

Do all of the work sites need to be within the eight counties of SCPa Works or can an employer be in another county?

Participants need to be residents of SCPa Works. If your work plan has them working outside SCPa Works region, please outline that in your narrative. It is not mandated that the work experiences take place in our 8 county area.

The RFP states that youth must always be supervised. Can the host employer serve in a supervisory capacity or should it be contract staff only?

The host employer can provide supervision, but must have all clearances.

Directions state “All proposals must have a table of contents.” Is this part of the 15 pages of Narrative?

No, that is not included in the page count

Page 6 indicates that regardless of the type of employment, the provider is responsible for ensuring the ratio of youth to supervisors is adequate. Please define “adequate,” or provide an example.

A 6 to one ratio is sufficient; it depends on the duties and the worksite. Please define your plan in your proposal.

Page 8: the narrative is to be no more than 15 pages. On the same page, section 2 states: “briefly describe your organization,” and is limited to one page. Is this brief description counted as one page of the 15 pages within the narrative or is this an additional page?

It is counted in the page limits.

Page 12 A: Will you please provide a checklist of each item needing to be included and answered in the 15-page narrative?

Yes

Will you please clarify/list the named page limits for each section?

There is a 15 page limit for your narrative. There is no limit or minimum content for the proposal contents listed 1-11 on pages 8 and 9 with the exception of the organizational description.

Page 12 B: Is the “timeline” included in the 15 pages of narrative?

Timeline is not included in the page limit

Page 12: Fiscal management. Is this part of the 15 pages of the narrative?

No

The RFP requests that the payroll system be described. The section indicates direct deposits or checks are acceptable. Are reloadable debit cards allowed?

No we do not want to see reloadable debit cards

Do you have a tentative date for the presentations?

Please clarify, if it is related to funding decisions that should be by March 1

Is there an evaluation tool you can share with us that shows how many points are awarded for each section?

That will be part of the scoring rubric

When will questions and answers be posted on your website?

Goal is to have them on a week post bidders meeting

How many youth are you projecting to serve?

Approx. 330 with the current projected allocation

Who will determine the final student eligibility?

There is pending notification from the state, currently it is the contracted vendor/program operator

Are employers required to have clearances and background checks? If yes, who will pay for them and which clearances?

Yes, program staff and direct supervisors of the youth at worksites are required to have clearances. That can be paid with by program funds.

Who will be responsible for obtaining student work permits?

The students

Will the pre-employment training begin July 1?

No. Funds are awarded starting July 1, if any pre-employment activity starts prior to July 1, 2017 it will be the responsibility of the vendor/program operator

On page 14 of the proposal, item II.F.4 asks that we provide a Concurrence of Collective Bargaining Agreement. If at the time of our proposal submission we have not partnered with employers who have a union shop, is there anything that is required regarding this item?

No

On page 14 of the proposal, item II.F.5 asks that we provide Union Comments. Please define what is expected for this item. If at the time of proposal submission we have not partnered with employers who have an union shop, is there anything that is expected regarding this item?

You would not provide the comments, if partnering with a Union Shop, they would provide comments.

How much funding is available for the program?

Approximately \$800,000. A cost per participant of \$2,400 is a good guideline.

Do you anticipate awarding the contract to one bidder or possibly multiple bidders? If multiple, how many do you anticipate?

It can be awarded to one contractor or multiple. We can't anticipate the number of awardees.

Is there a plan for students without access to public transportation? Could parents, guardians or students be reimbursed if there is no public transportation?

That would need to be outlined in your proposal, the only reimbursement to students would be in the form of a buss pass if available as a supportive service. There can be no direct reimbursement to a parent or guardian.

Will SCPa recruit students? How do students register or apply?

No, this is the responsibility of the contracted provider. There is a TANF application and eligibility process that needs completed.

For program year 2017, are we still using the three year cycle of participants that was used for the previous year? Or is PY 2017 with brand new participants?

We are looking to build on the three year cycle, new participants are also encouraged.

Can participants get paid for orientation before they actually go on worksite?

Yes, they can be paid for orientation related to the Job

Can we get a better definition of direct supervision of a participant at their worksite?

All summer participants must be under direct supervision, whether it is program supervisors or supervisors at the worksite. Program participants may not work alone without supervision. . If participants are working in a large retail or other worksite, supervisors need to be located with those departments and must have routine interaction.

Page 6 Youth Payroll Parent Consent; does the parent have to consent to the participants I9 form contract? Or is page 2 of the TANF application sufficient enough to serve as parental consent?

The TANF application is sufficient for parental signature if the youth is a minor.

Clarify Page 20 TANF Youth Projected service levels chart.

Number of Youth to be served are the amount of youth you intend to enroll in the program

Number of Youth to be placed in Summer Employment is the number of youth that you intend to serve for summer

Number of youth to be placed in Year Round Activity are the number of youth you intend to serve (if any) from October 2017 through June 30, 2017.

Number of Summer Employment youth and Year Round experience youth should total your number to be served.

Number of youth to be placed into a private sector paid internship is the number of youth placed into unsubsidized employment

Number of youth to obtain an industry recognized credential would be for those who may receive an industry recognized credential while participating in the program

Number of youth placed into unsubsidized employment are the youth who are placed without subsidized wages.

Is the narrative single or double spaced?

Single spaced is fine.

Are matching funds required?

No they are not required, but are often necessary to supplant and support the program.

Do you want us to include matching funds in the proposal that cannot be included as an official match? (i.e. federal to federal)

No we don't want to see Federal to Federal

Is a scoring rubric available?

Yes, it will be posted with the questions and minutes from the bidders meeting

Page 8, proposal contents, number 1: Is the provider name, program name, contact person, supposed to be included in the narrative, or is that information for the Application for Funding Assistance?

That is included on the Application for Funding Assistance

Please confirm that the narrative must be hand delivered (p. 10 of RFP). The last youth grant was submitted electronically.

Yes, it can be mailed or hand delivered. No electronic submissions.

**Which sections on pages 12 and 13 of the RFP are supposed to be included in the 15-page narrative?
Which items should be included as attachments? (i.e. organizational chart? Detailed job descriptions?)**

Section A is included in the 15 page limit. Sections B, C, and D can be attachments.

How do the available TANF dollars compare to the 2016-2017 year?

They should remain consistent with last year's allocation