

Adult Orientation Q&A
January 9, 2015

Please Note: There was a discrepancy in the RFP as to where the Proposals and Best and Final Offers need to be submitted. The Proposals and Best and Final Offers should be sent to:

Delaware Workforce Development Board (DWDB) c/o DE Dept. of Labor,
Division of Employment & Training
3rd Floor – Attn: Ashley Francica
4425 N. Market Street
Wilmington, DE. 19802

Q1. Please explain what the Adult entered placement rate is?

A1. The Adult Entered Employment Rate is defined as the total number of exits who obtain Day One Employment at the exit of the program divided by the total number of exits. Day One Employment shall refer to a position where a participant has been accepted into unsubsidized employment with an anticipated permanent duration of 180 days.

Q2. Please explain what the Training Related Day 1 means

A2. Training Related Day One is defined as a job in which a major vocational skill learned in training, as specified in the training plan or curriculum is a predominant activity.

Q3. According to # 12 (*DWDB requests training programs to report any participant who has excelled in their respective training and who may be considered candidates for more intensive training, in the event such programs become available in the workforce development community.*) Is this an allowable outcome?

A3. No, allowable outcomes are related to Day 1 and Day 30 placements.

Q4. How many lattice proposals were funded last year?

A4. Two career lattice proposals were awarded funds last year.

Q5. Are contract positions considered placements?

A5. As long as the placement is in unsubsidized employment with an anticipated permanent duration of 180 days following training the placement is valid.

Q6. Is standardized testing in Math and Reading mandatory?

A6. Yes, contractors will assess reading and math skills. Reading and math skills training when appropriate will be provided concurrently with skills training.

Q7. Are we required to have a minimum number of enrollments?

A7. No, there is no minimum requirement.

Q8. Line Item #23 - What's the percentage on the profit for businesses?

A8. Profit should not exceed 8% of total budget. As stated in the RFP no profit will be allowed until all contracted performance is achieved.

Q9. The RFP references the following Cost Allocation – “All budgeted costs must be allocable to one of two categories: (1) administration, (2) program.

Administration may not exceed 12% of the total budget. Although the breakout of costs is not a Request for Proposal requirement, proposals that are funded must meet this requirement. Can you provide definitions for (1)Administration and (2) Program?

A9. Administrative is defined as function based, not related to direct program services, and can be both direct and indirect costs. Program is defined as costs that relate to direct provision of services to participants.

Q10. If both Fall and Spring semesters are being offered and Spring ends on 6/30/2016 (graduation date) should Spring be included in job search?

A10. All training must be completed by June 30, 2016. After the completion of training contractors have up to a maximum of 180 days to be eligible for a Day 1 Placement.

DOL/DET stated that the list of Supplemental Definitions and Conditions found within an Adult Blue Collar contract would be included in the Q&A. They are as follows:

SUPPLEMENTAL CONDITIONS ARE SET FORTH BELOW:

1. The overall enrollment contract goal is a minimum goal. Contractors are permitted to over-enroll.
2. The Occupational Skills Training portion of the program must be completed by the last day of the contract period.
3. Placements for participants 18 years of age and older are expected to be full time.
4. The Contractor is specifically forbidden from requesting or accepting duplicate payments for services provided to the Administrative Entity participants.
5. For MIS data entry purposes, Contract is assigned a sub code of XXX and an Activity Code(s) of OST and IJS.
6. FUS - Follow-up Services (including Credential, Day 1 Placement, Day 30 and Day 90 Placements) will be entered into the MIS system when contractor has obtained documentation to support achievement of such milestones. Definitions of Credential, Day 1, Day 30 Outcome, and Day 90 Outcome can be found within the Supplemental Definitions of this contract.
7. All employment related contract goals are calculated by dividing the number that achieved the goal by the total number of exits.
8. Contractors will be responsible for completing a jointly develop Individual Service Strategy.
9. Full quarter following exit
 A full quarter following exit is any quarter after the quarter in which the Exit is completed in which no participant services (other than post exit follow-up services) are provided. The first, second and third full quarters following the exit quarter are used as time periods in the computation of performance. The following table is an example:

Exit Quarter	April 1 – June 30	Exit date; May 23rd
Quarter 1	July 1 – September	First Full Quarter

		Following Exit
Quarter 2	October 1 – December 31	Second Full Quarter Following Exit
Quarter 3	January 1 – March 31	Third Full Quarter Following Exit

SUPPLEMENTAL DEFINITIONS are set forth below:

Upon completion of training the participant will be able to:

Students will be successfully trained in the area of XXX which will lead to full time employment in health care facilities. This course consists of XXX hours of classroom instruction and simulated work experience. The course also includes XX hours of clinical instruction at a nursing facility with on- site job shadowing. The course also provides uniforms, text material, audio-visual presentations and group discussion. The students will obtain skills necessary to function as a XXX and will obtain full time employment to become self-sufficient. Participants will also prepare to sit for and pass the XXXXXX.

Enrollment

Participation is of at least one (1) hour in training and completion of data entry in the Delaware Joblink System (DJL) validated by monthly query.

Participant

An individual who has met the definition of Enrollment and who has any one of the following services entered in DJL: Occupational Skills Training (OST), Job Search and Placement Assistance (IJS), Follow-Up Services (FUS)-Credential Obtained, FUS-Achieved Day 1, FUS-Achieved Day 30, or FUS-Achieved Day 90.

Completion

A participant that has met the definition of Completion when he/she has satisfactorily completed 85% of the classroom training hours found in Appendix B. No completion can be achieved after the last day of the contract.

Placement (Day 1)

“Placement” (Day 1) shall refer to a participant who has been accepted into unsubsidized employment with an anticipated permanent duration of 180 days following or during training. Placement will be allowed if accomplished within 90 days of the last day of the participant’s training or within 180 days of the last day of training if the use of a second intensive job search service is approved by the Administrative Entity. Employment that began prior to initiation of the training activity is not eligible as a Placement unless pre-existing employment is specifically permitted within the definition of “Placement (Upgrade)” in the Contract. For employment that begins during training the start date of employment will be the last day of training.

Placement – Full Time shall refer to a job placement of 30 hours or more per normal work week that is held for at least one (1) calendar day at no less than the Federal or State minimum wage, whichever is higher.

Placement – Part Time shall refer to a job placement of at least 22.5 hours but less than 30 hours per normal work week in both Youth and Adult contracts.

Hours in advanced training and post secondary education may be counted as employment hours as long as a minimum of 10 hours of the 22.5 are in unsubsidized employment. For this purpose GED preparation training may be counted as advanced training.

Adult Entered Employment and Credential

A participant that has met the definition of Placement, and who has attained a credential

Credential

Nationally recognized degree or certificate or State recognized credential (H.S.

Diploma/GED, postsecondary degrees, recognized skills standards, licensure, apprenticeship or industry recognized certificates). For payment purposes, all credentials must be achieved after the start of the Occupational Skills Training and no later than the Day 90 Employment date.

Day 30 Employment

Day 30 employment is obtained when a participant maintains employment for 30 continuous calendar days and a minimum of 90 hours for the 30 day period.

Day 90 Employment

A participant that has met the Day 30 employment definition and has continued until Day 90 with no break in employment greater than 15 days. If the participant is unemployed on Day 90, but is within the 15 day allowable break in employment period, the Day 90 can be claimed if the participant returns to employment by the 15th day. The Day 90 claim date will always be the 90th day.

Exit

An exit occurs when a participant does not receive a service (funded by the program or a partner) for 90 consecutive days. The exit date should be synonymous with the Day 1 Date or the 90th day (or 180th if a second IJS is used) of the IJS period if the participant does not obtain employment.

Training Related Job

A job in which a major vocational skill learned in training, as specified in the training plan or curriculum is a predominant activity.

Please Note: An all-inclusive list of DOL/DET policy can be found at www.wib.delawareworks.com. Click on Department of Labor and scroll down to RFP Contract Services.

Lattice Questions

Q1. Is the presentation for lattices separate?

A1. It is our expectation that lattice proposals will be heard on the scheduled day of presentations along with the other occupational skills training proposals. This is subject to change.

Q2. Should lattices be a separate proposal?

A2. Yes, lattices should a separate proposal.

Q3. Will the proposal format be the same?

A3. Yes it is the same proposal format.