

January 10, 2014 Presenter Orientation – Buena Vista

1. Q. Is the first round of selections held during the proposal development session?
 - A. The proposal development session is a process allowing proposers to make necessary changes in their proposals and to make it clear and more competitive. The Division of Employment and Training (DET) contract managers will provide guidance during the scheduled session.

2. Q. Do I have to serve the adult population who has a low reading level?
 - A. There is not a requirement to serve the adult population who has a low reading level. In the event that you are going to serve the adult population with low reading levels, then you will need to answer question #8 under the Proposal Data Summary.

3. Q. Does the person have to be enrolled into training if he/she doesn't achieve the reading/math levels through contracted services?
 - A. No.

2. Q. Is the average earnings annual or six months?
 - A. The average earning of adults is a six month figure. The methodology is as follows: Total earnings earned in the second and third quarter after the exit quarter divided by the number of adult participants who exit during the quarter.

3. Bill Potter, deputy principal assistant of the Delaware Workforce Investment Board (DWIB) requests that he is cc'd when proposers request to be scheduled for the Proposal Development Session.
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4. Q. Can work experience and work readiness be combined since they cannot be used as a stand-alone?
 - A. The specific program solicitation is soliciting adult training that combines classroom occupational training (including necessary reading and math skills) with internships, clinical, actual work experience, On the Job Training (OJT) and/or mentoring.

5. Q. For clarification, what is the reimbursement rate?
 - A. The reimbursement rate is 60% cost reimbursement. The remaining 40% is performance based.

7. Q. Is the listed average earnings correct for Milestones #14?
 - A. No, the correct amount is \$14,075.

9. Q. Were the average earnings created by the State of Delaware or the Federal government?
 - A. U.S. Department of Labor (USDOL) determines the average earnings.

10. Q. Do I need to attach verification information to Question 6 – Milestones?
 - A. No. The verification information can be found in ETO Policy 17.6 that is attached.

11. Q. What is a DUNS number?
A. Data Universal Numbering System assigned by Dun and Bradstreet gives a unique business identifier to businesses.
12. Q. Where do I take the proposals when I enter the Dept. of Labor building?
A. Proposals should be dropped off at the third floor. If you are interested in obtaining a receipt from the receptionist, you must have one readily available.
13. Q. On #16 under Section 6 - *Other Solicitations Information* of the Youth RFP, will I be held accountable for increased wages?
A. Number 16 under Other Solicitations Information is a generic statement, and it does not pertain to youth.
14. Q. What does it mean “demonstrating the level of funding is sufficient to operate the program?” How will you know this?
A. Demonstrating sufficient funding levels will be accomplished through conversations with the DWIB/DET staff.
15. Q. Are the youth measures current?
A. The RFP includes PY13 outcome measures. PY14 measures have not been finalized.
16. Q. When the DWIB awards monies and the contractors are unable to carry out proposed steps, what happens to the returned money?
A. The DWIB Performance Review Committee is working on policy to address this issue.
17. Q. Contract extensions can be extended. Is it typical?
A. While there is a clause in RFP that allows contracts to be extended, the Adult Blue Collar contracts have never been extended. The Youth Program, however, typically will extend In-School contracts for year.
18. Q. Are youth counted in the measures if they are enrolled prior to their senior year?
A. Yes. All enrollments are counted in the measure.
19. Q. Does the US Department of Labor have a list of approved credentials?
A. Unfortunately, a comprehensive list of credentials is not available for youth. Obtainment of credential will be further discussed during the proposal development session. More information regarding credentialing can be found at <https://youth.workforce3one.org/page/credentials>
20. Q. Should the staff salary information in the Budget Summary mirror the key people who are part of the training program?
A. Yes. This is limited to only positions requested to be funded with this proposal.
21. Q. Are you doing just the RFP for the in-school youth this year?

A. Yes. We usually alternate in-school and out-of-school Request for Proposals. An annual report is required from contracts extended into the next fiscal year.

22. Q. Can I inquire about having the Cardio Pulmonary Resuscitation (CPR) course be accepted as a credential?

A. We can take this inquiry back to the Employment and Training Administration.

23. Q. If a youth provider has youth that will not be exiting the program, will they be in the denominator?

A. No. The youth will be in the denominator after they exit the program.

Pilot Program – Adult Career Lattices

1. Q. Would you recruit those already working?

A. Programs can choose to recruit employed or unemployed individuals to participate in their Career Lattice program.

2. Q. Is there a priority to the two lattices already developed?

A. While the two Career Lattices already developed are what we are most familiar with, there is not a priority on the two lattices already developed. If the proposer does not propose a program to move clients within one of these lattices, all programs must lead to an occupations included on the Targeted Training Areas list found within the RFP or provide comprehensive documentation supporting the need for training. The supportive documentation must accompany the proposal.

3. Q. Will it make sense to focus on the underemployed or the employed population?

A. You can design a program to serve the employed or unemployed population.

4. Q. What is the measure of success within the 12 months?

A. When the contract is written, goals will be established to be achieved at a minimum by the end of the first year. The measure of success will be if you met these established goals. The end performance is job placement beyond the first job placement to the second where career growth actually is demonstrated. This may not occur in the first year.

5. Q. How many proposals are you looking to fund?

A. Only one proposal will be awarded.

6. Q. Can an organization apply for funding for the Adult Blue Collar and the Adult Career Lattices Pilot Program? Be awarded both?

A. Organizations can apply for either one or both Adult Training and Adult Career Lattice pilot programs. Organizations can be awarded either one or both.

7. Q. If I have to purchase training through another contractor, how do I document it in the budget item list?

A. This can be accounted for on the tuition line if tuition is being paid to a trainer/school or on the professional services line.