

**Career Services & Youth Services
Q & A**

1. **Q. Will the contractor be responsible for locating a site and paying the lease costs out of the funding allocation?**
- A. The contractor will need to secure space and may choose to pay lease costs out of the allocation if all other spending requirements are met. Note that the Employment Development Department is in the process of defining the requirements for the use of Title 1 funding to pay for these types of costs for Satellite One-Stop Centers. It is anticipated that these requirements would take effect July 1, 2016.

2. **Q. [REDACTED] is a for-profit company. Do you think this will be an issue?**
- A. Our only focus will be on income generated by activities performed and funded via the WIOA contract award. Program income may only be used for activities that would be allowable under the grant award. If program income is generated it would need to be added to your contract award amount and expended by your organization for services defined in the contract or a check would need to be made payable back to Golden Sierra Job Training Agency.

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Program Income Requirement: USDOL requires that all income generated under any WIOA contract shall be reported and used to further program objectives. Any organizations proposing program income must provide a set of measurable deliverables. Program income is required to be spent prior to use of WIOA funds.

For Profit: Contractors proposing for profit contracts must propose criteria/deliverables for profit and a schedule of payment as part of the budget narrative. Profit margins shall not exceed five percent (5%) of the Contract. Criteria for Profit will be reviewed and included in negotiating final contracts.

3. **Q. We have an approved indirect rate. Will there be a cap on the amount of indirect the contractor can charge?**
- A. Yes, there is a cap on the use of expenditures allocated via an indirect cost rate of 5%. These items are defined on pages 34 and 39 of the RFP.
4. **Q. Does an organization have to be approved to offer the career services in order to do the training, or could an organization just apply to offer the training services under this RFP?**
- A. Training services would continue to be offered the way they are currently, where a client meets with GSJTA and the JTA can contract with a training provider like [REDACTED] on an individual contract basis.

Everything will stay the same, and there is no need to apply as long as the courses are on the ETPL they are eligible for WIOA for those courses.

5. **Q. On page 39 of RFP (budget section for Youth Services) it states Admin/Indirect cost capped at 5%. Is this percentage correct?**
- A. The 5% cap is only on the Indirect-Administration and doesn't include the Indirect-Program.

6. **Q. It is then lists program staff, Indirect=Admin Staff, and indirect program operating line items, are these part of the 5%. Is this correct?**
- A. No, only the Indirect-Administration is part of the 5%.
7. **Q. If Yes, to the above questions: Having a direct service staff, a 'Youth Specialist' for example, is this cost to be covered under the 5% cap as well?**
- A. N/A – no to previous question
8. **Q. This RFP for Placer County will fund 'work based Learning' activities?**
- A. Correct. Of the available \$70,000 for Placer County, 60% (\$42,000) is required to be expended on direct participant services such as paid and unpaid work experiences that have as a component academic and occupational education. Other examples of work-based learning activities include summer employment, pre-apprenticeship programs, internships, and on-the-job training. The remaining 40% (up to \$28,000) may be expended on the staffing costs associated with the development and management of work based learning activities
9. **Q. Will staff development training activities be an allowable cost?**
- A. Yes, Employee Training is a designated line item under Indirect-Program. RFP Page 34 & 39 and Attachment D & H
10. **Q. Can you give the number of students that were serviced in the WIA Out of School youth program for Placer, El Dorado and Alpine counties for Program Years 2013/2014 and 2014/2015?**

A.

Client Enrollment Classification PY2013-14	Placer County YTD	El Dorado County YTD	Alpine County YTD
Grant			
Youth Out - WIA - 301	111	23	1

Client Enrollment Classification PY2014-15	Placer County YTD	El Dorado County YTD	Alpine County YTD
Grant			
Youth Out - WIA - 301	84	27	1

11. **Q. Is there an expectation for all youth services to be delivered out of the existing Golden Sierra Connections centers?**
- A. No. Services may be delivered from other locations that are accessible and appropriate for youth/young adults.

12. **Q. On page 14, the RFP states that service providers are expected to assist in Workforce System Building activities, with AJCC partners, etc.**

Re: Rapid response, please explain the relationship of the Business Services team and Business services activities that should be provided by the sub-recipient if no Rapid Response dollars are contracted to the sub-recipient.

- A. Rapid Response activities are one form of Business Services available to the business community. The current definition of Rapid Response activities include required, allowable and prohibited activities. Under WIOA, Business Services are a clearly defined allowable activity with the Career Services category. Together the two funding streams should coordinate to provide a full complement of activities benefiting local businesses. Examples of allowable services might include: Coordinated outreach and lead sharing, customized screening and referral of qualified participants to employers, hosting recruitment events, employer forums and job fairs. Ultimately, proposed business services will be the responsibility of the proposer to define based on their knowledge of the needs of the business community for which they propose to serve.

The central business engagement team (funded by Rapid Response) will be working with the business community to ensure that the Rapid Response services are delivered throughout the three county consortiums. In addition, they will provide allowable activities as appropriate. The team will be providing outreach and community awareness of the system and the services available. The team will also work closely with the service providers to help identify employment and or training opportunities for participants. However, service providers should enhance these efforts via career services in order to maximize outcomes for participants. This is also presents a great opportunity to use leveraged funding.

13. **Q. After the letter of intent, you receive the pre-qualification packet; is the packet due back by the 3rd of August?**

- A. Yes

14. **Q. Are there facilities in place that can be used?**

- A. If a partnership has been established you may use those facilities, but if not, you will need to provide your own facilities.

15. **Q. Is Golden Sierra Job Training Agency doing the work in Placer County for career services?**

- A. Golden Sierra provides career services and some youth services in Placer County.

16. **Q. Are there existing facilities/centers within the current consortium, and if so, could there be a change with these facilities/centers?**

- A. Yes, there are currently local centers and this could change depending on your partnership. In addition, Youth services are not always provided through the Career Centers so if you are applying separate from the career services then the youth services need to be coordinated within that system.

17. **Q. Can you submit one proposal for the whole RFP?**

- A. Yes, as long as the structure is followed and all required documents are submitted. Required documentation is found in section 4.5 of the RFP.

18. **Q. If you are submitting a bid for the entire RFP do you want Career Services and Youth Services separated out?**
- A. Only the cover page and table of contents can suffice for both. All other documents must be filled out for each section due to indicating specificity to each section.
19. **Q. How do you access the submitted questions?**
- A. All answers will be posted to rfp.goldensierra.com. In addition, they will be e-mailed to each organization attending the bidder's conference.
20. **Q. Do you have current performance data for Golden Sierra?**
- A. The most relevant data is what is published from the last performance year which is posted on the EDD information bulletin. This will be e-mailed to all attending the bidder's conference.
21. **Q. Are final questions due by the 7th of August?**
- A. Yes, but they will be answered as received and all final questions will be sent to bidders who submit a letter of intent.
22. **Q. When can the pre-qualification packet be expected?**
- A. Early in the week of July 27-31st. In case the document is not released at this time the due date will be modified. It will be electronically sent directly to the person who sent the letter.
23. **Q. Do you prefer the letter of intent sent electronically or mailed?**
- A. Either way is acceptable.
24. **Q. On attachment F the applicant is to indicate if SNAP and SNAP E & T services are available. They are different programs, [REDACTED] provides the SNAP program on site but not SNAP E & T. How would you recommend that I respond?**
- A. Please use the Partner field to note the specific program.
25. **Q. With the minimum wage increase effective January 2016, will there be any adjustments to the contract funding to accommodate this increase and future minimum wage increases?**
- A. No, this is the total award available.
26. **Q. Is a program provider able to contract with an outside entity as the Employer of record (ex.: Community College Foundation) for purposes of payroll processing for paid wages for work experiences for youth participants?**
- A. Yes, however all subcontracts must be approved. In addition, all subcontractors will comply with all language in provider's contract that is applicable.
27. **Q. Pages 33 and 38 of the RFP both reference a cost per enrollment of \$8000.00. Is this the maximum cost or expected cost? The answer to this question will help us determine anticipated total enrollment.**
- A. This is a maximum cost. The maximum cost of the WIOA funded portion of the training including support services.

28. Q. In looking at page 17, there is a bolded statement that says "Funding may be available to provide Training Service as outlined below". Can you please provide more clarification about this? Under what circumstances will these funds be available?

A. Funding will be available to provide Training Service as outlined below. This will be established during the contract negotiation process.

During contract negotiations it will be determined:

- 1.) Who will pay participant invoices for Direct Training expenditures. (Awardee or Agency); and
- 2.) Ratios will be set limiting the use of staffing in order to ensure sufficient Career Service funding remains available to support the case management activities needed to expend Direct Training funding.

RFP Revision 2

29. Q. As we are having discussions about a more integrated system here, will Adult Education, Transitional Employment such as TANF's Subsidized Employment, and programs that combine workplace training with related instruction count towards direct training?

A. Yes, adult education, transitional employment, and programs that combine workplace training with related instruction are considered direct training activities; however, if paid for by partner funding these would be considered leveraged funds outside of the WIOA funded training cap. Reporting of the use of these funds would be subject to leveraged resources guidelines outlined in directive WSD14-1 .

Here's the full list from WIOA section 134:

- Occupational skills training, including training for nontraditional employment;
- On-the-Job Training (OJT);
- Incumbent worker training;
- Programs that combine workplace training with related instruction, which may include cooperative education programs;
- Training programs operated by the private sector;
- Skill upgrading and retraining;
- Entrepreneurial training;
- Transitional jobs;
- Job readiness training provided in combination with items 1-8 above;
- Adult education and literacy activities, including activities of English language acquisition and integrated education and training programs, provided concurrently or in combination with services described above; and
- Customized training conducted with a commitment by an employer to employ an individual upon successful completion of the training.

See also pages 5-6 of directive WSD14-1 . Even though WIA is referenced, it is the current guideline.

In addition, the above listed activities paid for with WIOA funds would be included in the \$8,000 per client cap.

30. Q. RE: Attachment B, Contracting Experience

What kinds of information does this attachment aim to capture? Does it incorporate HHSAs contracting experience with Golden-Sierra? Does it include any sub-contracts HHSAs might have with providers using WIOA money? Does it include any contracts HHSAs has with providers who offer other employment/support services? Or does it include all the 600 contracts that HHSAs administers?

A. What the forms are attempting to capture is a picture of the organization's ability to administer a federal grant program. Previous contracts with Golden Sierra are certainly relevant as would be other WIOA and HHSAs contracts with providers who offer career (employment) or youth services. There is no need to document all 600 contracts administered by HHSAs. RFP is asking for specific contracting experience as it relates to the activities applying for.

- Complete Contracting Experience form (Attachment B) as it applies to Career Services (page 32)
- Complete Contracting Experience form (Attachment B) as it applies to Youth Services (page 36)

31. Q. RE: The budget as outlined in the RFP

The RFP outlines a 17 month contract that begins January 1, 2016? Will there be an overlapping contract period that begins sometime within that period, as per past practice?

A. We anticipate that there will be overlap.

Corrections to RFP:

Rev. 1 – 7/23/15

- Page 33, Section 4.2 (A)(3)(a) and page 38, section 4.3 (A)(3) state that the planned performance rates "must be greater than or equal to the following Golden Sierra planned rates" of \$8,000." The correct language is: "cost must be less than or equal to." The corrected copies were made available.
- Attachments C and G are now available on the website.

Rev. 2 – 8/5/15

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During contract negotiations it will be determined:

- 1.) Who will pay participant invoices for Direct Training expenditures. (Awardee or Agency); and
- 2.) Ratios will be set limiting the use of staffing in order to ensure sufficient Career Service funding remains available to support the case management activities needed to expend Direct Training funding.

32. Q. We have questions that are specific to the Youth Section. Is Golden Sierra looking for big picture contracts that [REDACTED] has with other community agencies for services such as group homes and therapeutic counseling? Or, are you looking for smaller picture experience e.g. youth contracts that we have written through Golden Sierra spending youth dollars?
- A. We are looking for the 4 most relevant contracts that would demonstrate the organization's ability to administer a federal grant program for similar activities.