

SFWIB RFP Summer Youth Employment Program/Activities
 Offerors Conference
 Q and A
 March 31, 2010

Questions received by 1:00 p.m., March 30, 2010

Questions	
1.	On page 7 (Section C, Paragraph 3), the RFP reads, “and ages 18-24 for 160 work hours.” But on page 16 (Section E, Paragraph 2), the RFP reads, “no more than 140 hours.” Which is the correct maximum number of hours for ages 18-24?
	The maximum number of participation hours for older youth is 160, which includes 140 hours of actual work experience and 20 hours of work readiness skills.
2.	Our organization has an indirect cost rate authorized by a federal cognizant agency. Are we still required to detail administrative costs by the various line items or may we include one line item for “Indirect Costs”? Also, are we still required to attach our Cost Allocation Plan?
	Yes, a cost allocation plan is still required. The Plan should set forth the allocation methodology that will be followed for allocating programmatic costs that benefit two or more cost objectives and indicate that the indirect cost rate will be used to allocate administrative costs.
3.	For budgeting purposes, should services proposed for two Career Center sites located in Monroe County be detailed on two program budgets and two administrative budgets or consolidated into one program budget and one administrative budget?
	The RFP states on page 24 of the Budget section that, “the Respondent must provide separate program and administrative budgets. Respondents proposing both younger and older summer youth programs are required to submit one administrative and program budget for each proposed program and location.”
4.	In calculating the maximum allowable cost per participant for wages, was social security taxes, worker’s compensation, and unemployment insurance included?
	Yes, social security taxes, worker’s compensation and unemployment insurance were calculated into the maximum allowable cost per participant wages.

Questions from the floor March 31, 2010

Questions	
1.	Can one budget for older and one for younger youth per location be submitted on the same document?
	One budget per location is required, one for older youth and one for younger; however, the two separate budgets can be shown on one page.
2.	Does the narrative have to be specific for each column?
	Yes.

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3.	Since SFWIB will be referring the youth to the service partners, are service partners still required to select the 60% Targeted Group addressed in the RFP or is SFWIB responsible?
	SFWIB will recruit youth participants and refer those participants to service partners. The service partners are responsible for meeting the 60% Targeted Group requirement.
4.	Can activities for the youth start before June 21, 2010?
	June 21, 2010 is the date for the first activity.
5.	As for the location of services in the technical narrative, should we specify our office address or just list it as "main office"?
	Applicants are not to use any self-identifying language.
6.	The cost allocation link available in the proposal is for information for Career Centers; is there another link or a manual for independent partners to follow?
	The link is geared toward career centers but it is applicable to other organizations as well. The State Guidelines has links to all the federal regulations, including the OMBs and WIA guidelines.
7.	At the February 2010 Board meeting a Corporate Resolution was signed; can we submit that resolution or do we need an updated one?
	Yes, you can submit the updated resolution.
8.	Can a service partner propose to run a program outside the Career Center?
	Language limiting running a program to a Career Center is not in this RFP.
9.	Is the 20% reserve based on the agency budget for the whole year or for the program?
	The 20% reserve is 20% of what the respondent organization is applying for.
10.	Is the 20% reserve required for payroll or is it in addition to payroll cost for two months or is it for a year?
	The applicable language from the RFP is to ensure that the Respondent can independently sustain the proposed program. The reserve requirement represents 20% of the requested total cost.
11.	If there are not enough employers registered will service partners be required to recruit employers?
	All employers are required to register online at the SFWIB website. Service partners are not required to recruit employers.
12.	What is the cut-off date for youth to register?
	April 28, 2010.
13.	When is the lottery?
	May 5, 2010.
14.	Will the employer have a choice of which agency they want to work with?
	SFWIB will pair the employer with an agency based on the employer's worksite needs.

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15.	How much time will service partners have to determine the youth eligibility?
	Even though the actual first pay date is June 21, 2010, Respondents will not have all youth registered by then; so long as the work portion is over by late August (2010), those registered within that timeframe will be fine.
16.	Are there any goals for the total number of hours that a youth must work?
	SFWIB can't determine how many hours youth complete. SFWIB would like youth participants to complete all hours worked. Additional youth can be added to a program so dollars can be exhausted.
17.	Is there an attrition amount being recommended?
	That is up to the Respondent and detailed in Respondent's proposal. All attrition for participant costs stay with participant costs.
18.	Can we use a line item in our indirect cost to include a line of credit expense?
	Interest expense is not an allowable cost.
19.	What are the minimum hours that a youth can participate?
	There are no mandatory minimum hours for youth participation.
20.	At the last Youth Council Meeting a SFWIB staff person discussed a timeframe of 15 days turn around on invoice payment; is that going to be in place?
	SFWIB contract language spells out a 15-day turnaround on invoice payment if SFWIB has received a completed, accurate invoice package.
21.	The instructions imply that the services have to be in a Career Center, is that so?
	Services are to be in the proposed location.

RFP Revisions Made at Offerors Conference

Revisions	
1.	On page 20 Section III.N. (Program Outcomes), number 8 "100% of youth participants must have completed Individual Service Strategy/Employment Plan" was deleted because number 6 in that same section contains identical language.
2.	On page 21 Section IV.B.1., the last sentence was revised to read "Attachment A will be opened at the Proposal Review Public Forum scheduled for April 12, 2010 at 10:30 a.m. "
3.	On page 16 Section III.E.2., the language was revised to read "Older youth participants (ages 18-24) will be compensated at the wage rate of \$10.00/hr and will participate in the summer program for no more than 160 hours during the entire summer program".