



**DEPARTMENT OF LABOR**  
**DIVISION OF STATE OF DELAWARE**  
**EMPLOYMENT AND TRAINING**  
 4425 NORTH MARKET STREET, THIRD FLOOR  
 WILMINGTON, DE 19802

STACEY LAING  
 DIRECTOR

TELEPHONE: (302) 761-8129  
 FAX: (302) 761-4679

**May 29, 2018**

Delaware Futures  
 1104 North Adams Street  
 Wilmington, DE 19801

Dina Melchiorre, Executive Director:

Congratulations on being a successful bidder for the recently completed Delaware Workforce Development Board (DWDB) Request for Proposal (RFP). Your submitted program for In-School Youth has been selected to move forward in this year’s process. We would like to begin development and negotiation of a contract for \$887,518.00 between you and the DWDB and the Delaware Department of Labor Division of Employment and Training (DOL/DET). In order to write the contract, I need the following documents or information:

1. Certificate of Insurance (COI) as proof that you have the required insurance outlined in the RFP.
2. Copy of your most recent financial statement.
3. Participant Planning Summary (template attached). We will use this to establish performance expectations for an annual review.
4. Training Order (template attached)
5. Revised Budgets (template attached)
  - a. One for each year (Year 1: July 1, 2018-June 30, 2019; Year 2: July 1, 2019-June 30, 2020.)
  - b. \*Blue Collar Budget should contain all expenses for food – Food should not be in the WIOA budget, but can be billed for all DOL/DET students from the Blue Collar Budget. The below breakout does not include any food realignments. This may change the amounts listed below.
  - c. As discussed all work experiences are to be paid with all applicable deductions.

Awarded	WIOA Funds	Blue Collar Funds	Total Enrollments	WIOA Enrollments	BC Enrollments
\$887,518	\$377,109	\$510,409	200	85	115

**Budgets are subject to further approval once received.**

There will be a *mandatory* contract orientation on June 22, 2018 at the Dover Public Library from 9:00-4:00. Please send the requested items to Joyce.Ottinger@state.de.us no later than Friday June 8, 2018.

No expenditures will be authorized without a fully executed contract.

Please contact me at 302-761-8128 with any additional questions you may have.

Sincerely,

*Joyce Ottinger, Contract Specialist*



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STACEY LAING  
DIRECTOR

May 29, 2018

Pathways to Success  
34 The Green , Suite A&B  
Georgetown, DE 19947

Fayettea Blake, Executive Director:

Congratulations on being a successful bidder for the recently completed Delaware Workforce Development Board (DWDB) Request for Proposal (RFP). Your submitted program for In-School Youth has been selected to move forward in this year’s process. We would like to begin development and negotiation of a contract for \$641,117.00 between you and the DWDB and the Delaware Department of Labor Division of Employment and Training (DOL/DET). In order to write the contract, I need the following documents or information:

1. Certificate of Insurance (COI) as proof that you have the required insurance outlined in the RFP.
2. Revised Milestones to include new students
3. Listing of addresses for the training sites (4 schools)
4. Participant Planning Summary (template attached). We will use this to establish performance expectations for an annual review.
5. Revised Budgets (template attached)
  - a. One for each year and each funding source (Year 1: July 1, 2018-June 30, 2019; Year 2: July 1, 2019-June 30, 2020.) Total of 4 budgets.
  - b. Edited for any caveats, paid work experiences, or issues in original budget – Budget to include additional funds for the 60 students to be served in either Milford or Seaford.
  - c. \*Blue Collar Budget should contain all expenses for food – Food should not be in the WIOA budget, but can be billed for all DOL/DET students from the Blue Collar Budget. The below breakout does not include any food realignments. This may change the amounts listed below.

**Budgets are subject to further approval once received.**

Awarded	*WIOA Funds	*Blue Collar Funds	Enrollments	WIOA Enrollments	BC Enrollments
\$641,117	\$272,413	\$368,704	268	114	154

There will be a *mandatory* contract orientation on June 22, 2018 at the Dover Public Library from 9:00-4:00.

Please send the requested items to Joyce.Ottinger@state.de.us no later than Friday June 8, 2018. Please contact me at 302-761-8128 with any additional questions you may have.

No expenditures will be authorized without a fully executed contract.

Sincerely,  
*Joyce Ottinger, Contract Specialist*



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STACEY LAING  
DIRECTOR

May 30, 2018

Jobs for Delaware Graduates  
381 West North Street  
Dover, DE 19904

**REVISED**

Diane Jones, Finance & Operations Officer:

Congratulations on being a successful bidder for the recently completed Delaware Workforce Development Board (DWDB) Request for Proposal (RFP). Your submitted program for In-School Youth has been selected to move forward in this year's process. We would like to begin development and negotiation of a contract for \$871,365.00 between you and the DWDB and the Delaware Department of Labor Division of Employment and Training (DOL/DET). In order to write the contract, I need the following documents or information:

1. Certificate of Insurance (COI) as proof that you have the required insurance outlined in the RFP.
2. State of Delaware Business License or nonprofit 501(c)3
3. Participant Planning Summary (template attached). We will use this to establish performance expectations for an annual review.
4. Plan of action for caveat requiring the increased hours in and outside school to at least 150 in the class and 50 hours outside the classroom
5. Revised 2 year Milestones for BC and WIOA
6. Revised Budgets (template attached)
  - a. Two for each year (BC/WIOA, Year 1: July 1, 2018-June 30, 2019; Year 2: July 1, 2019-June 30, 2020.)
  - b. Edited for any caveats, paid work experiences, or issues in original budget.
  - c. The budgets should reflect any paid Work experience payments, including fringes.

Budgets are subject to further approval once received. No expenditures will be authorized without a fully executed contract.

Awarded	WIOA Funds	Blue Collar Funds	Enrollments	WIOA Enrollments	BC Enrollments
<b>\$871,365</b>	<b>\$370,246</b>	<b>\$501,119</b>	<b>351</b>	<b>149</b>	<b>202</b>

There will be a *mandatory* contract orientation on June 22, 2018 at the Dover Public Library from 9:00-4:00.

Please send the requested items to Joyce.Ottinger@state.de.us no later than Friday June 8, 2018.

Please contact me at 302-761-8128 with any additional questions you may have.

Sincerely,

*Joyce Ottinger, Contract Specialist*