



*Delaware Health  
And Social Services*

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**DIVISION OF MANAGEMENT SERVICES**

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PROCUREMENT

DATE: [August 25, 2020]

HSS HSS-20-044

**[EMPLOYMENT AND TRAINING THIRD PARTY PARTNER]**

for

[DIVISION of SOCIAL SERVICES]

Date Due: [September 23, 2020]

By [11:00 AM] Local Time

ADDENDUM # [1]

[Q&A]

**PLEASE NOTE:**

THE ATTACHED SHEETS HEREBY BECOME A PART OF THE ABOVE MENTIONED RFP.

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Kimberly Jones

Purchasing Services Administrator

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[Teresa Gallagher]

1. How do you verify who is on the call?

Answer: Go to the [DHSS.bonfirehub.com](https://dhss.bonfirehub.com) website, register and submit a message in the opportunity section under the Q and A messages section stating that you attended the call.

2. Can you share how to find the RFP?

Answer: The RFP can be found at <https://.bids.delaware.gov> or on [dhss.bonfirehub.com](https://dhss.bonfirehub.com).

3. How is the age “youth” group defined under TANF?

Answer: The age is defined depending on the type service, for employment services the individual must be of working age, programing type of services can serve minors under 18.

4. Can you go over the two programs: the SNAP and TANF?

Answer: The two programs are Temporary Assistance for Needy Families (TANF) formally known as AFDC or Welfare and Supplemental Nutrition Assistance Program, (SNAP) referred to as food benefits or previously as food stamps. TANF serves families with minor children in the home and income under 200% of the poverty level. The SNAP program serves low income individuals and families experiencing food insecurity with income under 130% of the poverty level with some variation. These are two separate federal programs with specific funding streams. The vendor programs do not have to determine the program type this will be decided and provided by the state.

5. The 50% matching requirement states that federal funding cannot be used as the 50 % match for the vendor program, are there any federal funding source that can be used.

Answer: There is a portion of the Social Security Block grant that can be used. If this is being proposed as a match, the USDA Food and Nutrition Services program would have to approve it. The following are other sources of funding that can be used as your 50% match funding.

- State, county, or city funds
- Donations from private firms or non-profits
- Foundation funds
- Social venture funds (e.g. Goodwill store revenues)
- Community Development Block Grants (CDBG)
- Tuition set-aside resources
- Other state training funds

6. Do the training programs have to be for vocational training?

Answer: The training programs that are being proposed should be training programs that lead to credentialing or increase the student's employability in a specific employment area. The current SNAP and TANF Employment and Training providers provide the soft skills training and other wrap around services.

7. Is the grant for ages 16-21 only?

Answer: No

8. Working with the current SNAP and TANF E&T providers, what does that look like for the vendors?

Answer: The TANF and SNAP programs have very different eligibility, reporting, participation and program requirements. These providers currently work with our SNAP and TANF E&T programs and will be working with the vendors to ensure the students are eligible for SNAP or TANF, can participate in your programs, will assist with referrals to your programs, and will ensure that the students are meeting their participation requirements. The student participation, attendance, and progress will be reported to both DSS program administrators and the current E&T providers to ensure eligibility and reporting requirements are met.

9. Will the E&T providers send people to work with us or are we going to be recruiting and making referrals?

Answer: The E&T providers will be making referrals to your programs. The vendor programs can also recruit and refer possible TANF or SNAP eligible individuals to DSS. If eligible these individuals will be referred to the E&T vendor for assessment and individual employment planning. They will be referred to the vendor program that meets their needs.

10. With the current pandemic, will training be allowed to be web-based and will the state provide Personal Protection Equipment (PPE) and the training location?

Answer: The vendors proposals should include how the program will meet the CDC recommendations for social distancing and PPE recommendations. The provision of PPE is the responsibility of the vendor. The state does not provide training location or sites for the vendors to use. The training can be web based, in person or any combination as long as it is meeting the CDC recommendations.

11. Can the training be provided in other states?

Answer: Generally, no, the training is for Delaware residence and should be provided in Delaware. Given the proximity of our bordering states, we will consider other options depending on the type of training and the circumstances.

12. Do you think the program will be applicable if you do not do employment?

Answer: It is required that the vendor provide job placement services. The vendor is not required to offer employment to the students.

13. Is there more guidance on allowable costs?

Answer: The costs must be reasonable and necessary. Costs can include indirect and direct costs, equipment and supplies, training materials, student support services. The following are unallowable costs.

- Advertising and public relations.
- Alumni activities.
- Commencement and convocations.
- Legal fees which result from a failure to follow Federal, State or local laws. Executive lobbying.
- Goods and services for private use.
- Housing and personal living expenses.
- Interest, fund raising, and investment management.
- Any and all political party expenses.
- Pre-agreement or bid proposal costs, that is, all costs incurred prior to the grant award.
- Scholarships and student aid. (There are exceptions which will be reviewed if these costs appear in budget.)
- Student activity costs.
- Travel-Allowable but with restrictions as to amounts involved, level of transportation costs (e.g., no first-class tickets). Travel expenditures will be an approved expenditure outlined in the contract

14. Can the budget being proposed include staff salaries?

Answer: Yes, with the specific guidelines and time keeping requirements. Salary and fringe can only be reimbursed if:

- They are providing E&T specific work
- The services are above and beyond what is offered to other participants at no cost
- The position is 100% dedicated to the E&T program
- And the partner agency has a contract with the State

15. During the call it was mentioned that if funded, we would be working with local SNAP/TANF providers - receiving referrals and reporting attendance, outcomes etc. Should we identify the partners in our submission?

Answer: No

16. Will DHSS assign a partner organization after the award decisions?

Answer: Partners are not assigned. The E&T partner program are based on the program the student is eligible for either SNAP or TANF. Currently, the TANF program providers are Business Interface and Career TEAM, the SNAP provider is also Career TEAM.

17. Traditionally, Christina Cultural Arts Center has a letter of agreement with DHSS. Is this RFP process to take the place of the letter of agreement process?

Answer: This cannot be answered without knowing what the letter of agreement is for.

18. Is this specifically for the part of our program that pays youth leaders in our after-school program?

Answer: This RFP is for employment and training program proposals.

19. I know that individuals qualifying for TANF and Food Benefits are eligible, is there anyone else who qualifies for services besides these two populations.

Answer: Your proposed program can serve any population, but the only ones that will qualify for the 50 % reimbursement will be the students that meet the TANF and SNAP program eligibility.

20. How many clients should a program serve?

Answer: The bidder's proposals should outline the number of students it plans on serving in relationship to the cost proposal.

21. What counts as on the job training especially in a COVID 19 world?

Answer: The bidder's proposal includes on -the job training, it should define what the training is and how it will be provide in keeping with the CDCs social distancing and PPE recommendations.

22. What is required with the 20 hours of weekly training?

Answer: There is no set number of hours required weekly for training.

23. Of the groups to be served, do we have to serve ALL groups, or can we serve some of them?

Answer: You can serve any of the groups.

24. Can we mix participants in these groups in a cohort with participants that are not in those groups (who are young adults), or does the funding have to cover the full cohort?

Answer: Participants can be mixed. The funding will be based on the individual and the program they are a part of, TANF or SNAP.

25. It states we must provide assistance during nontraditional hours (evening) as well as traditional hours – is this REQUIRED?

Answer: No, it is not required. Though, the time of the training should facilitate the greatest number of participants.

26. What is the total funding available, and what are the average grant sizes; or what are we allowed to request up to?

Answer: This RFP does not have a minimum award amount or a set ceiling amount. The grant amounts are based on the final negotiated amount between the vendor and the state.