

DATE: JUNE 19, 2013

TO: ALL OFFERORS

FROM: EILEEN MICHELINIE  
DEPARTMENT OF LABOR  
DIVISION OF EMPLOYMENT AND TRAINING

SUBJECT: ADDENDUM TO CONTRACT NO. DOL1310012013-TANF  
EMPLOYMENT CONNECTION SERVICES/KEEP A JOB SERVICES FOR  
ADULTS

### **ADDENDUM #1**

The following are the vendor questions and answers for the TANF Program solicitation referenced above.

1. Who are the current providers of these services?

See information provided at the bottom of this addendum.

2. How long have the current providers provided these services?

See information provided at the bottom of this addendum.

3. Is there current performance data available?

See separate handout provided and identified as Addendum #2.

4. Will you provide current staffing by program by county with job titles and salaries?

No.

5. Is there space available in existing facilities to accommodate this program?

No.

6. What is the proposed allocation?

See the proposed allocation information provided at the bottom of this addendum.

7. Will furniture and equipment be available or should we budget for it?

No furniture or equipment is available

8. The RFP states "Contractors must link electronically with the DSS automated system and should reflect these costs in their proposals." Other than computers and internet access,

what is required to link with the DSS automated system and will you provide a cost estimate?

Connection requirements providers will need to communicate with the DSS DCIS system

<b>Memory</b>	4 GB RAM minimum. 8 GB recommended.
<b>Hard Disk</b>	250GB SATA Hard Disk Drive.
<b>CPU Support</b>	3 <sup>rd</sup> Gen Intel Core i5 Quad Core Processor or greater
<b>Drive</b>	DVD-ROM drive.
<b>Display</b>	1280x1024 or greater
<b>Keyboard</b>	Standard USB Keyboard
<b>Pointing Device</b>	USB Optical Mouse
<b>Operating System</b>	Windows 7 Enterprise 64-Bit with Internet Explorer 9 or greater

9. While separate proposals are required for each program, can more than one county be proposed within one program proposal?

Separate Proposals are required for each county

10. Will separate awards be made for each county?

The intention is to fund each program in each county. This is contingent on the quality of the proposals and the availability of funding.

11. In the budgets, are there percentage caps for overhead/indirect and profit?

There are no caps

12. Does question 12.c. on page 8 eliminate the opportunity to propose for both Employment Connections and Keep A Job programs?

It does not. It will require two proposals, one for each separate service

13. Is it required to have a MBE or WBE as a subcontractor?

No.

14. On page 5 of the RFP under Section B. RFP Submissions, Item # 2, lists the specific programs being solicited, can a proposer submit a proposal for (3) Special Enhancement (optional)?

No, the Special Enhancements is not a stand-alone program.

15. Must all three copies of the proposals being include an original signature?

Yes, all three copies must have an original signature.

16. The APEX Program requirement – does this include New Castle County?

The APEX program is not operational in New Castle County at this time but it will be in the foreseeable future.

17. How much money is available for Direct Benefits (also known as Supportive Services)?

There is not an exact figure tied to availability for Direct Benefits. You need to determine what your needs will be and request as much money you think is appropriate in order to be successful.

18. The RFP references the potential for three (3) extensions when creating our budget what time frame should we take into consideration?

The budget should reflect the costs to run the program for one contract period which would be October 1, 2013 through September 30, 2014.

19. If we bid on one or more counties are separate proposals required?

Yes if you did on one or more counties you must submit individual proposals for each county.

20. Do we want to improve enrollment performance from 32% to 40%?

Yes, that is the goal.

21. Are providers required to use the Division of Employment and Training (DET) Internet Reporting or do providers have the option of using their own data system for case management and reporting?

Providers must use the DET Internet Reporting site and they must also use the DSS DCIS system.

### **Proposed Allocation**

Employment Connections – approximate availability \$4,407,668.00

Keep A Job – approximate availability \$1,460,832.00

### **Current Providers, Location and Length of Service**

#### **New Castle County**

Career Team - Employment Connections (Providing services since 10/01/2007)

Dana Fenwick  
964 Justison Street  
Wilmington, DE 19801

EDSI – Employment Connections (Providing services since 10/01/2009)

Bevie Chandler  
219 West 9<sup>th</sup>, St., Suite 300  
Artisans Building  
Wilmington, DE 19801

Salvation Army – Keep a Job (Providing services since 10/01/2001)

Chrystal Kirby  
400 North Orange St.  
P.O. Box 308  
Wilmington, DE 19899-0308

#### **Kent County**

Del Tech – Terry Campus – Employment Connections (Providing services since 10/01/2001)

Michael Benefield  
100 Campus Drive  
Dover, DE 19904

Children & Families First – Keep A Job (Providing services since 10/01/2001)

Kent County  
Zakiya Bakari  
903 South Governors Avenue  
Suite 1  
Dover, DE 19904

**Sussex County**

Del Tech – Owens Campus – Employment Connections (Providing services since 10/01/2001)  
Jean Cenicola  
P.O. Box 610  
Georgetown, DE 19947

Children & Families First – Keep A Job (Providing services since 10/01/2001)  
Sussex County  
Zakiya Bakari  
410 South Bedford Street  
Georgetown, DE 19947

All other solicitation terms and conditions remain the same.