Programmatic Questions

Q. How many participants in each program per geographic region historical data?

A. In the past two program years, Partner4Work year-round young adult providers have served:

|  | PY2017 | PY2018 |
| --- | --- | --- |
| ISY City | 217 | 174 |
| ISY County | 225 | 223 |
| OSY City | 214 | 185 |
| OSY County | 293 | 255 |

Q. If youth are enrolled as TANF youth, (not receiving Cash Assistance) is eligibility required to be verified monthly with DHS? What happens with youth if initially eligible and then subsequently in-eligible?

A. Final determination for all TANF YDF eligibility is completed by the Pennsylvania Department of Human Services. Eligibility is based on the date of enrollment.

Q. The RFP states that Adult mentoring is required to be provided to all youth. What if a youth does not want this service element? Is offering the mentoring sufficient to meet this requirement?

A. All youth must be offered adult mentoring.

Q. Are MOUs with Training/GED providers required to be in place at the time of the RFP response?

A. Respondents should include MOUs with partners where possible.

Q. Please define "recognized post-secondary credential."

A. See TEGL 15-10 for more information.

Q. If a youth earns a post-secondary credential while still enrolled in a high school program, is that still considered a post-secondary credential (i.e. a participant earns a college credit while enrolled in high school)?

A. See TEGL 15-10 for more information. College credits alone are not credentials.

Q. Are P4W staff able to help a bidder determine the best program fit (WIOA, OSY, ISY TANF, etc.) that the bidder should apply for?

A. No. The rules of open procurement preclude this. Please read the RFP carefully to understand all requirements and expectations, and to determine if your agency is eligible to submit a proposal, if your proposed program aligns with the RFP, and if your agency has the needed competencies, resources and experience to meet all RFP requirements.

Q. In the RFP, it is strongly preferred that TANF enrolled youth have a barrier to employment. Should a percentage be proposed in the application?

A. There is no required percentage of participants with a barrier to employment under TANF.

Q. Barriers to employment are a part of eligibility determination but they are not included explicitly in the language under potential supportive services, is a removal of a barrier to employment allowable under supportive services?

A. Removal of some barriers to employment may be an allowable cost under the supportive service line item, depending on several factors. Please see the Supportive Services Policy at Partner4Work.org for more information. All costs must be reasonable, allowable, allocable, and necessary according to applicable federal, state and local regulations, including but not limited to the Uniform Guidance and WIOA and/or TANF regulations.

Q. Does the performance measure that requires 85% of program participants to be enrolled in postsecondary education or in a job two quarters after end of the program year extend to youth who are still in high school and will still be active in the program in the subsequent year. In short, does enrolling youth in their second and third years of high school count against one's outcomes?

A. All youth enrolled into WIOA or TANF programming are counted in outcomes during the program year (in the instance of Measurable Skill Gains for WIOA and participation in a workforce service for TANF), or in the quarters after they exit from the program (e.g. 2nd Quarter after Exit placement for WIOA). If a bidder would propose serving high school youth through WIOA, the youth must be able to achieve positive placement within two quarters of their exit from programming. Partner4Work is open to programs proposing to serve youth for more than one year.

Q. Page 12, Section IV-Population to be Served…this does not reference middle school students, though the age range of in-school youth (pages 5-6) begins at age 14, which could include middle school students. Can grant funds be used to serve in school/middle school youth?

A. While grant funds can be utilized to serve all eligible youth, Partner4Work expects to prioritize funding programs for the priority populations listed on page 12 of the RFP.

Q. Is the expectation that each year would be have a unique group of participants or can program design have recurring participation?

A. Partner4Work is open to programs designed to have multiple years of service to program participants. Participation in multiple program years should be clearly justified in the program narrative and budget justification. Participants must be exited from programming after 90 days of no services, meaning that programs that serve youth for only the school year (e.g. early September through late May) would need to exit participants from services, meet outcomes, and potentially re-enroll participants.

Q. Can someone in a younger grade be in the program multiple years?

A. Partner4Work is open to programs designed to have multiple years of service to program participants. Participation in multiple program years should be clearly justified in the program narrative and budget justification. Participants must be exited from programming after 90 days of no services, meaning that programs that serve youth for only the school year (e.g. early September through late May) would need to exit participants from services, meet outcomes, and potentially re-enroll participants. Once a participant is exited from a program, they enter into performance outcomes.

Q. When it comes to youth participation in either program, what is meant by "exiting the program"? Is the end of each school year considered an "exit" or is a student considered

remaining as long as case management continues - including participation, for example, in Learn & Earn?

A. Exit is defined as the point after which a program participant receives no additional services (beyond follow up services and information-only services). A participant must be exited after 90 days with no services and may be exited sooner than 90 days. Due to funding limitations, Learn & Earn is <u>not</u> considered programmatic services for WIOA participants. It may be considered programmatic services for TANF participants. Once a participant is exited from a program, they enter into performance outcomes.

Q. In the proposal, can number of participants scale from year to year or is the expectation the same number for each program year?

A. Partner4Work will address the question of scaling programs during conversations about exercising option years.

Q. Question #3b asks for past experience managing quality workforce development programs. In answering this question for the ISY proposal, can experience related to OSY programming be included in this response?

A. Yes, but effort should be made to demonstrate past experience serving the proposed population.

Q. Will there a mandatory case manager – youth ratio within the above mentioned program for youth 14-21, 14-24.

A. There is not a mandatory case manager/youth ratio.

Fiscal Questions

Q. Will the contractor be the employer of record for work-based learning paid opportunities?

A. Successful bidders will serve as the employer of record for work-based learning paid opportunities.

Q: Could a staffing agency be the employer of record for paid work experience?

A: A staffing agency may be the employer of record for paid work experience. All work site supervisors must have appropriate clearances.

Q. Is the contractor responsible for facilities, equipment and access?

A. Sub-recipients are responsible for all facilities and equipment costs.

Q. Is profit allowable?

A. While profit is allowed for for-profit entities, the extent to which a respondent can meet performance objectives while minimizing indirect and profit costs will be a factor in the evaluation process. Profit can be included in the "other" section of the budget template and disclosed in the budget narrative.

Q. Are administrative costs allowable?

A. Administrative costs are allowed. All costs must be reasonable, allowable, allocable, and necessary according to applicable federal, state and local regulations, including but not limited to the Uniform Guidance and WIOA and/or TANF regulations.

Q.   Will there be a separate transition budget?
A.   A separate transition budget will not be considered.

Q.   Are participant costs such as work experience, supportive services and incentives part of the budget to be submitted with this RFP response?
A.   Yes. Your proposed budget should be competitive and may include participant costs related to your program model, assuming they are allowable. Please read the RFP and budget template carefully to understand all requirements and expectations.

Q.   Does the 25% for WE come from the $3.25MM total budget?
A.   Successful bidders to WIOA programming will be expected to propose a budget with at least 25% work experience costs.

Q.   Do supportive services come from the $3.25MM total budget?  What is historical Supportive Service spending by category?
A.   Youth programs are expected to serve the employment/education as well as supportive services needs of young adults. Programs should balance the need for supportive services (including, but not limited to, transportation, licensing fees, uniforms, union entry fees) with reasonable costs per participant. Where possible, supportive services should be provided through leveraged resources. All supportive service and incentive costs must be in line with Uniform Guidance and Partner4Work policies. Historic supportive service spending by category varies greatly by provider.

Q.   Will selected agencies be flat funded for the four-year period or does/will Partner4Work anticipate increases, COLA, funding escalation?
A.   At this time, Partner4Work is unable to speculate on increases, COLA, or funding escalation. Each option year's contract will be negotiated prior to signing and is dependent upon available funding, sub-recipient performance, and Partner4Work priorities.

Q. Regarding the $14.59 hourly rate that the RFP encourages the provider to pay all staff members employed through any Partner4Wwork agreement, does this just apply to case managers? Or does it also apply to support staff such as drivers or those who train/work with youth through work experience and training?
A. Partner4Work encourages, but does not require, that all staff funded through this RFP are paid at least the self-sufficiency wage.

Q: Will reimbursements be once a year ie annually, quarterly or monthly?
A: Sub-recipients should invoice monthly. Provided these invoices are received in a timely fashion, reimbursement will occur on a monthly basis.

Q.   In regards to Part C on the Request for Proposals Cover Letter appendix:  Would partners that are supporting the program but not receiving any funding have to get registered with SAM, provide their most recent financial audit, compete the pre-award assessment, etc?
A.   Partners supporting a program but not receiving funding under Partner4Work contracts are **not required** register in the System for Award Management, not required to provide their most recent financial audit, nor required to complete the Pre-Award Assessment.

Q. For the college credit ISY model: if our organization pays tuition to an institution of higher education, would that be considered subcontracting?

A. Under Partner4Work funded youth programs, tuition payments made for clients to attend training at an institution of higher education are considered a program cost that should be included in the applicant organization's budget proposal. These payments would not be a subcontractor relationship.

Logistical Questions

Q. Will technical assistance be provided to contractor staff at the beginning of the contract and ongoing?

A. Technical assistance will be provided to contract staff throughout the contract period.

Q. Is there a requirement to retain current staff?

A. There is no requirement to retain current staff for the Young Adult Workforce Services RFP.

Q. Please share the locations of your youth services facilities, as well as the resources available in the facilities. Describe the access to public transportation, planned hours of operation, and ADA accessibility features of the sites.

A. Partner4Work does not operate youth service facilities. All current locations are operated by sub-recipients procured through WIOA and TANF youth RFPs and leases/deeds are held by those organizations.

Q. Will WIOA/TANF youth programs be allowed to operate out of Partner4Work facilities in Pittsburgh and in the county?

A. Partner4Work does not have facilities for young adult programs.

Q. Would there be office space available at the existing One Stop locations? What are the costs and what is included in those costs (computers, internet etc.).

A. Currently, no dedicated Title I Youth or TANF provider is located in either One Stop Center. Partner4Work is open to this in the current solicitation for young adult programs, however. The approximate cost for an FTE in the Resource Sharing Agreement (RSA) is currently between $15,000-$20,000 annually and is renegotiated each year. Applicants interested in providing youth services at the existing One Stop must include this cost in their budget(s).

Q. Can a Youth Program applicant apply for WIOA funding only? As a school, we serve a wide range of students and will be identifying students who have one or more barriers to employment. However, we won't know if we have students who are TANF eligible for our proposed project until the recruitment period.

A. Applicants may apply for WIOA only, TANF only, or both funding streams. Partner4Work reserves the right to fund successful proposals out of either TANF or WIOA funding and to shift funding source for projects in subsequent option years.

Q. Will a list of successful bidders be published?

A. Yes. A full list of programs will be available at partner4work.org after providers have been selected.

Q. As an organization that offers supportive services to many agencies and clients on a mobile basis, what are things we can do to become better connected with TANF youth programs?

A. A list of current Partner4Work funded programs is available here: https://www.partner4work.org/programs/young-adults-programs/ When the RFP process is complete, we will again publish a list of funded providers and are happy to build connections with supportive service providers.

Proposal Submission Questions

Q. Are tables, charts, graphs, and other illustrations allowed to be smaller than the 12-point font and double spacing if legible?

A. Yes.

Q. Are attachments, in addition to those requested in the RFP, allowed in the proposal?

A. Additional attachments are not allowed in proposal responses and will not be considered.

Q. Please confirm headers and footers are allowed within the 1-inch margins.

A. Headers and footers are allowed within the 1-inch page margins.

Q. We understand, if applying for WIOA and TANF funding we are to answer either question 5 or question 6. To clarify the page limit on page 23 of the RFP, if we are applying for WIOA and TANF funding are we to submit one complete proposal for WIOA (17 narrative pages plus cover sheet, checklist, and attachments x 5 copies) and a separate complete proposal for TANF (17 narrative pages plus cover sheet, checklist, and attachments x 5 copies)?

A. Proposals for one program funded through both funding streams should only submit one proposal. Respondents must, however, submit separate budget templates for County/City and TANF/WIOA.

Q. Similarly, would separate submissions be required if applying for county and city funding?

A. If a substantially similar program is being proposed for City and County, only one proposal should be submitted. Proposals should clearly indicate how many youth are proposed to be served from each geography. Respondents must submit separate budget templates for County/City and TANF/WIOA.

Q. Do the questions/prompts have to be included? Alternatively, can the questions/prompts be truncated, singled spaced and a smaller font size as to not consume the narrative page count?

A. Questions/prompts do not need to be included. Partner4Work prefers that proposals responses generally follow the outline of the RFP prompts.

Q. Can P4W email the applicant a PDF of the completed pre-award assessment once an applicant completes it, as it seems there is not a way for the provider to print or save the full document online.

A. Yes, if you include a note in the pre-award assessment or send Partner4Work an emailed request, we will send you a PDF.

Q. How do we demonstrate proof of SAM registration?

A. To determine if an organization is actively registered with the System for Award Management (SAM), Partner4Work conducts a search of the SAM online database using the applicant organization's DUNS number. At this time, written documentation is not necessary to determine your organization's registration in SAM. Please note that your organization's SAM registration must be renewed annually and must be active at the time of award in order to receive funds from Partner4Work. Applicants may check [www.SAM.gov](http://www.SAM.gov) to determine if their organization is SAM registered.

Q. How does an organization complete the pre-assessment?

A. The Pre-Award Assessment may be completed online by clicking on the link embedded in the digital version of the RFP or at the following URL: [https://www.surveymonkey.com/r/ZKN2B6W](https://www.surveymonkey.com/r/ZKN2B6W).

Q. To confirm, when submitting proposals for one program (OSY) funded through both funding streams (WIOA/TANF) bidders are allowed the following page limits for a total of page limit of 31 pages:
  - Executive Summary – 2 pages
  - Organizational Overview – 3 pages
  - Staffing and location – 2 pages
  - WIOA Youth Program – 8 pages
    - WIOA City Youth Budget Narrative – 2 pages
    - WIOA County Youth Budget Narrative – 2 pages
  - TANF Youth Program – 8 pages
    - TANF City Youth Budget Narrative – 2 pages
    - TANF County Youth Budget Narrative – 2 pages

A. Proposals for one program model funded through both funding streams should only submit one proposal. If applicants are proposing to serve the same population under one program model using two sources of funding, they should submit only 8 pages of program narrative and 2 total pages of budget narrative. Respondents must, however, submit separate budget templates for County/City and TANF/WIOA.