

Refugee Employment & Training Services (RET)  
RFP  
Offerors' Conference  
Q & A  
September 10, 2018

<b>Email Requests for Clarification/Questions Prior to the Conference:</b>	
<b>1.</b>	<b>Page 7, Item A – Contract start date shall be November 1<sup>st</sup>, 2018. Are current provider contracts being extended until October 30, 2018?</b>
	A response cannot be provided at this time as the question is not applicable to the submission of this RFP.
<b>2.</b>	<b>Page 14, Item 14 – “<i>Job Development Services, shall include...5) register all employment authorized customers in Employ Miami Dade (EMD).</i>” Please describe more in detail this requirement. Is it only creating a profile for the client?</b>
	RET services clients' must have a complete EMD registration with the general information section containing a verified residential and mailing address, a valid telephone number, and e-mail address. The RET services client must also have been assigned an occupation title and occupation code (O*NET code). Additionally, the Background Wizard section must be completed to include the Education Profile, the Employment History with previous hourly wages, O*NET code; as well as an active/online résumé that can be viewed by employers, with a valid telephone number and e-mail address.
<b>3.</b>	<b>Page 15, Item 17 - Career Laddering Services: Is this a mandatory service to be provided by the respondent?</b>
	Yes, Career Laddering is a mandatory service to be provided by the selected Refugee Employment & Training Services respondent.
<b>4.</b>	<b>Page 15, Item 17 - Career Laddering Services: What is the difference between a “CL Placement” and a “Job Placement”? Are CL Placements a separate benchmark from Job Placements? If so, how are these to be identified?</b>
	<ul style="list-style-type: none"> <li>• A Career Laddering (CL) Placement occurs when a RET Services client enrolls in CL, is referred to training, completes training, and is placed in a training related placement.</li> <li>• A Job Placement is a Direct Job Placement (DJP) that is full-time employment (35+ hours) as a result of a referral from the contract for a non-CL client.</li> <li>• Yes, a CL Placement is a separate benchmark from a Job Placement.</li> <li>• A CL Placement is identified as a CL Training Related Placement or CL Non-Training Related Placement. A DJP is identified as placement that occurs within 0-24 months from date of entry or a placement that occurs within 25-60 months from the date of entry.</li> </ul>
<b>5.</b>	<b>Page 15, Item 17 – “<i>Career Laddering services design is anticipated to work in conjunction with referrals to training at DCF funded adult education providers.</i>” :</b> <b>a. Will the contracts for Refugee Employment &amp; Training (RET) Services, include funding for payment of Trainings?</b> <b>b. Which Trainings are allowed for Career Laddering Services?</b>

Refugee Employment & Training Services (RET)  
RFP  
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September 10, 2018

	<p>a. The contract will not include funding for trainings.</p> <p>b. The only trainings that are allowed for Career Laddering Services are SAVES offered by Miami Dade County Public Schools; and REVEST offered by Miami Dade College.</p>
6.	<p><b>Page 15, Item 19 – “<i>The selected Respondent shall ensure that staff is trained; implements concepts learned in training and from technical assistance; and conducts ongoing system and desk reviews to ensure policies and procedures are being followed</i>”</b> The RFP does not include Policies and Procedures, please provide a copy all the Policies and Procedures applicable to this contract for Refugee Employment &amp; Training (RET) Services.</p>
	<p>All applicable policies and procedures will be included as part of the RET Services contract.</p>
7.	<p><b>Page 15, Item D – “Service Delivery Locations”</b> This section does not show locations, may the respondent choose any location within Miami-Dade County to provide Refugee Employment &amp; Training (RET) Services?</p>
	<p>Respondents may propose to provide RET Services within the Career Center(s) or at a non-Career Center location throughout Miami Dade County as indicated in Part I, Section F. Anticipated Term of Contract and Available Funding on Page 6 of the RFP.</p>
8.	<p><b>Page 16, Item F – “In order to maintain stability and minimize any disruption in services, the successful Respondent will be required to retain the current Providers’ staff and staffing levels for the first thirty (30) days of the contract period, as part of the selection process.”</b> Please further explain this statement, since the respondent is proposing location, which staff is it required to be retain for 30 days?</p>
	<p>The staffing level requirement is applicable to a successful respondent that assumes operations/funding and location from another RET contractor that forfeits their contract or is not awarded a contract for their current location. The staff currently employed at the affected location is required to be retained for the first 30 days.</p>
9.	<p><b>Attachment D – References: May respondent list SFWIB as a reference?</b></p>
	<p>No, the respondent should not list the SFWIB as a reference.</p>
10.	<p><b>If a respondent is proposing to offer Refugee Employment and Training Services at multiple locations, should separate budgets be prepared for each location?</b></p>
	<p>A respondent proposing to offer RET services at multiple locations is not required to prepare a separate budget for each location. One budget detailing the location is sufficient.</p>

Refugee Employment & Training Services (RET)  
RFP  
Offerors' Conference  
Q & A  
September 10, 2018

11.	<p><b>Attachment I – Budget Forms: The budget template provides multiple columns for funding sources, which funding sources should be used? Should Career Laddering services be shown on a separate column? Where or how should In-Kind services be presented on the budget form?</b></p>
	<p>A separate column should be used for each funding source – one for Regular Refugee Services, one for Career Laddering, and one for in-kind services.</p>
12.	<p><b>Attachment G – Proposed Deliverables: Cell “A6” does not show data as a monetary value, Cell “C6” shows result as a percentage, Cell “D6” shows result as a monetary value, are these formats accurate, because the format does not correlate to the column title?</b></p>
	<p>Attachment G has been corrected and is now posted on the CSSF website.</p>
13.	<p><b>Page #26 - D. Level 2 Background Screening Requirement</b></p> <p><b>Item #2 - The Level 2 background screening shall be conducted upon award of Contract. The Level 2 background screening records shall be retained as required herein in accordance with the Contract.</b></p> <p><b>For current providers, with employees already with Level 2 Background check, do employees need to re-do the Level 2 background check at the beginning of the contract year in November 2018?</b></p> <p><b>If so, how long or until what date do they have to comply with this request?</b></p>
	<p>Current service providers, who have met the contractual obligation of performing a Level 2 background screening on their current employees and confirmed through the Affirmation/Acknowledgement Form that the screening was completed, are not required to re-screen the affected employees unless certain circumstances apply.</p> <p>Re-screening is required for current employees when the following applies: employment in a new/different position, at the time of re-employment or every five (5) years of consecutive employment.</p>
14.	<p><b>Part IV – Evaluation Process and Selection Criteria – B. Proposal Format, Content, and Organization</b></p> <p><b>Please confirm components 3. <i>Technical Proposal Narrative</i>, 5. <i>Performance Outcomes</i>, and 6. <i>Budget</i> are the only components in which no identifying information is provided. As such, components, 1, 2, 4, 7, 8, and 9 allow the organization’s name to be included.</b></p>
	<p>The Technical Proposal Narrative, Performance Outcomes, Proposed Deliverables, and Budget should be prepared in a manner that ensures there is no information on</p>

Refugee Employment & Training Services (RET)  
RFP  
Offerors' Conference  
Q & A  
September 10, 2018

	any page that identifies the organization submitting the proposal. The alpha-numeric code should be used when required. Identifying information is allowed as indicated in Part IV, B. Proposal Format, Content, and Organization 1, 2, 7, 8, and 9 on pages 17 through 23 of the RFP.
15.	<b>For all components that request separate attachments that are to be saved as a PDF – Please clarify if the attachments should be combined into one PDF overall, one PDF per component, or individual PDF files.</b>
	The attachments should be saved as individual PDF files and appropriately labeled.
16.	<b>Should each component have its own USB flash drive? Or, should one comprehensive USB flash drive be submitted with all materials loaded?</b>
	One USB flash drive should be submitted with all requested materials loaded as indicated on page 17 through 23 of the RFP.
17.	<b>Should each component have its own legible, original unbound paper copy? Or, should one comprehensive original unbound paper copy be submitted with all documents compiled together?</b>
	Respondents are required to submit to the SFWIB one (1) legible, unbound original paper copy, with the pages numbered, and one (1) USB flash drive with documents saved in Microsoft Word with the budget and performance documents saved in a Microsoft Excel file of the completed proposal package components.  Only binder clips or rubber bands should be used to keep copies separate. The USB flash drive should contain the same document provided in hard copy. All versions of the document must have numbered pages.
18.	<b>Component 1. Identifying Data Cover Sheet (Attachment A) – Please confirm Attachment A is NOT required to be included on a USB.</b>
	Only one original hard copy of Attachment A in a sealed envelope is required to be submitted as indicated on page 17 of the RFP.
19.	<b>Component 2. Organizational Experiences/Capabilities – Question 2.b on page 18 requests resumes and job descriptions. Please clarify if these are considered attachments. If yes, should they be provided as part of the attachments for this component or should they be included within the Attachment C document? If they are not considered attachments, do they count towards the 10-page limit for this component?</b>

Refugee Employment & Training Services (RET)  
RFP  
Offerors' Conference  
Q & A  
September 10, 2018

	The resumes of identified staff should be included as an attachment. The 10-page limit excludes applicable attachments.
20.	<b>Component 3. Technical Proposal Narrative – Question 3.a on page 19 of the RFP requests sample flyers and/or outreach materials. Please advise if these documents should be provided as separate attachments or within the narrative response. Additionally, please clarify if the flyers/materials will count towards the 35-page limit for this component. Lastly, if the flyers/materials identify the organization, should we remove the identifying information?</b>
	The 35-page limit excludes applicable attachments. The attachments should be prepared in a manner that ensures there is no information on any page that identifies the organization submitting the proposal.
21.	<b>Component 6. Budget – Page 21 of the RFP indicates Attachment J Budget Narrative Instructions should be provided in paper copy and on the USB Flash Drive. However, Attachment J provides instructions only; it is not a form. Please confirm Attachment J should be provided back in the submission. If yes, please clarify if our budget narrative should be provided within Attachment J or as a separate file (Excel or Word)?</b>
	Attachment J should be submitted in the proposal. The budget narrative should be provided within Attachment J.
22.	<b>Component 9. Operational Documents – Attachment M requests LLC organizations to provide an affidavit that is signed/notarized by all members of the Board (Form 4b2). Our organization’s policy does not allow all members of the Board to sign a single document. In lieu of this, would it be acceptable to provide an affidavit signed/notarized by one member of the Board or an affidavit signed/notarized by the Secretary of the Board on behalf of all members of the Board?</b>
	The Respondent shall submit proof of the organizational documents that prohibit members from signing the affidavit (Attachment M) as well as submit documentation that identifies those who are authorized to sign on behalf of the organization.  The individuals that are permitted to sign on behalf of the organization would sign and notarize the affidavit (Attachment M) and include it as part of the Respondent’s RFP proposal package submission.
	<b>Request for Clarification/Questions at the Conference</b>
23.	<b>Further clarification is requested related to the terms of the contract on page 6, item f, the first paragraph says that the services are for the period of October 1<sup>st</sup></b>

Refugee Employment & Training Services (RET)  
RFP  
Offerors' Conference  
Q & A  
September 10, 2018

	<b>2018 thru September 30<sup>th</sup> but on page 7 the contract start date says November 1<sup>st</sup> 2018. So which / what is the term of the contract and program?</b>
	The term of the contract is from November 1, 2018 through September 30, 2019.
<b>24.</b>	<b>Should the budget be prepared for 11 months rather than 12 months?</b>
	Yes, the budget should be prepared for 11 months.
<b>25.</b>	<b>As clarification, can we use another program other than the refugee program as a reference if it's funded by South Florida Workforce?</b>
	The respondent should use references other than the SFWIB.
<b>26.</b>	<b>This question is regarding career laddering. Can on-the-job training be used as a component to get the client into a placement besides the short term training?</b>
	No, OJT is not a component of this RFP.
<b>27.</b>	<b>On page 6, it states that contracts have ranged from \$525, 000 to \$2 million. Does that mean that you will not entertain a contract for over 2 million?</b>
	The estimated funding award will be contingent on the number of refugees proposed to be served, the number of refugees proposed to be placed in gainful employment, and the number of successful Respondents, as solely determined by the SFWIB. All estimates are subject to the availability of funds received from the Department of Children and Families (DCF) as indicated on page 6 of the RFP.
<b>28.</b>	<b>In Attachment G, I noticed that you only talked about direct placement. That is one of the deliverables. Do we add a line? I understand that career laddering is a required component. Should that be part of it so we can come up with the full dollar amount, and then instead of annualizing it for 12 months, should go for 11 months. Correct?</b> <b>Do I add a line for career laddering?</b>
	Attachment G has been updated to include Career Laddering and 11 months rather than 12 months; and is now posted on the CSSF website.
<b>29.</b>	<b>For clarification, everything that can have the name of the organization goes on one USB and everything else, budget, and everything else on another USB?</b>

Refugee Employment & Training Services (RET)  
RFP  
Offerors' Conference  
Q & A  
September 10, 2018

	<p>Only one (1) USB flash drive should be submitted with the documents saved in Microsoft Word and the budget and performance documents saved in a Microsoft Excel file as indicated on pages 17 through 23 of the RFP.</p> <p>The USB flash drive should contain the following as separate documents including all applicable attachments: Organizational Experiences/Capabilities, Technical Proposal Narrative, Proposed Deliverables, Budget, and Indirect Cost Rate Proposal as specified in the applicable sections of the RFP. The Respondent does not need to submit separate USBs for each document.</p>
<b>30.</b>	<b>I want to know when all the clarifications will be online.</b>
	The projected time frame is approximately three days.
<b>31.</b>	<b>Once clarification is provided, if we can offer OJT's for the career laddering can you also include as part of the clarification how to show it in our budget? Just to clarify, will it be together with career laddering and the budget?</b>
	On-the-Job Training (OJT) should not be included in the budget. This RET Services contract will not include OJT funding.
<b>32.</b>	<b>In the past, we separated our organizational documents that have the name on it in one envelope and everything else in another envelope. Will we continue to separate the two when we submit it in paper format? Will we have one envelope with the technical, the budget, the deliverables, the performance, another one sealed, and an additional sealed or attachment A? Do we have to submit 3 packages? Two sealed and one not. Correct? And should all of the sections be bound together with a rubber band or clip?</b>
	The Respondent must submit the documents in accordance with the Submission Guidelines outlined on page 17 of the RFP. You may separate the documents using rubber bands, binder clips, or separate envelopes. Do not staple the documents.