific percentage of benchmarks attained by our youths?

A: Yes, a "broad" answer describing success is adequate for answering this question. Stating the “specific percentage of benchmarks attained by our youths” is not required to answer this question.

Q: I'm using the RFA template on which to answer the questions. I answer the questions right on the downloaded application. But now I'm wondering how you figure out the page limit compliance if it's on your template. Should I have created a new document that just answers the questions?

A: No, do not create a new document. RFP Application instructions (top of page one) states “Complete all information on this application. Incomplete applications will be disqualified.

Maximum of 20 pages for entire application, plus required attachments, such as single audit report and matching fund letters.”

Q: On the RFP #47 Application (page 8) what does "cost efficiencies" mean? The amount of match or in-kind has already been indicated on Table E, what else are you looking for?

A: Describing “cost efficiencies” should:

- Be a narrative that explains the “match or in-kind already indicated in Table E.”
 - Describe how and what aspects of the WIA program will benefit from having non-WIA monies folded into the comprehensive youth program.
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Q: Please describe what "Direct Youth Services" are. For example:

- A WIA-funded case manager is providing services including career exploration, and/or other assessment type activities with a youth, or
- A youth is at a work experience worksite and the WIA-funded case manager is checking in to make sure everything is progressing well with the placement, or
- A job site supervisor calls and asks the WIA-funded case manager to help out because the youth is screwing up.

Can these activities be called “Direct Youth Services”?

A: No. In the cases described above, a WIA-funded position is delivering the case management service. It should be listed in the Personnel line item of budget.

HOWEVER, if a non-WIA resource provides the case management services described above, such services can be considered a “Direct Youth Service” for purposes of determining a program’s ratio of direct youth service costs to Personnel/Non-Personnel costs.

Q: In regard to the StepUp Coordinator – who signs the Letter of Intent for the Probation and Department of Health & Human Services piece (of the match)?

A: County Departments participating in StepUp are not yet authorized to sign for purposes of this type of match. Monies are not yet approved for allocation to fund the StepUp Coordinator or work experience piece of 2008 StepUp. The Board of Supervisors will likely not review the StepUp Memorandum of Agreement for approval until March or April 2008. Thus, match commitments from Probation or DHHS would be premature for purposes of this RFP. However, bidders are encouraged to describe HOW they will work with the coordinator after July 1, especially as it relates to the 10 Youth Program Elements.
