

RFP Questions

1. 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?
 - a. The organizational chart is part of the required attachments, so is excluded from the 25 page limit.
2. What are the detail requirements of an organization chart?
 - a. The organizational chart requirements must show where /how WIOA “fits in” with the organizational structure of the proposed bidder.
3. The RFP states that Administrative costs must be clearly identified and defined in the Budget and Budget Narrative. How are these administrative costs to be reflected in the Budget Template?
 - a. Administrative costs will be put in the “other” line item.
4. For the budget information request in each RFP, are they specifically looking for figures on a one year budget?
 - a. Yes, the RFP is for one fiscal year, with options for up to three years
5. 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?
 - a. You are allowed to reference attachments, but only those that are required in the RFP. Other attachments will not be accepted.
6. 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?
 - a. You do not have to re-write your job descriptions if they are in a different format. These are attachments to the document.
7. 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.
 - a- This question refers to youth staff
8. 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?
 - a. 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.
9. 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?
 - a- The RFP cover page is considered an attachment, so the formatting does not apply.
10. 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?
 - a. The approved indirect cost rate for your organization.
11. Submission of Most Recent Audit: As a 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?
 - a. The organization must provide the most recent audit for their organization performed by an outside auditor.
12. 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)?
 - a- Case managed youth that are enrolled in the program.
13. Proposed Budget Section, please define “Total Number of Youth/Young Adults to be Served”

- a. 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.

14. 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.

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

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

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

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

- a. Yes

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

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

18. On the Adult/DW it notes that Trade Act Services are integrated with Dislocated Worker services. Will additional funding be provided for the Trade Act Services?

- a. Trade Act funding is available when there is an approved dislocation. In Iowa, trade act participants are co-enrolled in dislocated worker program.