

## May 15, 2018 – Out of School Youth & Young Adult RFP Q & A

**Question 1:** Does Appendix C assist with the calculation of the Minimum Participant Cost Rate (MPCR)?

**Answer 1:** Yes. Line 24 of Appendix C, line 24 provides the description on how to calculate the MPCR.

**Question 2:** If the realignment of Workforce Area's is approved, will there be an amendment to the RFP to take into the account of the three new counties?

**Answer 2:** Yes. Bidders should be prepared and at some measure, to describe the services, if the other counties are to be added.

### **ADDITIONAL INFORMATION REGARDING LWDA1 COUNTIES:**

On May 11, 2018, the State Workforce Board passed a measure to realign local workforce development areas. Current LWDA1 counties are Carter, Johnson, Sullivan, Washington, and Unicoi. The realignment adds Hawkins, Hancock, and Greene counties to LWDA1. Additional transitional information will be made available as it is released by the Tennessee Department of Labor and Workforce Development. Respondents should be prepared and at some measure, to describe the services to all eight (8) counties, if they intend to provide services to all counties in LWDA1. Respondents are not requires to bid on all eight (8) counties.

**Question 3:** Due to the state workforce board meeting on May 11 (that decides if the realignment will take place), will there be a change in the RFP response deadline?

**Answer 3:** At this time, there will not be a change in the deadline. An update may be available after the May 11 meeting.

There is no change in the deadline. The response due date remains May 31, 2018 by 4:30 pm (EDT).

**Question 4:** If a current WIOA Youth Provider receives the contract, and they have a current In School case load, what will happen to that case load?

**Answer 4:** WIOA allows 25% of youth funds for the In School program. If a bidder would like to include their current In School case load, to complete the services for those currently enrolled, this is acceptable.

**Question 5:** Should proposals include the 14 elements and the design framework?

**Answer 5:** Yes. Proposals need to describe how the 14 elements will be provided as well as the design framework.

**Question 6:** Will follow up services be provided by WIOA Career Specialist?

**Answer 6:** The Youth & Young Adult Service Provider will continue to collaborate with WIOA Title 1 Career Specialist and be more directly involved in the follow up service.

**Question 7:** Can a bidder bid on one, two, five or eight counties?

**Answer 7:** Bidders should do what is best for their circumstances. Preference is five and three but all proposals will be considered. One or more contracts can be awarded.

**Question 8:** In the Appendix C.1., there is a column entitled Maximum Cost/Client. How is this calculated? For example, if we say that 75 clients will received "Employability Training", how is the cost figured for this?

**Answer 8:** This cost is determined by the employability training you intend to provide. Some considerations: what type of training, cost, can a partner provide this for no cost, if there is a cost, and does it fit within the amount allocated for participant costs? This worksheet helps to provide a clearer picture of the full-range of services being proposed.

**Question 9:** Appendix C, pages 28-29 of the RFP. Line 13 indicates "Administration (Not to exceed 10%)". We assume that applies to 10% of all the costs estimated in lines 1 – 12, since at the top of page 29, number 14 instructs us to add lines 1 – 13. This seems to eliminate Admin or "Indirect" costs being charged for Section B, including line 19, participants' wages and benefits. For us, line 19 is the largest single cost category, almost half of our proposed budget. Are we correct in understanding that admin costs cannot be added to Section B? We hope that is not the case since the hiring procedures for participants, the timekeeping of their hours and payments to the participants is actually the most administratively burdensome aspect of this program. ETSU spends considerable time in the Office of Human Resources, Payroll and Accounts Payable process aspects of this grant. The elimination of participant wages from the calculation of the 10% Admin cost essentially reduces the overall Admin rate to five percent. In previous contracts, indirect was allowed for all costs. Is this a mistake?

**Answer 9:** An area of correction has been identified. Please see Addendum online at [www.netwdb.org](http://www.netwdb.org) and [www.ab-t.org](http://www.ab-t.org), Appendix C: Budget Form, pp. 28 – 29. The 10% Administration cost applies to Budget Sections A General Operations Costs and Section B Participant Costs.

**Question 10:** Appendix C.1 on page 30 of the RFP presents the “Participant Activity Budget Worksheet”. Our question is about the column “Maximum Cost/Client”, which we assume is to be read as the “program cost” of that activity divided by the estimated number of clients. Is that assumption correct? For example, under “A. Transitional Activities”, Item 1 is “Tutoring, Study Skills, and Instruction”. If we estimate that, for example, 40 participants will receive tutoring, study skills training or instruction, and in line 17 of the budget we have \$20,000, do we then divide 20,000 by 40 to get \$500 as the “Maximum Cost/Client”?

**Answer 10:** Correct. Please see Addendum online at [www.netwdb.org](http://www.netwdb.org) and [www.ab-t.org](http://www.ab-t.org). A column heading on Appendix C.1: Participant Activity Budget Worksheet was changed from “Maximum Cost/Client” to “Cost per Participant” for clarity.

**Question 11:** Page 29, question number 17, what types of services exactly are considered “Transitional Activities”?

**Answer 11:** Transitional activities are ones that “help youth prepare for and transition to postsecondary education and training”, 20 CRF 681. For additional information, please see TEGL 21-16, which explains each of the 14 elements.