

SFWIB RFP Refugee Employment and Training Services
Offerors Conference
Q and A
July 19, 2012

Refugee Employment and Training Questions Received Prior to the Conference	
1.	Please provide clarification on what defines a leased employee. Is it an individual hired through a staffing agency to perform program services?
	Leased employees are technically employed by the Professional Employee Organization (PEO) which contracts with the client company where the employees report to work. The PEO handles payroll, tax forms and benefits--all the administrative functions that would normally fall under a Human Resources (HR) department. The contracting company retains supervision over the workers.
2.	Please provide clarification to item #12 under Procurement (Due Diligence) #12 Do procurement procedures include retention period - what exactly does retention period refer to?
	As per the State of Florida General Records Schedule GS1-SL for State and Local Government Agencies the minimum retention period is 5 years. The retention periods set forth in the general records schedules are based on federal and state laws and regulations, general administrative practices, and fiscal management principles. The guideline also states that "Any public agency receiving local, state, or federal grant money will need to be familiar with grantor-agency requirements". The current retention period for refugee contracts is 6 years. Below is the link to the state schedule. http://dlis.dos.state.fl.us/recordsmgmt/gen_records_schedules.cfm
3.	Please provide clarification regarding Due Diligence - Accounting System regarding Agency Wide budget period. Because some of our refugee program staff are also allocated to workforce service programs and they would be part of the Agency wide budget, what would be the proper period to present the agency wide - from July 1 - September 30 OR from October 1 and end on September 30? Our current agency wide is presented from July 1 - September 30 to include both programs and show staff allocated 100%.
	The agency-wide budget should be submitted for the period of October 1, 2012 to September 30, 2013.
4.	Will SFWIB provide office furniture and equipment for the new staff required to expand a current Refugee program if the expansion is funded?
	No. The contractor (service provider) will be required to pay for all occupancy related expenditures from the grant payments, which will consist of both a fixed monthly payment and performance incentives.
5.	Will SFWIB provide computers for the new staff required to expand a current Refugee program if the expansion is funded?
	No. The contractor (service provider) will be required to pay for all hardware and software related expenditures from the grant payments, which will consist of both a fixed monthly payment and performance incentives.
6.	Will SFWIB provide an additional Internet connection to overflow space required to expand a current Refugee program if the expansion is funded?
	No. The contractor (service provider) will be required to pay for all voice and data

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	communication expenditures from the grant payments, which will consist of both a fixed monthly payment and performance incentives.
7.	Is a Letter of Credit accepted for the funding reserve required?
	Yes. An irrevocable letter of credit would be accepted to satisfy the funding reserve requirements. An irrevocable letter of credit guarantees payment will be received on time and for the correct amount. An irrevocable letter of credit can't be cancelled.
8.	Will SFWIB pay for services provided to career laddering clients, such as: translation and accreditation recertification, training, tuition, materials, and examination fees?
	Yes, the cost for CL Services for the clients are payable by SFW based on funding availability and approved each client's CL Plan.
9.	Do we need to submit an agency wide budget with details or will a line item for staff salaries suffice?
	A properly formulated agency-wide budget should include details for all of the agency's revenues and expenditures. All sources of revenues and all expenditures should be included (salaries, fringes and operational expenditures) as well as allocation percentages.
10.	In the timetable, it states, "Presentations before Workforce Systems Improvement Committee". Does this mean that Respondents will be required, or possible invited, to make presentations to the Committee?
	No, SFWIB staff will present at the Workforce Systems Improvement Committee final scores for funding recommendations.
11.	In the timetable, it states, Technical Proposal Response Review - Public Forum on August 10, 2012, 10:00 a.m. But pages 26 and 27 state that this will occur on August 8, 2012. Which date is correct?
	August 10, 2012 at 10:00 a.m.

Refugee Employment and Training Questions From the Floor	
1.	Does the agency-wide budget have to include a narrative?
	Yes, a narrative should be submitted for all budget line items.
2.	What constitutes a page?
	A page is one sheet front only, if is front and back, that counts as 2 pages.
3.	The budget states that the cost for telephone, internet and insurance are administrative cost. Is this statement referring to health insurance or liability insurance?
	The distinction between programmatic and administrative expenditure has to do with the function that the person is performing. There are certain functions that are administrative in nature; i.e., accounting and Human resources departments are generally administrative staff. Any expenditure related to those functions would be considered administrative. Programmatic functions would include job developers, career advisors, etc. Expenditures related to these programmatic functions are considered programmatic.

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	<p>Similarly, health insurance can be administrative or programmatic, depending on the function performed by the employee covered by the insurance. If the employee is programmatic, then the insurance for that employee is a programmatic expenditure. However, if the employee is administrative, the insurance is administrative.</p> <p>The same principle applies to liability insurance. The total cost of this insurance should be allocated to both administrative and programmatic expenditures, using an allocation basis that appropriately reflects the actual programmatic/administrative expenditure split.</p>
3a.	So there would be allocations, where a percentage of the telephone would be administrative?
	Administrative costs are limited to 10% of the total allocation.
4.	In the technical proposal questions #6, can you provide an example of Public vs. Private registration of clients?
	EFM and Career Builder are examples of Public, and Internal Databases would be private.
5.	We have to provide financial statements through June 30; however, one of the items pending is our June Invoice for the current Refugee Contract. Do you have a problem estimating those accounts receivables?
	The Invoice will be out this week. You should have it on time.
6.	If we have a Line of Credit due to expire after October, would we have a problem meeting due diligence?
	It would depend on the reserve requirements excluding the line of credit.
6a.	So you will exclude it?
	Probably yes, because the line of credit would not available as of October 1 st .
6b.	I will have it. For example: This contract starts October 1, 2012 and my line of credit is renewable October 20, 2012. When you review this, I will have the line of credit available pending to be renewed in October, plus additional resources. My question is, for this RFP, will you consider it to pass Due Diligence?
	Probably yes, but it would also depends on the amount of the reserve requirements and if the agency has enough resources to meet that requirement. If for example, the shortage to meet due diligence requirements is \$300,000, it would be a problem passing it.
7.	On page 21 question 4 Organizational Capabilities it asks to describe the organization's internal and financial controls process to manage and monitor service delivery. Then on page 23 question 9 Technical Proposal, it asks to provide a plan that describes the organization's process and procedures for tracking internal reviews, program performance, implementing corrective actions, etc. Would it be correct to assume that

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	question #4 on page 21 is more of a financial focus?
	Question #4 on page 21 is more financial /organization capabilities and the technical proposal question #23 on page 9 is programmatic. How you manage the program to meet performance outcomes.
8.	On page 7, its shows 40% on the Regional Performance for Health Insurance Benefits and on page 19 are the minimum performance standards which show 42%. Which is correct?
	The Minimum Performance Standards is outlined on page 19.