

Out-of-School Youth Bidders Conference: Questions & Answers

1. Does this proposal need to be indexed and labeled?

No

2. What is the ceiling for the bids?

No ceilings, your bids should be based on your experience and knowledge as to how much it will cost to deliver the services.

3. Is a table of contents needed?

Yes

4. Where do you find the program design worksheets (as listed on p. 15 of the RFP)?

This was a typo (see updated page 15)

5. Does the project narrative only include sections A, B, C and D (as listed on pp.15-16)?

From pp. 15 - 16, the project narrative include sections A, B, D and E (See Updated Checklist)

6. By four priority elements (p. 15 problem statement of RFP) are you referring to the boards 4 listed on p. 6?

(See page 10: Ten Program Elements) The four priority elements are those listed in numbers 1, 2, 4 and 5.

7. On p. 21, item 4 (goals for youth attainment of a degree or nationally recognized certificate are clearly stated) refers to the GED grant and NOT the Out-of-School youth grant, correct?

Refers to the GED and Occupational Skills Training Program

8. Do a counselor and/or psychologist HAVE to be on the core team or is this an item that can be referred out?

Yes, they have to be a part of the core team. (See page 8) Bidding organizations' staff members should consist of experienced/credentialed psychologist/counselors.

9. What font should be used for the proposal?

12-pitch font (see page 15)

10. Can offerors include a cover page to the proposal? Or does that count against the length of the overall narrative?

You can include a cover page (proposal summary, see proposal checklist)

11. One page 17 is there a page limit for Section C. WIA Mandated Performance Outcomes? All other sections have a page limitation.

Only sections A, B, D and E apply

12. On page 20, In-Kind/Leverage Funds, is there any limitation/restriction on what JCWIB considers for in-kind or leverage:

In-kind contributions should be from non-government sources

13. On page 20, there is a list of prohibited costs which includes marketing, advertising and outreach. Since recruitment of participants will need to occur and there will be cost associated with that allowable WIA activity, how would JCWIB like to see those costs classified in the budget? Would using program promotions be accepted?

Those cost will be considered outreach cost, they must be included in the budget and discussed during contract negotiations

14. Do you accept indirect rates?

Indirect rate must be approved by your federal cognizant agency.

15. How much funding is available?

Up to 1million dollars is available for youth activities

16. Do you have a cost per head/participant that you want your programs to fall under:

Your cost should be based on your experience and knowledge as to how much it will cost to deliver the service. Your program should serve a maximum of 50 students.

17. Under partnerships, are letters of support acceptable in place of actual agreements until a contract is awarded?

No. Agreement exceeding 15K must be publicly bided.

18. Currently, we do not have a location in Jefferson County. Will a letter from a realtor upon award of contract be sufficient?

No

19. Will all offerors be asked to present on April 2nd or only a select few? How will that be determined?

All offerors will make an oral presentation on April 2nd.

20. The RFP does not designate exactly where (whether in front of the project narrative, etc.) the proposal summary needs to be placed nor does it state what elements need to be in the proposal summary as it does in the rest of the sections (problem statement, etc.). Can you please provide this information specifically?

(See the updated Proposal Checklist). The proposal summary will service as your cover page; it must be on your organizations letter head.

21. If you are a current contractor, do you have to re-bid?

Yes

Questions submitted after the Bidder's Conference:

1. Do you need copies of MOUs?

Yes

- a. If so, can these be placed under formalized agreements?

See page 16, number 4 (this is considered an attachment), this does not count against your 8 page limit (Plan and Implementation)

- b. If not, where would you like to see these documents?

See above statement

- c. If placed elsewhere, do they count against the 15 paged project narrative?

See above statement

2. Double checking ---formalized agreements **DO NOT COUNT** as part of the plan and implementation (8 pages) or the overall 15 paged project narrative, correct?

No

3. Under program services, can we supplement this section with a program design document as an attachment?

No

- a. Will this count against the overall 8 plan and implementation pages and overall 15 paged project narrative?

Yes

4. Which item numbers (specifically) are included in the plan and implementation (section B) other than numbered items 1, 2, and 3?

All (1, 2, 3, 4, 5, and 6)

5. Under administrative and staffing plans, can the specific job duties be placed on the "Job Description/Resume" attachments **if item 6 is part of** the 8 paged plan and implementation section (B)?

Job Description/Resume Attachment is to be used for #4 under The Project Narrative (Plan and Implementation) only. Disregard the checklist which states to place this attachment under the Budget Narrative.

6. **If part of the plan and implementation, since this section is only 8 pages, can the job descriptions be very brief?**

It should be a detailed explanation of the job duties (see Job Description/Resume of WIA Personnel attachment)

- a. Can a referral to the complete job description in the Job Description/Resume attachment be placed in this section?

See #4 under Plan and Implementation

7. **Double checking---**The organizational chart does not count against the 8 pages for the plan and implementation section and the overall 15 page narrative?

Yes, it does count towards the eight pages and the overall 15 page narrative

8. **If not included as part of the response to question 4 above, does the numbered item 6 (administrative and fiscal capacity) under section B (plan and implementation) count as part of the 15 paged project narrative?**

It is included in #4. #6 does not require an organizational chart.

9. **Is there a page limit for the statement of experience?**

See E, under Plan and Implementation. Please submit the required documentation (there is no prescribed limit)

10. **Double checking---** at the bidder's conference JCWIB indicated that A, B, D, and E are part of the project narrative, however the new page 15 states the "statement of experience is not included in the 15 page narrative maximum" ... can you please reiterate this fact?

Because each bidder may have more pages in a required document than others, there is no prescribed page limit (See E, Statement of Experience).

11. **Under staff qualifications...**must the certified mental health professional be part of the core staff or can this individual be an outsourced resource to be used when applicable?

Under ideal circumstances all staff members should be in-house; however, that may not be practical. Explain to us how you plan to meet program requirements.

12. **Under Administrative and Fiscal Capacity, can you clarify that this references contractor/organization reimbursement submissions to JCWIB?**

As an organization, can you the bidder fulfill the WIA required documentation and record keeping (see # 6 under Plan and Implementation).

13. In the RFP it states that site visits will be conducted prior to the program beginning. Does this allow for procurement of a site to be finalized between contract award and contract start up for those providers who do not have a current physical presence in Jefferson County, but do elsewhere in the State of Alabama? Will Letters of Intent from a potential landlord be accepted as proof for JCWIB that the provider is working toward procuring a site which will be acceptable for program delivery if a lease is not available at the time of RFP submission?

Site visits will take place prior to the oral presentation. Therefore, at a minimum you must have a firm commitment of location (physical address and access) prior to the oral presentation.

14. For the oral presentation: How much time will be allowed?

5 minutes

15. Will we be able to use an LCD projector and laptop for a PowerPoint presentation?

Yes, please let us know before hand to allow for setup

16. How many people will we need to provide handouts for?

A minimum of 10

17. What should the presentation focus on?

Your presentation is your time to tell us (highlight) what you want us to know about your program.

18. Just need to get this officially verified....being that the statement of bidder's is in pdf and does not format correctly when either copying, inserting, importing, or linking with in Microsoft Word, can those page numbers be alluded to in the table of contents and not on the actual copy?

Yes

19. Also the Signature of Certification suffers from the same issues as above, can those page numbers be alluded to in the table of contents and not on the actual copy as well?

Yes