

**WIOA Out-Of-School Year Round Youth Programs
FY18 RFP**

BIDDERS CONFERENCE

QUESTIONS and ANSWERS

A. FISCAL QUESTIONS

1. Performance-Based

- Q. The RFP asks for a 9-month budget. Will it be 100% performance based or will some of the costs be invoiced as cost reimbursement?
- A. We are open to a hybrid Reimbursement/Performance contract where we reimburse some of the costs
- Q. When will performance based payments be made to the successful vendor (monthly, bi-monthly, quarterly, etc.)?
- A. Some – quarterly, some – monthly.
- Q. Is there a cap on the cost per participant?
- A. No but it is one of the selection criteria.
- Q. Can you provide details on how the performance will be billed – what are the performance benchmarks, how much are they worth, and how often can they be earned?
- A. The performance portion of the award will be divided amongst the agreed-upon outcomes such that each outcome will have a dollar value assigned. We are committed to an aggressive but fair payment schedule and are willing to negotiate individual amounts with the successful bidder. The end goal is to exceed the agreed-upon goals for youth enrolled, youth served and youth achieving successful outcomes and pay out the entire award value. How that can be best achieved is under development. Benchmarks can be earned monthly and quarterly.
- Q. Since this is a pay for performance contract, this means we will not be reimbursed for any expenditures until all of the outcomes are met, is that correct?
- A. No, you will be reimbursed for some of your expenditures.
- Q. Please share the specific areas/benchmarks/matrix you are envisioning for this contract.
- A. The metrics will be negotiated and partially will depend on the proposed program design. The metrics could include but not limited to: number enrolled, number started activities, number successfully completed activities, number employed, etc.

2. Budget

- Q. Should our budget include costs for job shadowing or Youth Work Experience agreements or participant incentives? If so is this invoiced as a cost reimbursement line item?
- A. If that's part of the proposal then yes. That cost would have to be included in your proposal (it could not be an "additional" or pass-through cost on top of your award amount). We would prefer this type of cost to be covered under performance payment but would be open to a substitution (e.g. training costs are reimbursable but staff salaries and overhead are tied to performance metrics). That can be negotiated between the awarded bidder and AAWDC.
- Q. Page 12 if the RFP states that the respondents will use the Work Place Excellence Curriculum. Is there a cost associated with this material? If so how much should we budget?
- A. No costs to be included in the budget. We will provide materials and training on how to use the tool.
- Q. Can you tell us the (estimated) amount available for the 9 months of service?
- A. We don't provide a dollar amount range, we provided a minimum number of youth to be served.
- Q. In your letter of intent, you asked for the proposed cost. Will this count against us, if that number changes when we submit the proposal.
- A. The only cost that will be considered is the costs provided in your final proposal.

3. Indirect Costs

- Q. Will we be considered responsive, if we submit the indirect cost rate at a higher level?
- A. Yes.
- Q. On the budget summary tab of the budget sheets there is a row for "administrative costs". Is this the same thing as "indirect costs"?
- A. In most cases, yes. Some companies have separate direct administrative costs while others have indirect admin: this was intended to catch both types.
- Q. Can your indirect costs be applied to admin or can it be applied to direct costs?
- A. It must be broken out separately.

4. Matching Funds

Q. What is matching funds?

A. Any other funds that would pay services beneficial for participants. For example, if this program is paying for work and learn opportunities and another program is paying for assessment tools and supportive services. In this case, costs for assessment tools and supportive services are considered matching funds.

Q. Is co-enrollment allowed with WIOA Adult Program? If so, can this be used as matching funds for program budget?

A. In special cases, yes.

B. PROGRAM QUESTIONS

Q. The RFP requests we serve a minimum of 60 participants. It also mentions 4,000 unemployed youth in the region. Can we serve more 60 participants? Is there a limit on the number served?

A. Yes, there is no limit on the number to be served.

Q. How many young people are to be served?

A. The RFP asks for a minimum of 60 youth to be served.

Q. Page 11 of the RFP mentions serving In School Youth whom are eligible and Career Bound. Will we serve any In School Youth as part of the total number to be served?

A. No, the RFP is asking to serve only out-of-school youth.

Q. What is the dropout rate of the High Schools in the counties to be served?

A. Please, refer to the MD Report Card website - <http://reportcard.msde.maryland.gov/>

Q. Can we have a list of the High Schools in the counties to be served?

A. It can be found either on the MD Report Card Website <http://reportcard.msde.maryland.gov/> or Anne Arundel Public Schools site <https://www.aacps.org/domain/170>

Q. Can we have the number of youth served in PY 15-16 and PY 16-17?

A. We served around a hundred youth each year.

Q. What were the outcomes for the last program year?

A. We did not focus on the out-of-school youth.

Q. Can we target participants that have an interest in a specific career path e.g. carpentry or furniture hacking and repair?

A. Yes, we focus on HITCH industries.

Q. Is there any wiggle room with the minimum of 60 participant requirement? Being that the target population will need to overcome barriers, 60 participants in 9 months is pretty aggressive.

A. No, there is no flexibility on this.

Q. Can youth participate in work experiences occur outside of the county?

A. Yes, but you have to make sure that you take into account transportation issues that youth is very often facing.

Q. Will the out-of-school youth that AAWDC is working with now be carried over into the program?

A. Yes.

Q. Do you have a general ballpark number of how many will be referred?

A. AAWDC in-school program will serving around 25-30 youth who will be graduating next May. We will be promoting the out-of-school program to them. Those who graduated this year, 22 youth, could be contacted and recruited for this program.

Q. How is the program currently staffed?

A. There is no staff who works with out-of-school youth since we are procuring these services.

Q. Organization has experience running In School Youth programs but no recent experience with Out of School programs, does that knock us out of the running?

A. No, but we would like to see how you are planning to recruit and work with this population.

Q. What does "access to job placement" mean?

A. An ideal would be a commitment to hire expressed by a business. It could also be a strong labor market information and data that shows demand for these particular skills.

Q. Are you aware of any mentoring program existing in Anne Arundel County? If so, who is the provider?

A. We are not aware of any mentoring program in our area.

Q. Please define Special Consideration and Priority.

A. Demonstration of sustainability, inclusion of matching and leveraged funding, demonstration of cooperation of partners, demonstration of the strategies for developing and placing youth in career pathways.

Q. Will the youth be referred to a vendor or a vendor is supposed to recruit?

A. You will need to devise a recruitment strategy. AAWDC will also be promoting the program and refer candidates if possible.

Q. What is the acceptable case load for a Career Coach in your system?

A. Varies, depending on the initiative and intensity of the program. Could be between 25 and 40.

Q. Do you expect the vendor to provide hard skill occupational training or prefer that the training is run through AAWDC?

A. Occupational training is not a component of the program. If assessment and the model shows the need for training, we can decide on a case by case basis.

Q. Is certification expected?

A. No.

C. PROPOSAL FORMAT QUESTION

Q. Is the Executive Summary part of the 12- page count?

A. Yes.

Q. Section IV page 18 of the RFP mentions a 12-page limit. Is this for all areas of response? Including the table of contents, line item budget and the budget narrative?

A. The 12-page limit is for the narrative excluding budget.