

Learn & Earn Provider- RFP Q&A

1. As a previous Application Support Center and/or Provider, do I have to respond in full to the RFP or is there a different process in place for returning applicants?
 - A. Anyone seeking to be an Application Support Center and/or Provider for Learn & Earn 2021 must respond in full to the respective RFP. This is a new application period meaning only respondents to the newly published RFPs will be considered for next year's programming.

2. What do you mean by fiscal turnover in the staffing section?
 - A. Please describe the status of your fiscal staff in terms of their tenure with the organization. If you anticipate any changes in staffing by the summer of 2021, please describe those as well.

3. Do private donations include the following: private foundation grants, business donations, and individual donations?
 - A. Yes, all of the above are included in private donations.

4. If we had worked with Learn & Earn before (as either a support center and/or a provider), does that count as having received federal funds? Or are you just looking for time when we received federal funds directly?
 - A. Yes, previous Learn & Earn contracts do count as having received federal funds.

5. Do we need a financial audit to be eligible to be a Learn & Earn provider? If not, is there an alternative financial document you would like us to submit?
 - A. A financial audit is not a prerequisite for Learn & Earn provider eligibility. However, any organization that is required to have a fiscal audit in accordance with the Uniform Guidance at 2 CFR 200 or the PA Solicitation of Funds for Charitable Purposes Act, 10 P. S. § 162.1, must submit their most recent audit report to evidence compliance with these regulations and demonstrate the organization's financial standing. In lieu of a full audit, a compilation or review of financial statements conducted by an independent certified public accountant or public accountant is preferred.

6. Can we operate the Summer Earn & Learn out of the existing P4W facility or do we have to have a standalone site?

- A. The role of Partner4Work is to administer the overall program and we look to providers to manage the day-to-day operations of the program when it comes to young people. Once young people are placed with a provider, they are onboarded as an employee of the provider, trained and assigned a worksite. The process and location for these activities is at the discretion of the provider and should be outlined specifically in proposals. A standalone site would be necessary for any in-person training or work experiences, however, a fully virtual experience may not require a brick and mortar location.

7. The math on the wages for both programs works out properly. However, the payroll tax line does not work. FICA is 7.65% (89.85), SUI is 3.6890% (43.33), FUTA is .008% (9.40) and workers compensation expense is 6.92. Therefore, that line item is light by approximately \$50.00. (for the 7.25 per hour program) and light by approximately \$100.00 for the internship program. Can these line items on the RFP be altered to allow for the complete coverage of these statutory items?

- A. Proposers may utilize funding from the Program and Administrative costs line item (4) to cover additional participant taxes (2).

8. How many General Learn & Earn Providers were awarded contracts in 2020? How many youth did each provider serve?

- A. In program year 2020, 25 General Learn & Earn Providers were awarded contracts. The number of youth each Provider served varied greatly with 10 being the smallest and 281 the largest.

9. How many Corporate Intern Providers were awarded contracts in 2020?

- A. In program year 2020, 1 Corporate Internship Provider was awarded a contract.

10. Why did P4W decide to recirculate this RFP a year earlier than expected?

- A. Partner4Work and the Learn & Earn committee reserve the right to RFP for programming at any time.

11. Are letters of intent required to apply for the Learn & Earn 2021 Provider RFP? If so, how many need to be submitted?

- A. Please provide at least two letters of support from worksites you will be engaging for the 2021 program year. If you are applying for a virtual option, please have your worksites describe the role they will play in implementing your projects.

12. If a youth participates in in-person work readiness training they will need a total of 7-weeks of transportation, will the additional week need to come from the program budget line or will there be an adjustment to this budget line? (This question was asked for both Corporate and General)

- A. It is up to each contracted provider to decide when they will hold work readiness training. Should the provider opt to hold work readiness training prior to the program start date of June 28, 2021, additional expenses must come from the program budget or alternate funding.

13. Transportation is set for a total of \$150 for 6-weeks, meaning bus passes would be \$25 a week. Currently PAT has a \$1 a week charge for each Connect Card each week, meaning the amount would be \$26 a week, totaling \$156 for 6-weeks. Will the additional amount need to come from the program budget line or will there be an increase to this budget line? (This question was asked for both Corporate and General)

- A. The allocation for transportation is \$150. Providers may choose how to structure that spending in the form of weekly passes, monthly passes, bus tickets, or a combination thereof. Transportation expenses beyond \$150 can be paid for as a program expense as long as they are in compliance with federal uniform guidance.

14. If a youth who is participating in work fully virtual and technology is purchased with funds from the transportation budget line or the program budget line, will the youth be able to keep

the technology at the end of the program? (This question was asked for both Corporate and General)

- A. Yes, The purpose of purchasing devices for the Learn & Earn program is to help reduce the technology gap in the city and county and invest in young people's capacity to engage in virtual work. Partner4Work expects that youth needing technology are permitted to keep their device at the end of the program. Technology purchased as equipment that can be loaned out as needed or used by staff may be kept by providers. Providers wanting to purchase technology out of program costs should clearly outline this expense in their proposal and budget.

15. How do corporate interns differ from employ-in house for Summer Learn & Earn General Providers?

- A. If a Learn & Earn general provider were to employ youth in-house, it would mean that young people placed with your organization would work for a total of 6 weeks and be paid \$7.25 an hour. You would be their employer of record and their worksite. Youth who have been employed in-house have been summer camp staff, worked on projects for the provider organization or gained work experience doing office work. The corporate internship is intended to be a capstone experience for older youth to have a more career-oriented internship. The internship is 8 weeks long, the work is more demanding and interns are paid a higher wage. The provider that hosts the corporate interns would be the employer of record for interns, but their worksite would be elsewhere with a corporate partner.

16. Appendix A, B and C are not editable. How are we supposed to complete these forms?

- A. You may click the links listed in this response or you can find the links to [Appendix A](#) and [Appendix B](#) on page 12 under the "How to Apply" section of this RFP. The link to [Appendix C](#) is on page 14 in the same section.