



**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

The Challenge Program
1124 E. 7TH Street
Wilmington, DE 19801

Kimberlee Slocomb, Program Manager:

Congratulations on being a successful bidder for the recently completed Delaware Workforce Development Board (DWDB) Request for Proposal (RFP). Your submitted program for Out-Of-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 \$800,000.00 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. Participant Planning Summary (template attached). We will use this to establish performance expectations for an annual review.
2. Revised Budgets (template attached)
 - a. Two Budgets (BC/WIOA) for each year (Year 1: July 1, 2018-June 30, 2019; Year 2: July 1, 2019-June 30, 2020.)
 - b. As discussed, WEX Expenses must be 20% of the budget, include fringes, including all applicable deductions.

Budgets are subject to further approval once received.

Awarded	WIOA Funds	Blue Collar Funds	Enrollments	WIOA Enrollments	BC Enrollments
\$800,000	\$637,568	\$162,432	90	72	18

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

Food Bank of DE (FBD)
14 Garfield Way
Newark, DE 19713

Charlotte McGarry, Programs Director:

Congratulations on being a successful bidder for the recently completed Delaware Workforce Development Board (DWDB) Request for Proposal (RFP). Your submitted program for Out-Of-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 \$303,000.00 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. State of Delaware Business License or non-profit documentation (501(c)3)
2. Certificate of Insurance (COI) as proof that you have the required insurance outlined in the RFP.
3. Copy of your most recent financial statement or Audit.
4. DUNS number
5. Participant Planning Summary (template attached). We will use this to establish performance expectations for an annual review. A separate one can be completed for Culinary and Logistic Training.
6. Revised Budgets (template attached)
 - a. Two for each year (WIOA/BC) (Year 1: July 1, 2018-June 30, 2019; Year 2: July 1, 2019-June 30, 2020.)
 - b. We will discuss the budgets regarding the work experience requirements. WEX must have 20% of the total allocated to Work Experience payments including appropriate deductions (Fringes)

Budgets are subject to further approval once received.

Awarded	WIOA Funds	Blue Collar Funds	Enrollments	WIOA Enrollments	BC Enrollments
\$303,000	\$241,479	\$61,521	36	29	7

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

No expenditures will be authorized without a fully executed contract.

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Sincerely,

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May 29, 2018

Delaware Technical Community College - Owens Campus
 21179 College Drive
 Georgetown, DE 19947

Clarence Patterson and/or Kim Merritt:

Congratulations on being a successful bidder for the recently completed Delaware Workforce Development Board (DWDB) Request for Proposal (RFP). Your submitted program for Out-Of-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 \$712,87.00 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. Participant Planning Summary (template attached). We will use this to establish performance expectations for an annual review.
3. Revised milestones to reflect the 80 requested enrollments.
4. 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. WEX Expenses must be 20% of the budget, include fringes, including all applicable deductions.

FUNDING	Amount *	Enrollments
WIOA	\$568,129	64
BC	\$144,742	16

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.

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May 29, 2018

Delaware Technical Community College - Terry Campus
 100 Campus Drive, Bldg 200
 Dover, DE 19904

Melody Phillips, Program Manager:

Congratulations on being a successful bidder for the recently completed Delaware Workforce Development Board (DWDB) Request for Proposal (RFP). Your submitted program for Out-Of-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 \$703,278.00 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. Participant Planning Summary (template attached). We will use this to establish performance expectations for an annual review.
3. Statement of Completion
4. 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, WEX Expenses must be 20% of the budget, include fringes, including all applicable deductions.

Funding	*Amount	Enrollments
WIOA	\$560,484	60
BC	\$142,794	15

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May 29, 2018

West End Neighborhood House, Inc
 710 North Lincoln Street
 Wilmington, DE 19805

Kenyetta McCurdy-Byrd, Deputy Director:

Congratulations on being a successful bidder for the recently completed Delaware Workforce Development Board (DWDB) Request for Proposal (RFP). Your submitted program for Out-Of-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 \$969,400.00 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. Participant Planning Summary (template attached). We will use this to establish performance expectations for an annual review.
3. Revised Budgets (template attached)
 - a. One for each year and funding (4 total)(Year 1: July 1, 2018-June 30, 2019; Year 2: July 1, 2019-June 30, 2020.)
 - b. WEX Expenses must be 20% of the budget, include fringes, including all applicable deductions.

Budgets are subject to further approval once received.

WIOA Funds	Blue Collar Funds	Enrollments	WIOA Enrollments	BC Enrollments
\$772,573	\$196,827	140	112	28

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