

## RFP Questions and Answers

1. On page 17 of the WIOA Youth and Young Adult RFP under Submission of Most Recent Audit, it states:

As a recipient of WIOA funds, applicants must have an annual financial and compliance audit performed. The audits must be conducted in accordance with auditing standards set forth under the Single Audit Act Amendment of 1996 and revised OMB 2 CFR Chapter I and II, Part 200. For all for-profit businesses, proposers must have an annual financial and compliance audit performed under Generally Accepted Accounting Standards by an independent auditor. A copy of the audit will be forwarded to the RWDB/ IWD. The audit should be submitted within 30 days after the completion of the audit, but no later than six months after the end of the audit period.

Does the audit copy that needs to be forwarded to the RWDB/IWD in the 4th sentence only apply to for-profit businesses mentioned in the 3rd sentence? **The audit copy must be submitted for both profit and non-profit organizations. For- profits are now subject to the same guidelines as those imposed on government entities and non-profits. The Uniform Guide applies and rules related to when they must have a Single Audit and when a program audit.**

2. Is the organization chart requested in the RFP part of the 25 pages under program content or is it an attachment? Are attachments in that section excluded from the 25 page limit?

**The organizational chart is part of the required attachments, so is excluded from the 25 page limit.**

3. What are the detail requirements of an organization chart?

**The organizational chart requirements must show where /how WIOA "fits in" with the organizational structure of the proposed bidder.**

4. The RFP states that Administrative costs must be clearly identified and defined in the Budget and Budget Narrative. Do you know or do we need to ask how they want it shown? Within administrative there are wages, Leave, and line items but there is not column in the Budget Templates they have in the RFP and I am not sure if the total admin is shown as a line templates as a total and in the narrative does it get broken down or how is it shown?

**The administrative costs should be included in the "other" line item in the budget... there are lines specifically for staff wages, benefits, etc.**

5. For the budget information request in each RFP, are they specifically looking for figures on a one year budget?

**Yes, the RFP is for one fiscal year, with options for up to three years**

6. Are we allowed to reference certain attachments in the RFP responses and then add those printed attachments at the end of the document as supporting documentation?

You are allowed to reference attachments, but only those that are required in the RFP. Other attachments will not be accepted.

7. Page 26 of the WIOA Youth and Young Adult Services RFP states, "Check the box that most appropriately describes your organization." How do we complete that request when there are no boxes listed on the document?

The final template has boxes on the cover sheet... you can circle the organization or insert if there are no boxes on your copy.

8. Most job descriptions are not formatted in the required RFP template. Are we to rewrite job descriptions to match the RFP formatting requirements? Are attachments required to follow the RFP formatting requirements?

You do not have to re-write your job descriptions if they are in a different format. These are attachments to the document.

9. Is it allowed to have Joint Service Providers? For instance in Region 1, UERPC covers the northern six counties and ECIA covers the 2 southern counties.

The board will select service providers based on individual proposals and cost effectiveness. A region may have more than one service provider, but each has to have their own proposal.

10. For the below question on the RFP, just to clarify, is it asking about recruitment of youth or of youth staff training?

- a. Describe the approach for recruitment, training, staff development and support for all staff involved in the program. Include how the approach to staffing takes into account the varied needs of youth served.

This question refers to youth staff

11. Staff members typically work and are funded by Adult/DW/Youth programs. Within Budget Detail of both RFPs, are we required to estimate the hours per staff member working on each program over the next 1-3 years? Example: A Youth Specialist (primary funding and work area is ISY-OSY) works with A/DWs 10-25% of their time. Shall we include their 10-25% time on the A/DW staffing list?

This question asks for the number of staff planned for each of the programs. It does not ask how you are dividing time for programs.

12. Are the RFP cover page templates designed with the RFP formatting requirements in mind?
  - a. If not, are the cover pages exempt from the formatting requirements?
    - i. Example: 1 inch margins are not adhered to within the designed templates.
  - b. If yes, are bidders allowed to adjust the cover pages templates to fit required information on one page?

The RFP cover page is considered an attachment, so the formatting does not apply.

13. Indirect Cost Rate: As a current service provider, are we required to post the current negotiated Indirect Cost Rate or the proposed negotiated rate as of July 1, 2016?

The approved indirect cost rate for your organization.

14. Submission of Most Recent Audit: As a not for profit bidder and current A/DW/Youth service provider, are we required to provide our most recent organization-wide audit or program specific financial monitoring and quality assurance reports issued by IWD?

The organization must provide the most recent audit for their organization performed by an outside auditor.

15. What is the definition of the following statement, "Youth/Young Adults to be served?"
- Case managed youth, skills floor, or non-case managed (ISY receiving basic career/informational services. eg. LMI presentations)?

Case managed youth that are enrolled in the program.

16. In the A/DW RFP, under "connecting job seeker services and Employer services", 2<sup>nd</sup> bullet: it says that Business services rep/job placement staff will work under the functional supervision of the IWD Operations manager. Does this need to be detailed in the response?

It is not required to be put in the response, it is there for clarification

17. Under "Expectations" next to last bullet: it says the respondent is expected "...to meet the required hours of operation and State government holiday schedule". Does this need to be detailed in the response (including what schedule, we will agree to)?

It is recommended that this is included in the narrative so that the bidders agree to meet these expectations.

18. We have three grants that we are working in our region (one DEI and two DW neg's). Do we include those individuals in the org chart and do we need an overview of the individuals?

As a current service provider, it is recommended that you include those in your organizational chart.

19. Proposed Budget Section, please define "Total Number of Youth/Young Adults to be Served"

What is the number of youth/young adults the organization plans to enroll in the program? This should also include those individuals currently enrolled in WIA and transitioned to WIOA.

20. Page 6 Funding Availability Section:

- Does the estimated total of funding available for each year allow for the entirety to be budgeted by the provider for Program and Administrative expenses, or is it anticipated that additional funds would also be deducted for Board Administrative support and/or IT support expenses or other purposes? If deductions are expected, please estimate the total to be deducted.

The budget availability is provided as a guide for planning purposes for program and administrative expenses.

21. Does the total budgeted allow for any carryover funds. If not, can our budget reflect the anticipation of the receipt of these funds?

The budget figures that have been provided do not include carryover. The budget needs to reflect the figures provided.

22. Page 14 Subcontracts Section:

- a. How do we define sub-contractor vs vendor? According to the OMB Circular A-133 Section B.210 definition of sub-contractors vs vendors, we interpret that any service purchased, such as tutoring or paying an entity to provide computer training for a group of participants, would be considered a vendor and not a sub-contractor. Please confirm.

Vendors are not considered sub-contractors.

23. Page 14 Linkages and Outreach Section:

- a. How are we expected to demonstrate “linkages with human service agencies” in this RFP – through the narrative or with actual copies of memorandums of understanding? If the latter, do memorandums of understanding need to be provided at the time of application or after the service provider is selected?

Linkages to other human service agencies can be included in the narrative, but would recommend the bidder reference the MOU, it does not have to be attached to the RFP

- b. This is also referenced in the Partnerships section of the Evaluation Criteria in Appendix D, when we are asked to “provide evidence of established relationship and commitments of cooperating agencies.” Should this be addressed through narrative or through memorandums of understanding? If the latter, do memorandums of understanding need to be provided at the time of application or after the service provider is selected?

The narrative is all that is required to determine those partnerships.

24. Can you provide a Word version of the RFP for formatting?

Yes

25. Do both the RWDB and CEO boards need to approve the selection of the applicant?

The Regional Workforce Development Board must approve the selection of the service provider.