

Blue Collar Q&A PY13

- Q1: If you propose training components in addition to the Occupational Skills Training (i.e. GED), are the costs of the additional components built into the proposal?
- A1: Yes. Proposals submitted through this RFP will describe the entire program to be considered. The Proposal should reflect 100% of services, budget, and participants. Funding may be approved to fund all or any portion of the cost of a training program.
- Q2: Do questions 7 and 8 in the Proposal Data Summary have to be on separate pages?
- A2: No, they do not have to be on separate pages. However, they are limited to one page each and therefore answering them on separate pages may be helpful in determining if the one page limit was met.
- Q3: Is On the Job Training (OJT) different from subsidized employment?
- A3: Yes, OJT is different from subsidized employment. Subsidized employment is defined as employment for which the employer receives a subsidy from another funding source other than their own to offset some or all of the wages and costs of employing a client. On the Job Training is defined as training in the public or private sector that is given to a paid employee while he or she is engaged in productive work and that provides knowledge and skills essential to the full and adequate performance of the job. This is accomplished by reimbursing the employer an agreed upon percentage of the client's wages (usually 50%). On-the-Job training shall be limited in duration to a period not in excess of that generally required for acquisition of skills needed for the position within a particular occupation, but in no event shall exceed 6 months, unless the total number of hours of such training is less than 500 hours.
- Q4: How is a provider reimbursed for OJT?
- A4: Contracts will be a hybrid (60% cost reimbursement and 40% performance based). The reimbursement for OJT could be budgeted as a cost reimbursement item and would be included on the Budget Summary – Line Item 18 (Participant Payments) of your proposal. Throughout the contract period, contractors submit monthly Financial Reports to the Division of Employment and Training that generates payment to contractors for Cost Reimbursement Items. If the provider decides not to include the costs associated with OJT in their 60% cost reimbursement portion, the provider will earn these funds with their performance payments. Performance payments are not generated until performance is achieved and validated according to the manner prescribed in an agreement.
- Q5: What is the difference between OJT and Internships/Work Experience?
- A5: OJT is when a client is hired by the employer following the development of an agreement with the employer to provide occupational training in exchange for reimbursement of the employer's extraordinary costs. This is accomplished by reimbursing the employer an agreed upon percentage of the client's wages (usually 50%). OJT occurs while the participant is engaged in productive work that provides knowledge and skills essential to the full and adequate performance of the job. This does not prevent a participant who has been trained by one

employer from ultimately being placed in a comparable, training-related position with another employer.

Work Experience/Internship means a short term or part-time training assignment with a public, private for profit sector, or private non-profit organization for a participant who needs assistance in becoming accustomed to basic work requirements. Work experience should be designed to promote the development of good work habits and basic work skills for individuals who have never worked or who have been out of the labor force for an extended period of time.

Work Experience/Internship can be paid or unpaid, while OJT's are always paid and the client is a regular employee of the participating employer.

- Q6: How does the reimbursement work for Direct Benefits? If the funds allocated for Direct Benefits is not fully expended, does the contractor reimburse those funds to the state?
- A6: The distribution of direct benefits by the Administrative Entity is on a cost reimbursement basis. The disbursement is triggered by the timely submission of a monthly financial report of expenses incurred in connection with the administration of the program. Completed financial reports will be submitted within twelve days of the close of the reporting period. Financial reports received timely should receive payment within thirty (30) days of its receipt. If financial reports are incomplete, the Administrative Entity has discretion to reimburse for those expenses identified and sufficiently completed to warrant a partial disbursement and withhold funds that require further documentation or additional information. Therefore, if the amount budgeted for Direct Benefits is not fully expended the contractor will only receive the amount expended.
- Q7: Should proposer submit separate proposals per county being served?
- A7: No. The counties being served should be listed on the Proposal Data Summary where requested.
- Q8: What is the significance of 39 weeks? Is it required? Can it be part time training?
- A8: **Long term training is being requested but it is not a requirement.** Training can be part time but there must be a reasonable explanation as to why the training is being proposing as part time other than meeting the 39 week request.
- Q9: If the training has more than one cohort or cycle, would each cohort/cycle have to be 39 weeks?
- A9: If there is more than 1 cohorts/cycles being proposed, each cohort/cycle would have to be 39 weeks or more. With that said, these are only one year contracts and current policy dictates that all occupational skills training would have to be completed by 6/30/14.
- Q10: The RFP says, "Blue Collar Adult training will be funded as a 100% Performance based contract. Incremental payments will be on **but not limited to** the following: enrollment, **mid-point completion**, successful completion, credential, day 1 outcomes, and day 30 outcomes." Please clarify what the "but not limited to" means? Can proposers change this?
- A10: Proposers cannot change this, but DOL/DWIB can. DOL/DWIB has decided that Adult Blue Collar contracts will be executed as hybrid contracts. 60% cost reimbursement and 40% performance based.

Q11: What will the breakout for performance payments be? For example, with the new midpoint completion payment, will the PY12 successful completion performance pool be divided in half?

A11: The breakout for performance payments will be on Day 1 Placement and Day 30 Retention.

Q12: If an agency is proposing multiple training areas (i.e. Dental Assistant and IT) would two separate proposals be submitted?

A12: Yes.

Q13: How many grants do you expect to award?

A13: There is no answer to this question. Last year the DWIB funded 26 proposals.

Q14: In the Q&A, can the organizations present at this orientation be listed?

A14: No, organizations present at orientation will not be listed in the Q&A.

Q15: Can providers be reimbursed for mileage?

A15: Yes, the budget includes a Line Item for staff and client travel. However, the line item budget will have to be approved and incorporated in the agreement.

Q16: The amount listed in the RFP as an estimated funding level is \$2,687,176. Will this entire amount be allocated for Adult Training Programs?

A16: No. A minimum of 50% of this estimate will be used to fund Adult Training Programs. The remainder will partially fund youth contracts (separate solicitation).

Q17: The Outcome Measures listed on page 9 of the RFP state:

Adult Entered Employment Rate (of terminations)	63%
Adult Employment Retention Rate (30 days) (of terminations)	70%
Adult Employment Retention Rate (90 days) (of terminations)	70%
Adult Employment Retention Rate (180 days) (of terminations)	70%
Training Related/Day 1 Employment Rate (of terminations)	62%
Adult Average Earnings	\$13,900
Adult Employment and Credential Rate (of terminations)	67%

How can the entered employment rate at 63% be lower than the Retention Rates at 70%?

A17: The rates are incorrect. Correct rates are as follows:

Adult Entered Employment Rate (of terminations)	79%
Adult Employment Retention Rate (30 days) (of terminations)	70%
Adult Employment Retention Rate (90 days) (of terminations)	70%
Adult Employment Retention Rate (180 days) (of terminations)	70%
Training Related/Day 1 Employment Rate (of terminations)	62%
Adult Average Earnings	\$13,900
Adult Employment and Credential Rate (of terminations)	67%

Q18: The Adult Average Earnings is listed as \$13,900 in the Outcome Measures in the RFP, but on the proposal form in Target Question 6, it says \$13,500. Which is correct?

A18: \$13,900