

1. On page 16 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. 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.**

5. 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.**

6. 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.

7. What is the definition of “participant” within each RFP?

A participant is an eligible, enrolled and case managed individual.

8. What is the definition of the following statement, “Youth/Young Adults to be served?”

a. 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.

9. 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.

10. Page 6 Funding Availability Section:

a. 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.

11. 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.

12. 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

13. 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.

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

Yes

15. 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.