

Youth Services
RFP
Offerors' Conference
Q & A
March 8, 2017

Requests for Clarification/Questions prior to the Conference:	
1.	For the OSY program, are we expected to choose one of the career pathways? Or do we choose more than one?
	For the OSY Program, you are able to choose more than one career pathway.
2.	If proposing both In and Out of School, do we need to submit organizational capabilities for each or is it one per agency?
	If a Respondent is submitting an RFP for both the In-School and Out-of-School programs, organizational capabilities are required for each proposal.
3.	Do the Technical and Organizational narratives and respective attachments need to go on separate USB's to maintain anonymity?
	No, only one USB is necessary. There is a process in place for the technical, budget, and performance raters to maintain anonymity of the Respondent.
4.	If the organization is answering both RFP's for the Youth Programs, must it submit one Attachment K (Operational Documents) and Attachment L (Due Diligence Requirements) for each RFP? Or is the organization able to submit only 1 original of Attachment K and Attachment L for both RFP's?
	If a Respondent is submitting an RFP for both the In-School Youth and Out-of-School youth programs, only one Attachment K and Attachment L are required.
5.	Can we use the Miami Dade County Public Schools MOU submitted to CSSF for the Youth Program as a valid partnership?
	Yes, the MOU submitted to CSSF can be used as a valid partnership. However, the expectation is to have multiple MOU's throughout Miami-Dade County. Please ensure the name of your agency is not shown on the MOU.
6.	Are we able to propose more than one Industry Pathway?
	Yes, more than one Industry Pathway may be proposed.
7.	Can a respondent request to offer services to Youth in both counties served by SFWIB? If so, do we simply describe the proposed locations in the proper sections of a single proposal?

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	Yes, a Respondent may request to offer services in both Miami Dade and Monroe counties. The Respondent should submit a separate proposal for each county.
8.	Please clarify the number of originals, copies and need to save on flash drive for the following sections: Staff Qualifications, Letters of Support, Funding Sources, Reference Chart.
	Please follow the instructions in the Organizational Capabilities section of the RFP.
9	If a Respondent wishes to apply for both in-school and out-of-school Youth programs, will two separate proposals be required? Is there an alternative or preferred method?
	Yes, two separate proposals will be required if a Respondent is applying for both the In-School and Out-of-School programs.
10.	If a respondent wishes to apply for both in-school and out-of-school Youth programs, please describe how many packages need to be submitted of each type. In other words, if a respondent wishes to apply to serve both populations, how many of each of the following packages need to be submitted? Attachments B, C, G, H, J, K, and L
	If a Respondent is applying for both the in-school and out-of-school programs, then two of the following attachments are required: B, C, D, E, F, G, H, and J. Respondents only need to submit one Attachment K and L, regardless of the number of proposals.
11.	Does the six page limit for the Experience/Capabilities exclude the cover page for that section?
	Yes, the cover page is excluded from the six page limit.
12.	Under Organizational Experiences/Capabilities, Subpart c. it mentions ISY and OSY. Please explain if a respondent may apply for both in a single proposal, two proposals, and how?
	If proposing for both the ISY and OSY, then two separate Organizational Experiences/Capabilities must be submitted.
13.	How many USB flash drives does the respondent need to submit, 1 with everything or 1 per section?
	The Respondent should submit one USB drive per proposal.

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14.	Can you please rephrase item j. under the Technical Narrative section?
	Describe how your organization <u>will</u> improve streamlining processes for youth services.
15.	Please explain how to answer item I. (L) in this section. How can we provide copies of MOU's if the documents contain our name? MOU's mention both organizations.
	Please use only your identification number when submitting MOU's for this RFP.
16.	Does the thirty page limit exclude the cover page for this section?
	Yes, the cover page is excluded from the thirty page limit.
17.	The RFP does not specify how the Performance section should be packaged. Please specify sealed or unsealed and with what other sections should it be included. Please also specify number of originals, copies and if it is to be saved on a flash drive.
	The Performance section should be sealed. This section has a six (6) page limit, excluding attachments and should follow the same number of originals, copies and USB requirements as the Technical Proposal Narrative.
18.	Please specify if there is a page limit for the performance section questions b and c.
	Yes, there is a six (6) page limit for the performance section. The limit does not include the cover page or Attachment J.
19.	In the Budget section, the statement which indicates “The Respondent must provide separate program and administrative budgets”, do you mean the two tabs in the budget form Attachment H?
	Yes, separate budgets are required for Program and Administrative expenditures; one tab in Attachment H is to be used for the program budget and the other one for the administrative budget.
20.	The Budget section indicates “The Respondent must provide a Budget Narrative that justifies each proposed expense included on the Budget Forms in terms of it being necessary, allowable and reasonable” does there need to be two narratives or sections, for program and administrative budgets?

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	Yes, there should be narratives for both the program and administrative budgets.
21.	The Budget section indicates, “Respondents proposing both in-school-youth and out-of-school youth programs must submit separate budgets from each proposed program”. Please clarify if a separate proposal or just a separate budget needs to be submitting if respondent is requesting to serve both Youth groups.
	A separate proposal is to be submitted for the In-School and Out of School Youth programs. Further, two separate budgets are needed, one for the in-school and one for the out of school youth program.
22.	How do you calculate the cost per participant per activity? What is the numerator and the denominator?
	The cost per participant is calculated by the dividing the total cost (program and administrative) of the proposed expenditures by the number of participants.
23.	In the RFP section on page 16, it states the costs per participant per activity but on the Budget cover sheet it refers to Cost per Placement. Please clarify.
	The Budget Cover sheet was amended to indicate Cost per Participant.
Questions at the Conference:	
24.	The cost per youth indicated in the RFP, is that the cost that we can apply for funding for or is that the upper ceiling of what the entire program could cost per participant? For instance if the summer activities cost is \$1,522.00 per youth, is that the total amount that it can cost for that summer activity or if I have matching funds and there is more money available that has other resources, is the \$1,522.00 the cost that just this proposal will fund or is that the total that it could cost possibly cost?
	Please refer to page 16 of the RFP for guidance on the maximum cost per youth participant. Please note these figures are from 2016/2017 and are subject to change. If a Respondent has a matching program, those additional resources are separate from this RFP.
25.	The amount that we could apply for funding from SFWIB is this maximum, but if the actual cost of participant on our end is higher because we have other monies coming in, is that’s allowable?
	Respondents may use funding from other sources to supplement SFWIB funding.

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26.	We have letters of commitment from various organizations. Do we also need an MOU; for example, if it is a mentor?
	An MOU is not required with a mentor. A letter of commitment would be appropriate. Please ensure the name of your agency is not shown in the letter of commitment.
27.	If there is another type of commitment that we can obtain (not from a big organization), do we need both a letter of commitment and an MOU, if it is not only a mentor? For example, do we need a letter of commitment and an MOU from a small business?
	As Respondents identify and recruit industry specific employers, and educational institutions, they must also include a letter of commitment and MOU from each supporting partner as set forth in the RFP and Attachment O. Please ensure the name of your agency is not shown on the letter of commitment and MOU.
28.	Page 9 of the RFP states out-of-school youth may not advance to post-secondary education; therefore, it is especially critical to provide these youth with comprehensive employment services, career pathways and/or industry specific activities that include a strong connection to the workplace/employer. Does this mean everyone does not have to enter into a training program and maybe this could be another pathway for youth to enter into a career without a credential? For example, if there are individuals that we enroll in our program that do not wish to go the training route, but they do want to go into a career, can we just provide employment services? For example, if they need a GED I understand that is a training component, but if they don't need a GED do they just go directly into employment and that is a positive result?
	As a part of the performance for the youth program, SFWIB has to ensure the youth exit the program with a credential.
29.	The requirement is still both, employment and credential?
	Yes, the youth program requires both employment and credential.
30.	Performance Pay Points, page 41, item 4 of the RFP, are these the chargebacks going to be done on a monthly basis: capturing placements for work experience/internships, number of placements in employment and number of cases closed per month? Are we going to have quotas and if we don't meet them, that is where the chargebacks will come in on a monthly basis?
	The chargebacks will be done on a quarterly basis if performance is not met. At the end of the contract, if performance is met, SFWIB will return the money to the contractor.
31.	Will SFWIB pay cumulatively?

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	Yes.
32.	Will performance be based on these performance pay points?
	The performance pay points are listed on Attachment J of this RFP.
33.	The performance pay points listed on page 41 of this RFP will be in addition to Attachment J?
	Yes, the pay points listed on page 41 are in addition to those on Attachment J.
34.	We have a current approved indirect cost rate and as the year ends we have to provide a new one. Would we need to redo our indirect cost rate plan to submit?
	Use the initial rate proposal that you submitted and SFWIB approved. At the end of the fiscal year, SFWIB gives you six (6) months to close out, at that point you can elect to utilize the actual indirect costs for the previous fiscal year or you can choose another, if you submit the schedules to support that. Therefore, if you currently have an approved indirect cost rate proposal, you would submit that one.
35.	My year end is December, I know I have six (6) months after that, so would the current indirect cost rate plan I have be viable because it is within the six (6) month timeframe?
	Yes, because of the timeframe in which this is due, it would be applicable.
36.	There are summer activities and year round activities, is there a specific length of time for the summer activities (one (1) month, two (2) months, three (3) months) that we should consider for those expenditures to see how many youth we serve and what the cost per participant is?
	Please refer to page 16, section J – Period of Performance of the RFP as it relates to the commencement dates for all activities.
37.	What is the denominator for the number of youth served or the number of youth that worked in the summer or the number of youth that are open at the end of the summer?
	The denominator is based upon each individual organizations program design and model.
38.	Do we need to include some type of performance hold back in the budget that we propose or is that going to be automatically determined after we get the award?

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	No, the performance holdback would be a part of the contract. The Respondent does not need to include this in the budget.
39.	The cost per participant for the year round activities would include all activities for the entire year, as well as the summer activities divided by the total number of participants for the year or just for the participants that were not in a summer program?
	Please refer to page 16, Letter J – Period of Performance of the RFP as it relates to the commencement dates for all activities. The cost per participant is for all youth to be served regardless of summer and year-round.
40.	The year round activities last the entire year, so it would be the total budget for the year divided by the total clients for the year. Is one the subset of the other?
	Yes, that is correct.
41.	Attachment L – Due Diligence requirements is requesting for copies of contracts to be submitted to confirm the 20% funding reserve; can the respondent provide copies of current CareerSource South Florida workforce contracts either for Refugee or Youth?
	SFWIB/CSSF funding is considered federal and state; thus, this funding will not be used to calculate the 20% calculation funding reserve.
42.	Attachment L – Due Diligence requirements is requesting one original labeled “Due Diligence documents” and must be packed separately and included in the respondent’s submission. Should these documents be submitted in paper format or as attachments on a USB?
	Due diligence documents should be submitted in paper format.
43.	The summer activities are unduplicated from the year round activities? For example, I cannot have a participant in a year round activity and then place them in work based learning in the summer. I cannot combine the two activities to have a higher cost per participant. It would have to be unduplicated participants?
	Yes, it would need to be unduplicated participants.
44.	Can grant funds be used to pay for internships for enrolled youth?
	Under this RFP, all youth must be enrolled under the Workforce Innovation and Opportunity Act (WIOA).
45.	Can grant funds be used to pay sub-contractors to help meet one (1) of the fourteen (14) required activities?

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	Grant funds may be used to pay subcontractors. Please refer to page 15, Section G of this RFP for more information on subcontractors.
46.	Under page 40 Section 2, item g of this RFP – In-School Youth at Time of Registration (ages 14-21) states a minimum of 85% of all enrolled in-school youth, ages 14-21, who lack a high school diploma/GED will be awarded their high school diploma/GED by the end of the third quarter after program exit. If we recruit 14-16 year olds and provide them with one year of service, they will not be of normal graduation age within the 18 month window of an average service provision plan, how will the program allow for younger in-school students to be served considering this performance requirement?
	Please refer to page 40, Section 2 Letter g – In-School Youth at Time of Registration (ages 14-21) of the RFP, where it states this credential should be obtained by the end of the 3 rd quarter after program exit.
47.	The youth we serve, stay with us for many years, if the program exit for them is three (3) years out because they are in the 10th grade, would that work?
	Yes, because it is after their high school graduation date.
48.	Is there an area in the RFP that further defines the penalties/chargebacks for not meeting the performance standards in the RFP?
	Please refer to page 51, Section A - Type of Contract, Method of Payment and Payment Structure of the RFP.
49.	Under Attachment J – Performance/Outcomes Measures, what salary will be considered median and for how long; i.e. one day, one week, one month, one year? What does the minimum requirement of \$10,400 portrayed represent, is it the annual salary or the earning for the quarter?
	The \$10,400 represents six months of earnings at \$10.00 per hour.
50.	Is the chargeback a percentage?
	The chargeback process is currently being developed.
51.	Under page 42 Section 5 – Work Experiences Expenditure Requirement, is it 20% of the award amount or 20% of the expenditures of the contractor that need to be on work-based learning?
	When preparing the budget for the RFP, the twenty percent (20%) should be based on the amount proposed. Should a Respondent be awarded the contract, it will be twenty percent (20%) of expenditures.

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52.	Under Page 42 Section 5 – Work Experiences Expenditure Requirement, what is implied by “the respondent agrees to expend one-hundred percent (100%) of the WIOA funds budgeted for work experience related elements”?
	Respondents are expected to spend one hundred percent (100%) of the awarded contract amount on work experience related elements.
53.	Can you please explain, out of the total three components in the proposal packages, which items must go on the USB?
	Please refer to page 42, Section IV – Proposal Guidelines and Submission Requirements, Letter A – Submission Guidelines of the RFP. All components must be submitted on a USB with the exception of the Operational and Due Diligence documents.
54.	Would Respondents need to submit one USB for In School Youth and one USB for Out of School Youth?
	Yes, one USB for In School Youth and one USB for Out of School Youth.
55.	Under Page 25, Section G – Minimum Enrollment Level, is there a minimum active enrollment the SFWIB is willing to accept in terms of an application that they would award a grant to?
	At this time, there is no minimum active enrollment requirement. The Respondent should submit their proposed minimum enrollment for consideration by SFWIB.
56.	Is there a minimum geographic area within the county that must be served?
	Yes, our funding is specifically for Miami-Dade and Monroe Counties. Also, please review page 24, Section E for target populations.
57.	If youth exit the program in year three (3), which is the last year of the grant, twelve (12) months of follow-up would occur outside of the grant period. How are we to handle these youths and will we be required to provide twelve (12) months of follow-up after the grant period?
	The grant requires a twelve-month follow-up after exit. If a Respondent should lose the grant, the cases will be transferred to another youth provider.
58.	Are we still required to track the youth for twelve (12) months after, even though we are no longer receiving funding because the cycle is over?
	After the youth exit the program, the youth are tracked for twelve (12) months. In the event a Respondent loses the grant, the case file will be transferred to another youth provider to track.

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59.	Under Page 41, item 4 – Performance Pay Points, states that most measures occur after youth exit the program. Our youth are already engaged in these pay points as they will not be graduating for another year.
	It is the responsibility of the organization to provide continuous services to ensure engagement and retention of youth in activities, even after program exit.
60.	Internships and work placements occur while the youth are still in the program, as they will not be graduating for another year. Can it still be a part of our pay point as long as we report that it is happening?
	Yes, this will be part of the pay point.
61.	In page 46, Question b of this RFP, it indicates whether the organization has a Workforce Advisory Board who assists the organization with designing and providing guidance to the organization in helping to align career pathways and employment to the programs overall objective. What if the Respondent does not do not have a Workforce Advisory Board, but proposes to create one, is that acceptable?
	If Respondent does not have a Workforce Advisory Board but proposes to create one, this is acceptable. However, the Respondent must answer question b under page 46 of the RFP in its entirety. For example, explain what industry board leaders represent and their involvement with your organization as a whole and specifically with program delivery, etc.
62.	Is there a penalty for not having a Workforce Advisory Board in existence already?
	No, there is no penalty.
63.	Upon fully answering a given question, is it acceptable to refer to an exhibit or attachment for additional information, specifically under page 46, questions f and I?
	As indicated on page 45 of the RFP, do not refer to exhibits or attachments unless the question specifically requests an attachment, i.e. question I. For question f, the Respondent is to show the schedule as a response to the question. Do not refer to other parts of the RFP, unless specifically requested or indicated on the RFP.