

Juvenile Justice Involved Youth RFP
Offerors' Conference
Q & A
December 23, 2010

E-mail Requests Prior to the Conference:	
1.	How many awards do you anticipate will be made in this round of funding?
	The number of awards/projects has not been determined.
2.	How many applications were received in the last round and how many were awarded?
	This is the first time the SFWIB issued an RFP for this type of service, Juvenile Justice Involved Youth.
Questions from the floor:	
1.	Page 22 and 23 – Operational Documents - One original and one copy to be included with the Organizational Capability package; are they to be submitted in separate envelopes and included with the Organizational Capability package?
	The operational documents are to be labeled and packaged separately but included with the Organizational Capability folder.
2.	Should we submit a three month budget or a year?
	The budget is to be from the beginning of the program until June 30, 2011; it is for the length of the program. This is a four-month program.
3.	About the summer program; should we include a budget for that timeframe?
	Yes, include it in the program's four-month budget; the program year ends June 30, 2011, and the new program year starts July 1, 2011. If the four-month program is successful, SFWIB may renegotiate for services with awarded agencies.
4.	Should we include summer activities?
	Yes, if a proposing agency provides summer services in June, the proposed budget should include those costs for the month of June.
5.	Is there an estimated allocation that is requested or recommended between the two funding sources (TANF & WIA)?
	Funding available is 35% WIA and 65% TANF, respectively \$140,000 (WIA) and \$260,000 (TANF). However, it is recommended that costs be budgeted based on the proposing agency's cost allocation plan.

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6.	Do we need a budget for every location where the program is being run, including an in-kind service location?
	The SFWIB requests a budget for the proposing agency's main location. SFWIB requires a budget for the full cost of the program. If there are different locations and costs associated with each, please include the costs and detail that information in the narrative. A separate budget (both programmatic and administrative) for In-School and Out-of-School programs, if applicable, must be included.
7.	The evaluation team is to be made of SFWIB staff along with other selection committee members; do you know who will be on the selection committee outside of SFWIB staff so we know not to contact them?
	No, that has not been determined; but irrespective of that determination, proposing agencies are not allowed to contact any SFWIB member and/or staff member(s) due to the Cone of Silence.
8.	How should we list addresses and zip codes so as not to reveal our agency's identity?
	In a way that the proposing agency believes will minimize the potential for the RFP reviewers to identify the proposing agency.
9.	Will participants have to be TANF or WIA eligible or both?
	All WIA participants are required to complete the TANF application. Most youth who are eligible for WIA will be eligible for TANF using purpose number three that deals with the prevention of pregnancy as instructed by the state.
10.	Where should MOUs be included?
	In the Organizational Capability section; they are considered an attachment.
11.	Is a letter of support from DJJ required?
	Yes, since all youth must be referred from the Department of Juvenile Justice, Judges and/or Agents of Circuits 11 and 16 of the DJJ system or one of DJJ's contracted agencies.
12.	Are sub-contracts permissible in this proposal?
	Authorization must be approved before sub-contracting.
13.	Do we have to do a WIA and TANF budget?
	Yes, assume funding will be from both. See the template provided; it includes

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	columns for both funding streams. See the answer to question #5 pertaining to WIA & TANF funding.
14.	Must at-risk youth also be referred by DJJ?
	Yes.
15.	Can expired MOUs be used due to the time restraint?
	No.
16.	Can a letter from SFWIB be submitted by those agencies that are currently doing business with SFWIB?
	No. Each time a RFP is released due diligence will be required regardless of whether you are a current provider. All agencies responding to the RFP must submit due diligence documentation. This requirement was implemented to insure the due diligence process will be consistent and fair to all respondents. Further, this requirement was implemented to maintain a strict level of impartiality and avoid any inference of preferential treatment. Also note that the due diligence documentation is necessary to complete an accurate assessment of an agency's current state of fiscal health and financial viability.
17.	Must all youth be referred from DJJ and no other source?
	Yes, all youth must be referred by the DJJ, Judges and/or Agents of Circuits 11 and 16 of the DJJ system or one of DJJ's contracted agencies.
18.	What is meant by "how will the initiative, if valued, continue" on page 19, Item E?
	It means that if a proposing agency has an investment in this type of service delivery, it will have a plan in place to sustain the program beyond the contract period.
19.	Are at-risk youth who are not yet in the DJJ system eligible for this program?
	No, all youth must be referred by the DJJ, Judges and/or Agents of Circuits 11 and 16 of the DJJ system or one of DJJ's contracted agencies.
20.	Must we provide services to those youth only from the zip codes listed?
	The listed zip codes are the targeted areas identified by the Department of Juvenile Justice. Any youth that are referred by DJJ, Judges and/or Agents of

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	Circuits 11 and 16 of the DJJ system or one of DJJ's contracted agencies can be served, though the youth may not reside in the identified zip codes.
21.	If we are referred a youth who does not live in one of the zip codes listed, can we serve him/her or must they reside within the zip codes listed?
	The zip codes listed are the targeted areas identified by the Department of Juvenile Justice. Any youth that are referred by DJJ, Judges and/or Agents of Circuits 11 and 16 of the DJJ system or one of DJJ's contracted agencies can be served, though the youth may not reside in the identified zip codes.