

Facilitation and Coordination of Local Coordinating Team Meetings

Q&A

April 8, 2015

- Q. If XXXX is fortunate enough to be selected, I will be the person providing the service. I will be working in XXXX on April 22-24 and in XXXX in the following week. Can the initial meeting with the contractor occur by phone?
- A. Yes, DET could conduct the initial meeting via phone.
- Q. I travel for most of my work. Can I schedule the 3 monthly meetings all in the same week (the third week of each month for example)? Who decides the schedule?
- A. The Division of Employment and Training in partnership with the Division of Social Services decides the scheduling. No, the LCT meetings require DET/DSS representation and three meeting in the same week is not realistic considering both DET/DSS only has one staff person available to attend all three (3) of the meetings.
- Q. Who arranges meeting space? Are there costs involved?
- A. Meeting spaces are already in place. There are no costs involved. Meetings are conducted at DSS offices or at contractor offices.
- Q. Are any supplies provided (flipchart paper, easels, etc.)? Is so, can I obtain a list?
- A. While there is no official list of available supplies, typically each meeting space is set up with either a flipchart or a dry-erase board. Within the RFP, Appendix D – the Budget, Supplies/Materials is an allowable expense.
- Q. Are there assessment methods already in place for the Delaware Welfare Reform Program (surveys, etc.)?
- A. There are no assessments in place through the LCT facilitation process.
- Q. If assessment methods are already in place, can I see them and see their past budget prior to bidding?
- A. N/A
- Q. Have metrics already been determined (such as a way to measure the goal of a “seamless transition of individuals from Employment Connection to Keep a Job services”)?
- A. DET is performance driven. DET generates participation reports on a monthly basis that are viewed at the LCT monthly meetings. Aside from the LCT’s, DET also conducts Results & Learning sessions with contractors to monitor performance/gauge success.
- Q. Can the Contractor and the teams add metrics?
- A. DET/DSS would be open to suggestions.
- Q. Has this contract been conducted by the Delaware Welfare Reform Program in prior years? If so, are there materials and results I can review prior to bidding?
- A. Answer: Yes this contract has been operational in prior years however there are no materials and/or results for review.