REQUEST FOR PROPOSAL OFFEROR'S CONFERENCE
QUESTIONS AND ANSWERS
MAY 8, 2014 – 2:00pm

	E-mail Questions - Prior to Offeror's Conference
1.	**What is the job description and salary ranges for youth program employees?**
	Job descriptions and salary ranges for youth program employees are determined by the Respondent.
2.	**Where is this information located?**
	Job descriptions and salary ranges for youth program employees are determined by the Respondent.
3.	**To be clear on the expectations for submission: Separate proposals are to be submitted for OSY and ISY if we are interested in serving both.**
	It is required that separate proposals be submitted for OSY and ISY.
4.	**In addition, a separate OSY proposal must be submitted for each target industry we want to serve.**
	The Respondent is required to choose only one of the target industries to be included in the OSY proposal.
5.	**I've attempted to go into the Beacon's website for additional information on the targeted industries and the link associated with the major business sectors brings you to a page that is partially blank. I've tried multiple internet platforms to access it and have the same issues. Is the website having difficulties?**
	Beacon Council Website: www.beaconcouncil.com
6.	**Is the proposal to be single spaced?**
	The Respondent should at a minimum use single spacing in response to the RFP.
7.	**Can you please provide target services level for ISY and OSY by county?**
	Do not understand question. Agency did not attend Offeror's Conference.
8.	**Ceiling cap if any?**
	Do not understand question. Agency did not attend Offeror's Conference.
9.	**If a youth has a GED how will referral to approved training provider be done?**
	The Respondent, if selected through the procurement process, follows CSSF guidelines, and is responsible for referrals to approved training vendors.
10.	**Is funds allocated for training in the proposed budget?**
	Training dollars should be allocated in the proposed budget.
11.	**Who is going to provide training voucher?**
	The Respondent, if selected through the procurement process is responsible for the issuance of training vouchers.
12.	**How many anticipated number of awards?**
	Contract awards will be based upon the availability of funding, and the number of successful Respondents scoring 80 plus points.
13.	**What percentage of in-kind of total propose amount?**
	The RFP does not require a percentage of in-kind services. However, the Respondent should include in-kind cost in their proposed budget.

14.	Is financial statement required audit or unaudited?
	If the agency received more than $500,000 in federal funds, audited financial statements are required. Interim financial statements as of 3/31/14 are required to be submitted with the due diligence package.
15.	Funding reserves what type of documentation need to proof funding requested?
	Refer to Due Diligence Requirements in RFP for documentation to be submitted; this would be evaluated in conjunction with the interim financial statements and/or the audited financial statements, if applicable.
	STATEMENT: On page 14 it states that each Respondent is required to choose only one of the target industries to provide specific training activities and a pathway to attain goals for the OOS youth to complete the training activities and exit the program with positive outcomes.
16.	Is this only for new enrollments and current participants who have not chosen a target industry?
	The target industry requirement is for new enrollments, however, if a Respondent chooses to include carryover participants in the target industry it is allowed.
17.	If not, in the case of existing providers that have carryover participants, what will be the situation with caseloads already receiving services in more than one target industries that may not be the one chosen by the Respondent. Example: The anticipated carryover caseload includes 200 participants enrolled in career pathways in IT, health care, and aviation. The Respondent chose aviation and was approved for funding. What will be the action steps to follow for the other carryover participants enrolled in other target industries not chosen by the Respondent?
	Carryover participants will be able to continue in their current training and employment activities.
18.	Are there any limitations on the number of slots for each target industry?
	There are no limitations on the proposed number of slots for any target industry.
19.	Are there any limitations on the number of enrollments for each Respondent?
	There are no limitations on the proposed number of enrollments for the Respondent.
20.	How will choosing only one of the target industries affect the number of participant enrollments for that pathway?
	There are no restrictions for enrolling the number of youth in a target industry. Target industries have many sub-occupations listed under the main target industry.
21.	How will the location of the services and training affect the youth when only one provider is offering the service?
	Services and training locations are not restricted; it is the responsibility of the Respondent to ensure that the services and the training are provided throughout the service delivery area(s).
22.	How does CSSF anticipate that Respondents do not all choose the same target industry?
	It is at the discretion of the Respondent to propose a target industry, as long as; the target industry select ed is aligned with the One Community One Goal initiative, as listed in the RFP.

23.	**Can a Respondent propose to serve both Monroe County and Miami-Dade County and choose different target industries for each county?**
	The Respondent, if proposing both counties can choose to provide different target industries.
24.	**The cost of operating the program as well as the cost of living is inherently high for Monroe County in comparison to Miami-Dade County. Will CSSF consider calculating a higher cost per youth amount for Monroe County, based on the distance between service sites, the lack of training vendors, and the limited number of eligible clients?**
	The Respondent should take the above scenarios into consideration when developing the proposed budget for participant costs and include a justification for higher participant costs.
25.	**On page 24, there is reference to the "Cone of Silence." What is the situation with regard to approved training vendors who currently are part of the SFWIB if we would like to discuss a partnership for training in a target industry?**
	The "Cone of Silence" is between a current or potential Contractor and any SFWIB member, CSSF staff or any other person serving as a selection committee member during the procurement process. This does not include training vendors.
26.	**Will the Respondent who partners with a training vendor who is represented on the SFWIB as a board member, need 2/3 vote of approval from the SFWIB in order to enter into contract for these services?**
	CSSF will continue to operate within the same current policy for training vendors.
27.	**On page 17, the RFP states an imposed cost per youth participant. Does this amount include participant costs of wages, fringe benefits, support services, and training?**
	The amount for participant cost does not include support services or training. The cost for training and support services will be determined by the successful Respondent in their budget, and submitted to CSSF finance for approval, and to be allocated in SAMs. NOTE: See revised response in Addendum Attachment.
28.	**If a Respondent is interested in applying for services to Dade and Monroe counties, does the Respondent need to prepare/submit two separate proposals, one for each county, or only one proposal? Also, does the Organizational Experiences/Capabilities section need to be submitted for each program design?**
	Two separate proposals and Organizational Capabilities packages for each county are required and must be submitted.
	STATEMENT: On page 50, under the letter "j", it states: Provide details on the level of commitment from the community college(s), and/or public and non-profit educational institutions to support the proposed program.
29.	**Are <u>for-profit, private</u> schools allowed to be used by Respondents in proposing cohorts in a career pathway in a specific industry cluster?**
	As long as the training vendor is included on the CSSF approved training vendor list, that training vendor is allowed to be utilized for providing training activities. NOTE: See revised response in Addendum Attachment.
30.	**The RFP states that past performance will be considered. Our agency is partnering with a former SFWIB youth organization, will their previous performance affect our chances for receiving an award?**

	New Respondents will be evaluated based on information provided in the proposed proposal and information supplied by references.
31.	**In the summer we continue providing all core elements of our program design. Do you want us to describe the summer work experience component of our program or the full program as it operates all year round? (RFP Technical Narrative Proposal - page 50 - letter h)**
	The summer work experience is not a stand-alone component; it is part of the youth program's service delivery, and should be incorporated as part of the year round youth program activities.
32.	**On page 14 it states "Each Respondent is required to choose only one of the above targeted industries to provide specific training activities and a pathway to obtain goal for the Out of School Youth to complete the training, activities, and exit the program with positive outcomes. Can one Respondent develop more than one target industry specific focus within the same proposal?**
	The Respondent is required to choose only one target industry, if they are proposing an OSY youth program.
33.	**Do we need to submit two separate Organizational Capabilities packages for each the In-School Youth and Out-of-School Youth RFP's?**
	Two separate Organizational Capabilities packages are required for ISY and OSY.
34.	**Do we need to submit two separate Cost Allocation packages for each the In-School Youth and Out-of-School Youth RPF's?**
	Two separate Cost Allocation packages are required for ISY and OSY.
35.	**Do we need to submit two separate Due Diligence packages for each the In-School Youth and Out-of-School Youth RPF's?**
	Only one set of due diligence information is required; financial reports pertain to the agency not to each program. NOTE: See revised response in Addendum Attachment.
36.	**Are industry focused training activities included in proposal reimbursable through ITA dollars?**
	Training activities should be included in proposal reimbursable through ITA dollars. ITA's are for 18 through 21 years old youth through approved training vendors. Employer specific training is not considered as an ITA. However, a youth voucher is reimbursable.
37.	**Are you creating specific career path programs focus on Certificate Programs for ITA's?**
	The Respondent is responsible for creating specific career path programs through approved training vendors.
38.	**Although we will be choosing one specific industry for the focus of the response, is it acceptable to leverage existing relationships for other students in other career paths/industries?**
	The decision is up to the Respondent to leverage existing relationships for other students in other career paths/industries.
39.	**Upon submitting newly created certificate programs that are employer specific, will CareerSource South Florida consider these certificates for ITA?**
	Newly created certificate programs that are employer specific will not be considered ITA's. ITA's are to gain new skills and they are only provided from a group of approved Training Vendors and programs. However, a youth voucher is reimbursable.

40.	Can an individual participant work for 240 hours year round in addition to 140 hours summer work activities for In-School Youth? Alternatively, can an In-School participant work a total of 380 total hours for the program year?
	In order to provide work activities to the maximum number of youth participants, SFWIB will impose a limit to the work activity in which a youth can participate. A youth participant cannot receive payment for summer and year round work activities in a program year. The youth can only participate in one work activity per year. NOTE: See revised response in Addendum Attachment.
41.	Can an individual participant work for 240 hours year round in addition to 160 hours summer work activities for Out-of-School Youth?
	In order to provide work activities to the maximum number of youth participants, SFWIB will impose a limit to the work activity in which a youth can participate. A youth participant cannot receive payment for summer and year round work activities in a program year. The youth can only participate in one work activity per year. NOTE: See revised response in Addendum Attachment.
42.	Can an Out-of-School participant work a total of 400 total hours for the program year?
	In order to provide work activities to the maximum number of youth participants, SFWIB will impose a limit to the work activity in which a youth can participate. A youth participant cannot receive payment for summer and year round work activities in a program year. The youth can only participate in one work activity per year. NOTE: See revised response in Addendum Attachment.
43.	For the participants enrolled in the program, are there an expected percentage of the clients to participate in the work experience activity (summer and year round)?
	At this time, CSSF does not require expected percentages of youth to participate in the work experience activity. The percentage is determined by the Respondent in the proposed budget.
44.	The RFP makes several references to "SFWIB" rather than "CSSF"? When responding the RFP, should we refer to SFWIB or CSSF?
	SFWIB is the legal name for the agency, doing business as CSSF.

	Questions From the Offeror's Conference - 5/8/2014, 2:00pm
1.	Can we enroll additional youth who are not going through our selected industry?
	Youth who are not participating in the target industry activities, have the option to enroll in other OSY activities.
2.	Attachment L- Due Diligence Requirements - If we have an existing contract with SFWIB, can we do the due diligence for the existing contractor?
	Yes, as long as the Respondent provide every document listed in Attachment L – Due Diligence for Contractors/Service Providers having a current contract with SFWIB d/b/a CareerSource South Florida.
3.	Is there a possibility of the youth choosing an industry outside of the seven listed?
	CSSF is only aligning with the One Community One Goal Target Industries. Youth who are not participating in the target industry activities, have the option to enroll in other OSY activities.
4.	Can the career pathway training portion be employer driven?
	Career pathway training should be employer driven.

5.	**Can the employer provide the training?**
	If the employer provides the training, it will not be considered an ITA. ITA's target new skills provided by our approved trainers. It is considered short term training or a cohort. However, a youth voucher is reimbursable.
6.	**Are we limited to recruiting only 18-24 year olds?**
	OSY programs serve out-of-school youth ages 16-21. 18-21 year olds are eligible for ITA's. 16-17 year old OSY youth are not eligible for ITA's.
7.	**Although the training should be employer driven, the youth may need additional training such as a high school diploma, which does not go through SAMS, how will those expenditures be handled?**
	All participants related training expenditures must go through SAM's.
8.	**Can the training be done as an ITA?**
	Training for youth ages 18-21 can proceed through approved training vendors and some training activities may be eligible to go through employers.
9.	**How do we treat letters of support from employers and schools, do we include them as an attachment?**
	As Respondents identify and recruit industry specific employers, and educational institutions, there must be a Letter of Commitment or Memorandum of Understanding from each supporting partner included as attachments. Identifying information should be contained in a sealed envelope and attached to the Technical Narrative Section.
10.	**Is it to be included with the narrative?**
	Letter of Commitments or Memorandum of Understandings should be contained in a sealed envelope and attached to the Technical Narrative Section.
11.	**Is it part of the Technical Response?**
	Letter of Commitments or Memorandum of Understandings should be contained in a sealed envelope and attached to the Technical Narrative Section.
12.	**How do we supply these without including identifying information?**
	Letter of Commitments or Memorandum of Understandings should be contained in a sealed envelope and attached to the Technical Narrative Section.
13.	**In the Organizational Capability – it states that must have a letter of commitment or Memorandum of Understanding, is a letter of support sufficient?**
	The RFP states that Letter of Commitments or Memorandum of Understandings should be submitted. A Letter of Support is not sufficient for this RFP.
14.	**Will the readers of the proposal be familiar with the acronyms such as SFWIB, ISS and ITA?**
	Cannot provide an appropriate response, readers have not been selected as of the Offeror's Conference.
15.	**Where can we find your list of approved vendors and programs?**
	Approved vendors are available at: www.careersourcesfl.com.
16.	**What is the process to become an approved vendor or program?**
	Submit a letter of request to CSSF.
17.	**On your website, it says Educational Partners, is that your approved vendors?**
	Yes, Educational Partner's List on the website is the approved training vendors for CSSF.
18.	**Where can we find the five year plan, as it relates to the youth?**

		The Five Year Plan is available at: www.careersourcesfl.com. Youth information is recorded throughout the Five Year Plan.
19.		**How does CSSF perceive operating the current ISY caseload?**
		The Respondent should detail how to operate the current ISY caseload in the proposal.
20.		**How are we going to handle the caseload?**
		The Respondent should describe the process for handling the youth caseload in the proposal.
21.		**ISY dollars are being cut – what is going to happen to the current caseload?**
		Successful Respondents will continue to provide services to current ISY caseload.
22.		**Should we recruit new participants?**
		It is at the discretion of the Respondent to propose the recruitment of new participants.
23.		**Do we need to propose to serve less?**
		It is at the discretion of the Respondent to propose the number of youth to be served.
24.		**Do we have to propose a 30/70 split as in indicated in the program funding section?**
		30% to In-School and 70% to Out-of School applies to CSSF minimum program funding allocations. Respondents are not required to propose a 30/70 percentage.
25.		**Do we have to make any cuts?**
		It is at the discretion of the Respondent to propose and not propose reductions.
26.		**We have to propose how we are going to continue to serve the ISY case load?**
		Yes, according to this RFP, the In-School program has not changed.
27.		**The dollars have changed, so does that mean the number of staff will have to change or the way we work with the population?**
		It is at the discretion of the Respondent to propose staffing requirements.
28.		**It appears that everyone has to go through the summer component?**
		Not all youth participants have to participate in the summer component.
29.		**Where in the budget is the cost for the career pathway/cohorts?**
		If you need to include an additional line item that is not contained in the budget, insert an additional line on the budget form.
30.		**The RFP states that 30% will be a hold back?**
		The 30% performance hold back will be paid monthly and only 5% will be for staff incentives and staff development, the remaining 25% will be used to cover operating costs.
31.		**Currently our budget includes everything except capacity building and staff incentives, if we are going to cut 30%, that is a significant amount to put towards capacity building and staff incentives. Have you taken that into account?**
		On Page 19, it says up to 30%, if we were to expand it to 30%, it would have to expand to include other line items. The 30% performance hold back will be paid monthly. In addition, only 5% will be for staff incentives and staff development, the remaining 25% will be used for to cover operating costs.