

WIA Youth Services RFP
Offeror's Conference
Q & A
May 10, 2011

E-mail Requests Prior to the Conference:	
1.	In which unbound set does Attachment A go in?
	As seen on page 32, Section VI (B), Attachment A must be placed in a sealed envelope labeled Attachment A. Do not include any other document in that envelope.
2.	Cost Allocation Plan, in which unbound set does one original and copy go in? Same for Attachment K and Attachment L.
	One original and one copy labeled Cost Allocation Plan must be packaged separately and included in Respondent's submission. This applies to Attachments K and L.
3.	Can you list the exact order of each set? (Original, Original, Copy, Copy)
	Provide the originals first and then the copies.
4.	May the same Youth move from the 2011 Summer Activity program into the Year-Round activity? How does this transition occur?
	Per this RFP, which commences July 1, 2011, the summer activities are a part of the year-round program. The summer components are not stand alone activities.
5.	When a participant is referred to an academic program to receive credentials, is the time spent in this activity part of the 240 participation hours?
	The 240 hours are for out-of-school youth who participate in internship activities during the year-round program. Academic activities are distinct from internship activities.
6.	What is the time period for the achievement of the Outcome measures? Summer only, or Year-Round?
	Summer is part of the year-round program. Summer is not a stand alone activity. Outcome measures are mostly achieved after the youth has exited the youth program, which can occur at the time of exit, six months after exit, nine months after exit and twelve months after exit. There are some measures that are on-going during program participation: ISS completion, work readiness attainment, work maturity attainment, basic skills attainment, data entry in EFM in a timely manner and goals set at all time for younger youth.

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7.	Can a person be enrolled in only a summer program?
	No
8.	Does South Florida Workforce have preferred pre-test and post-test assessments?
	The same standardized assessment tool (currently TABE) must be used at both the pre-test and post-test. The TABE is the standardized test utilized by all youth agencies in accord with SFWIB guidelines. Pre and post assessment tests for work readiness/work maturity are required to be the same tests. Other assessment tests can be used by the individual agency to determine employability, interest, etc.
9.	When the pre-tests pertain to literacy and math, should they be different for the younger and older youth?
	The pre and post test for academic levels are the same for younger and older youth.
10.	What is meant by an increase in one or two “educational functional levels” in the Attachment J Performance/Outcomes?
	Refer to TEGL 17-05, which details the U.S. Department of Labor’s common measure policies for “Literacy and Numeracy Gains.” The U.S. Department of Labor Training and Employment Guidance Letter (TEGL) No. 17-05 Part C3 details the methodology for calculating the Literacy and Numeracy Gains. All out-of-school youth must be assessed in basic reading, writing, and math. Youth assessed to be basic skills deficient must receive services to assist them to advance one or more educational gains after they have completed at least one year in the WIA youth program. There are two sets of educational functioning levels – six levels for Adult Basic Education (ABE) and six levels for English-as-a-Second language (ESL) students.
11.	Are there curricula preferred by South Florida Workforce?
	No, not at this time.
12.	Will our organization be able to submit individual proposals for the Summer and the Year Round Program at the same time?
	No, proposals to be submitted are for year-round services, which include summer activities.
13.	What are the payment regulations for subcontractor/partnership

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	agreements?
	The agreement will be a cost reimbursement contract. Costs must be incurred and paid before billing. Billing is due the 7th business day of each month otherwise a late fee penalty will be assessed.
14.	If proposing both in-school and out-of-school services, are separate capability and due diligence sections required for each one?
	Two sets of capability and due diligence documents are not required. However, Respondents must meet the 20 percent reserve requirement for each proposed program.
15.	Can we disclose, on the technical narrative, the name of a partner organization for mentoring opportunities?
	The rules governing the technical narrative prohibit the Respondent from identifying itself, not from identifying partnering organizations.
16.	Please clarify age and grade level to serve under in-school youth services for new participants based on:
a.	Page 17, section V, "Scope of Services," 3rd paragraph states: NOTE under this RFP, proposals submitted for programs serving in-school youth must be for high school juniors and seniors only.
b.	Page 6, 2nd paragraph of in-school youth program description reads: "An in-school youth is defined as an eligible youth between the ages of 14-21 who has not received a high school diploma or its recognized equivalent and is attending school at the time of registration; while it is expected that most of the youth to be served by the ISY may be between the ages of 14 and 18, some youth may be 19 through 21 years of age."
c.	Page 30, Section Titled: "Younger Youth at Time of Registration (ages 14-18)" – the information on age and grade eligibility is confusing and further clarification is needed.
	Under previous year programs, in-school youth were registered at age fourteen, some youth who are currently participating in the in-school program are fourteen, therefore, they are considered in the definition of 14-18. Also, up to June 30th youth age 14 can be enrolled in the in-school youth program. As

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	of the RFP program start date -7/1/11- youth registered for the in-school youth program must be juniors/seniors. Age does not play a factor, as long as the youth is a junior or senior and proof is provided.
17.	Can job descriptions be submitted in lieu of resumes for positions currently in place?
	If the position is currently filled by an employee, the resume must be submitted. If the position is newly created for this RFP, a job description is sufficient. If the position is vacant, a job description is sufficient.
18.	Does the cost per participant noted on page 7 represent the cost for IN and OUT of School? If not, what is the breakdown? Does the Summer portion represent the cost in addition to the year round? Or is it a part of the year round costs? (Ex: In-and Out of School - \$1,520.00 (summer activities) PLUS \$2,573.00 (year round activities) Totaling \$4,093.00 per participant)
	(a) Yes, the costs are for in- and out-of-school. (b) Yes, the costs for the summer portion represent the cost in addition to the year-round.
19.	We understand youth served under this solicitation must be economically disadvantaged and eligible for WIA services. Would SFWIB look favorably upon a responder who proposed to emphasize services for eligible youth with disabilities?
	No, all youth categories will be rated the same.
20.	Page 1 of the solicitation states the submission time is 12:00 pm on May 31, while the Solicitation Timetable on page 12 shows 2:00 pm on May 31. Would you please clarify the time of the deadline?
	The deadline is 2pm, Tuesday, May 31, 2011.
21.	Programs are encouraged to serve youth for multiple years. Can a program continue serving a youth who is older than 21, if s/he enrolled in the program while 21?
	Yes, as long as the youth is 21 before the registration date.
22.	Per the above noted solicitation, may you please provide the current incumbent and award amount?
	In School Services:

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	<p>Adult Mankind Organization- \$642,826 City of Hialeah- \$164,665 Cuban American National Council- \$362,579 Unidad of Miami Beach- \$424,328 Transition, Inc.- \$109,249 Youth CoOp (Miami-Dade)- \$810,657 Youth CoOp (Monroe)- \$302,810</p> <p>Out of School Services:</p> <p>City of Hialeah \$606,089 Adult Mankind Organization- \$586,814 Transition- \$396,206 Greater Miami Service Corp- \$351,232 Youth CoOp- \$1,831,116 Youth CoOp (Monroe)- \$197,790</p>
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Questions from the floor:

1.	<p>There is Summer activity per youth cost and year-round cost, if youth is enrolled in the summer, is per cost charged to summer or year-round, or does it depend on the activity that the youth is involved in? If a youth is enrolled in the summer only is the cost charged to summer cost or does it only depend on the activity they are enrolled in?</p>
	<p>The summer is a part of the year-round, but there are a limited number of hours that a youth can participate in the work portion of the summer program then the youth is transferred into the year-round cost. There is a different cost but when added together it is the total cost. If you submit a summer only program, there is a limit of \$1,520 per youth.</p>
2.	<p>Are there any prohibitions to gender specific programs?</p>
	<p>No.</p>
3.	<p>Under staffing qualifications is a Bachelor Degree or three years experience, it seems appropriate for a Case Manager, does it apply to Program Specialist Staff or Employment Services Staff, because it says it has to be three years with the targeted population? Pg. 26</p>
	<p>Program Staff would be Case Managers, Career Advisors; it would not be for clerical staff.</p>
4.	<p>How do we calculate Administrative Cost, do we take direct service cost</p>

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	and multiply by 10% or is it no more than 10% of total cost?
	It's the second question; it is to be no more than 10% of the total requested amount.
5.	Can the Technical Portion of the proposal be single space or double space?
	We do not stipulate that, it is your preference as long as you do not exceed the page limit, which I believe is 35 pages.
6.	Answer to #19-Eligibility for youth with disability – was the answer no to income eligibility or because of disability?
	I understand that the question referred to if they submit a proposal for targeting special groups would favor be given? No.
7.	My understanding is that on Pg 7 if the youth does not meet the (WIA or TANF) income criteria but are disabled would those youth be considered?
	No, we would not look with favor because they are proposing to serve a Youth with disability.
8.	I understood that they would not receive services if they are not eligible?
	No, that was not how I understood the question.
9.	Cost Allocation contains identifying information; do we omit it or block it out?
	Blocking identifying information is not applicable for that section.
10.	Cost Allocation Plan seems to fall within the Technical Section of the proposal with a page limit of 35; does the page limit apply to Section 1, 2, 3 and 4? Or does it apply to Sections 1, or 1 & 2?
	The Cost Allocation is a distinct, separate submission, labeled separately packaged separately and submitted separately. It is not a part of the narrative.
11.	Is the budget a part of the 35 page limit?
	It is a separate document that should be labeled and packaged separately and submitted separately.
12.	The performance measure, is that part of the 35 page narrative?

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	It is a separate document that should be labeled and packaged separately and submitted separately.
13.	If services are being proposed at more than one location should there be a separate budget for each location such as In-School and Out of School?
	Yes, only if you have a separate location such as Miami-Dade and Monroe counties. All others can submit one budget.
14.	Should there be a separate budget for each school being proposed?
	No, for In-School we are currently not asking for separate budgets for each school.
15.	Do we need separate budget for each location?
	No, not for every location. We need an In-School Budget and an Out-of School Budget. For those submitting a proposal for both Monroe and Miami-Dade counties, we need a separate budget. Even if submitting a proposal for multiple schools, one In-School budget per county can be submitted.
16.	There are currently two centers in Monroe County; do we need separate budgets for each center?
	One budget for In-School and one for Out-of School.
17.	Cover sheet for budget, should the In-School & Out-of School be further broken down by county, or is that not necessary?
	Cost and type of program and in parentheses (Monroe or Miami-Dade) that should be fine.
18.	Is a separate proposal required for Monroe County?
	No, not if it is the same program at a different location.
19.	On the technical proposal, for those service providers wishing to apply for In-School Youth and Out-of School Youth Programs, would you like each question answered together for In-School Youth and then Out-of School Youth or would you prefer all questions answered for In-School Youth first then all the questions repeated and answered for Out-of School?
	You are to submit separate responses for In-School, then Out-of School,

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	because they are two pots of dollars; it's not the same dollars. They are separate proposals, fully separate proposals.
20.	Just the technical or the whole proposal?
	The technical and the budget. You can include it in your narrative or for example perhaps in your header (In-School Youth Program) and submit your narrative for that and separate proposal Out-of School in the header. These are separate proposals with the 35 page limit for one proposal and 35 page limit for the other proposal.
21.	Attachment D-References, is that part of any particular package or is it on its own?
	Use Attachment D for the Organizational Capabilities submission.
22.	That is allowed to have identifying information of course?
	Yes, it is in the Organizational Capabilities Sub-section G pg 33, you can include your references there.
23.	That is not listed as a requirement there?
	References - Use Attachment D within your Capabilities Submission.
24.	Cover Sheet for Attachment F – Technical Proposal and G – Budget. These cover sheets list a section for location – we've had situations in the past where we've even listed just very general location information such as by the neighborhood or by the area of town and we've had points deducted because the reviewer made a comment that it was obvious that these locations are locations that pertain to our agency. We want to make sure that we notate the correct format of the location without disclosing and subjecting ourselves to that penalty, so what would you recommend that we do?
	Draft the cover sheet in such a way that it does not identify your agency.
25.	Can we list it as Location 1, Location 2?
	Draft the cover sheet in such a way that it does not reveal your agency so that you will not be subject to the penalty.
26.	Along the lines of your response to Attachment D – to be used for the response to G on the Capabilities Statement – Attachments E and C are not clearly identified but I am assuming that they are also to be used in the responses to the capability questions?

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	Yes, when you look at the attachments, use the attachment in the context of the required component whether it falls under technical, budget, organizational capabilities or due diligence. It is the agency responsibility to fully read the submission guidelines and package the proposal in such a way that it conforms to that.
27.	Item D – it does not refer to the proper attachments - Page 33 “Describe qualifications of key administrative and direct service staff.” Attachment C would logically be what would be used for that but that is not referenced in the RFP. Is this the attachment to be used for this question?
	Yes, the attachments are listed for the agency to use in the appropriate sections.
28.	In the Technical Narrative, if we are proposing an In-School proposal should we not identify the schools that we are working in? Is that risking identifying ourselves?
	It is your decision to make; your agency must draft that section in such a manner that it does not identify your agency otherwise you will be subject to the penalty.
29.	In the reference section, if we are a current provider for In-School and Out of School can we use out of the three references, South Florida Workforce as one of those references?
	We recommend that you use another one.
30.	Budget - Administrative Cost – Should we disclose all other funding sources outside of South Florida Workforce? Or just the portion being requested?
	Yes, you can lump all others.
31.	Do you want us to show them?
	Yes.
32.	Indirect Cost Rate – Should that be part of the cost allocation plan?
	The Cost Allocation Plan supplements the Indirect Cost Rate. There are things in your Cost Allocation Plan that go beyond the Indirect Cost bracket.
33.	Should they be together?

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	Yes.
34.	The budget for Administrative Cost – is that one page with the Indirect Cost Rate? Is there any support required because the indirect cost rate is in another package?
	Yes, be sure to submit the approval letter for the Indirect Cost Rate.
35.	With the Cost Allocation Plan or with the Budget?
	With the Cost Allocation.
36.	Amount of hours indicates maximum of 240 hours for year-round, is that inclusive of the Summer hours?
	240 hours is for Out-of School Youth Internship and yes it is the maximum per year.
37.	Are the incentives inclusive of the payments that they will be receiving? Or is that extra?
	Incentives are not the same as internships. Incentives are paid to the youth if they meet program attainment, such as a youth who attains a higher post test score, he/she may receive an incentive payment.
38.	Is that extra to the internship hours?
	Yes, it is in addition to the internship.
39.	In the Technical Proposal Piece – Section C – there is a request to provide detail information on projected carry-over participants; we know that these proposals are subject to public information requests and we would be kind of leery to include the names, and Social Security Numbers of all of our participants, is that type of information being requested? Or should we redact that type of information? What is meant by detailed information?
	No, we do not want names or Social Security Numbers; the information can be broken down however you want it broken down.
40.	Back to incentives, they are currently part of the SAMS Allocations; are we expected to include SAMS projections?
	SAMS is a separate entity all in itself.
41.	Incentives are currently paid through SAMS, so if we include incentives

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	in the budget would they be (did not finish presenting the question)
	For some agencies it is included.
42.	Will that not seem unresponsive if the scope is providing incentives and the budget is not accounting for that?
	Do not include SAMS in your budget.
43.	Are we expected to project what should be in the SAMS allocation in this proposal?
	Remember at the beginning of the year someone will call you to ask how much more are you willing to put in your SAMS Account.
44.	Do we include the Incentives in the budget?
	No, because SAMS will be separate.
45.	Nothing in the proposal says you have to submit the proposal in hard copy on paper; in particular the due diligence is tremendously burdensome, in the past they have allowed us to at least submit parts of it on CD, is there any reason why we cannot submit the whole thing on CD for the due diligence?
	The proposal does specify that it has to be hard copy. But you can submit parts such as the General Ledger electronically. The final answer is yes, for the due diligence only.
46.	Is that limited to CD or PDF?
	As long as I can open it, review it and analyze it. If a CD is submitted two copies must be submitted, one original and two copies.
47.	Can we submit audited statements in a PDF Format?
	Yes.
48.	On PG 22 #11- Individual Training Accounts – Youth ages 18 – 21- Is that for In-School Youth or Out-of School Youth?
	The answer I received from programs is that is it for Older-Youth.
49.	On Pg 17 – Eligibility Age – For In-School youth who are in the ninth or tenth grade but is eighteen or seventeen, would it be okay?
	We are not serving ninth and tenth graders; this RFP will start at the eleventh

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	and twelfth grade, no matter the age.
50.	If you're a new applicant is there any indication of the average award amount or do you have information on past award amounts that would give us some sort of a gauge of what we are looking at?
	We have provided that in the request for clarification and that will be posted on the web site Friday so look at RFP Q & A and you will see award amount at least for the last program year.
51.	As for the Administrative Budget, do I lump all of our programs into one column, everything else outside of the request? Or a column that says County and one Children's Trust?
	Two administrative budgets have to be there, one for In-School and one for Out-of School. We want the South Florida Workforce funding streams listed, anything else can go in one column.
52.	A tenth grader on the last day of school who has been successful in tenth grade, as of the last day of school does he become an eleventh grader, and can he be served?
	Yes, as long as you have proof that he is an eleventh grader.
53.	Are there any restrictions in serving In-School Youth or Out-of School Youth in locations other than Career Centers or Public Schools?
	At the current time we have two youth providers serving Out-of School Youth who are not in Career Centers.
54.	How about In-School Youth out of a different center like in an after school type of setting?
	There are no restrictions on how you should serve the In-School or Out-of School, after school or weekend.