

February 13, 2018

TO: ALL OFFERS

FROM: JOEL RILEY

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSALS – CONTRACT LAB18001-TRAIN,
Today's Reinvestment Around Industry Needs

ADDENDUM #2

Questions and Answers

All other terms and conditions remain the same.

If you have any questions, please me at joel.riley@state.de.us

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2018 Questions & Answers for TRAIN RFP

1. Can you e-mail me a list of the last round of recipients and how much each received?
Here is the list of the PY17 Implementation Funding for TRAIN (they are in no particular order):
 - Drone Workforce Solutions \$59,859
 - Delaware Maritime Education \$105,950
 - Food Bank of Delaware \$44,558
 - Polytech Adult Education \$74,963
 - West End Neighborhood House \$100,000
 - Delaware Technical Community College \$44,670
2. I was reviewing the TRAIN Grant this weekend and I have a few questions. Can I email you a list of questions or would you rather me call you and discuss the questions over the phone?
Please email me your questions. Email address is Joel.Riley@state.de.us
3. Can Delaware Tech submit LEAD TRAIN applications from each of its campus locations? As well as serve as a partner on other possible TRAIN Grant applications?
Per the RFP; "An organization can serve on multiple Phase I Applicant Groups but can only serve as the Lead Applicant on one submission." One Delaware Tech campus per county can be LEAD applicate on its own TRAIN proposal.
4. Does the training program have to be new, or can we propose our training from last year?
You can propose your previous program; however, you must explain what happen the year you first proposed the program. You would only be requesting to plan again and develop a new or revised strategic workforce training plan.
Furthermore, programs do not have to be necessarily new, you would be planning first to improve existing programming and then implementing revised programming.
5. Is registration required for the orientation scheduled for Feb 6th? And if so, can you advise how /where to register?
Registration is not required for the TRAIN orientation on February 6th.
6. Can we have access to previously awarded RFP's for Phase 1 and Phase 2.
Since this question is not related to the RPF process, this question will be treated as a FOIA request.
7. What documentation is needed to be in an Applicant Group? Do we need to have an MOU from each member of the Applicant Group?
The Applicant Planning Group should be listed in the proposal (Part B of the RFP). The section to list members is section VI. This section will be reviewed to determine if you meet the definition of the Application Planning Group. All proposals should be signed certifying that all information is accurate. No further documentation is required, however, you may submit documentation of these partnerships such as MOUs or letters of support/commitment.
8. Does the Phase I include planning for the content of the training? Can this also be done during Phase II?
Yes, the Phase I can and most likely would include planning for the content of the training (e.g. curriculum development). If more time is required, then this should be clear and proposed in the Strategic Workforce Training Plan upon its submission. Nothing prohibits this activity from occurring in Phase II. It would be expected that some individuals receive training at some point in Phase II.

9. In 2017, how many submissions were there for Phase I proposals? How many were funded? How many of the submitted Strategic Workforce Training Plans were submitted and how many were funded?
There were 11 submissions for Phase I proposal and 7 were funded for Planning. All 7 submitted Strategic Workforce Training Plans for Phase II funds and all 7 were funded.
10. Can an Applicant Planning Group grow during Phase I to Phase II? Can the Lead in the applicant change from Phase I to Phase II?
Yes and yes.
11. Are Employers required to have a Delaware JobLink account in order to submit a proposal?
No. They may be offered one to take advantage of.
12. Can a proposer email their completed Phase I proposal to Joel Riley?
No. Proposals must be submitted in accordance with section V of the RFP.
13. When will the review panel meet to review the proposals for Phase I?
March 2, 2018 is the scheduled date.
14. Will all proposers have an Oral Clarification Review for the Strategic Workforce Training Plan? Or will it be for proposers they need clarification for?
No, not all proposers will have an oral clarification. Panel members will determine which proposers, if any will require an oral clarification.
15. Is it possible for all awarded Phase I proposers be awarded for Phase II funding?
Yes.
16. In section VI, number 13, it states “the Strategic Workforce Training Plans developed under Phase I become the property of the State when submitted.” Can the proposer have rights to use the training at the completion of the contract period?
Yes. An addendum to the RFP has resulted from this question to ensure this is clear. The addendum to the RFP is written below, following the Q & A.
17. Prior to executing a contract, the proposers who do not have a current contract are required to provide a copy of their most recent audit to DET to establish their fiscal soundness. Is this required of everyone in the applicant group, or just the Lead Applicant?
Just the Lead Applicant.
18. Does letters of support from employers enhance a proposal?
While providing letters of support or other documentation regarding the applicant planning group, may demonstrate a strong commitment or partnership, this may or may not enhance a proposal. There are several other evaluation criteria listed in section VIII that would be considered. You could score high in one area, but low in another.
19. Are there any vehicles, or documentation that will be helpful to show support?
To document partnerships, in addition to letters of support, MOUs could be used to document roles/commitment of a partnership if applicable.
20. How can we document targeted industry or common skill is in demand?
Methods discussed during the orientation were:

- Publications issued by the Office of Occupational and Labor Market Information found at <https://lmi.delawareworks.com/>;
 - Job postings documenting openings/needs
 - Letters from employers
21. As a part of Enhancement Considerations, could a proposer get points if an Employer is willing to pay overtime for their employees to attend training?
Wages paid to a trainee for going to training could be considered an enhanced consideration for Phase II funding as collaboration through direct financial or in-kind contributions by members of the applicant planning group or other stakeholder. This would have to be entered in Part C Strategic Workforce Training Plan 7. Funding.
22. If you do not have any past performance history with the state, will this disqualify a proposer?
No. You should clearly demonstrate any applicable past performance in the proposal.
23. What is DUNS #? How does a proposer get DUNS #?
Information about DUNS can be found at <http://www.dnb.com/duns-number.html>
24. Does the program have to be a new program or can it be an existing program or a combination of both old and new?
It can be any of the above but you would need to demonstrate the need for planning for improving or enhancing a current program.
25. Can a proposer begin training before they are awarded a contract?
You may begin but you will not be reimbursed. Phase II contracts resulting from this RFP are not anticipated to begin prior to July 1.
26. What information can we share with proposer around innovation?
If awarded, and if aware of other similar initiatives as funded proposal, DET will make connections as appropriate.
27. Can we share the names and contact information of people who attended the orientation?
Yes the list is below.
28. Can we supply the Part B forms as a MS Word document?
Yes, these will be posted on the <http://bids.delaware.gov>
29. Can a For-profit training agency be a Lead in an Applicant Group?
Yes.
30. Can an agency with multiple locations be the Lead on multiple proposals?
Only if the agency has locations in different counties and then one per county may be submitted.
31. What type of documentation can a proposer use if they don't have Audit Statements?
This can be determined with awarded proposers when requested. If a recent audit was not completed, then bank statements or other agreed upon documents may be used.
32. What are the success from past Phase II awardees?
Success is different for each past awardee and cannot be compared to one another. Below is the success or performance we are able to provide.

Awardee 1:

- Enrolled 10
- 9 completed

Awardee 2:

- Enrolled 21 students
- 21 completed training
- 17 participants were employed at the conclusion of the program.
- Note: all the participants were unemployed and ex-offenders

Awardee 3:

- Enrolled 23 students
- Provided various classes and 45 credentials were achieved by participants.
- Note: majority participants were employed and many were small business owners

Awardee 4:

- Enrolled 23 students
- 22 students were successful completers
- 14 participants were either employed or received placement upgrades due to taking this training.

33. Will the state continue to fund the program after receiving Phase II?

Not under the TRAIN program.

34. Can you propose an existing training that isn't new but the Audience is new?

This can be proposed but there would need to be training elements that required revision due to the needs targeted population.

35. Can the TRAIN program support the role of a workforce intermediary?

The assumption is that going into Phase I that there is a need around a common skill and/or industry and that training can resolve this need. If this is identified as a need during Phase I by the applicant planning group or other entities involved, then this should be written into the Strategic Workforce Training Plan in order to request funding to support this as well as describe the role of an intermediary.

Changes to RFP-

VI. POLICIES

13. All materials, information, documents, and reports, whether finished, unfinished, or draft, developed, prepared, completed, or acquired by Contractor for Phase I relating to the services to be performed hereunder shall become the property of the State and shall be delivered to DOL/DET designated representative upon completion or termination of this Agreement, whichever comes first. Specifically, the Strategic Workforce Training Plans developed under Phase I become the property of the State when submitted.

The revised language is as follows:

VI. POLICIES

13. All materials, information, documents, and reports, whether finished, unfinished, or draft, developed, prepared, completed, or acquired by an awarded vendor for Phase I or Phase 2 relating to the services to be performed hereunder shall become the property of the State and shall be delivered to DOL/DET designated representative upon the early of completion or termination of the relevant Phase. Specifically, the Strategic Workforce Training Plans developed under Phase I become the property of the State when submitted.

Each awarded vendor will retain all title and interest to the data it furnishes and/or generates pursuant to any contract awarded under this RFP for Phase 1 and Phase 2. Retention of such title and interest does not conflict with the State's rights to the materials, information, documents and reports developed in performing Phase 1 and Phase 2. Upon final payment, the State shall have a perpetual, nontransferable, non-exclusive paid-up right and license to use, copy, modify and prepare derivative works of all materials in which the vendor retains title, whether individually by the vendor or jointly with the State. The parties will cooperate with each other and execute such other documents as may be reasonably deemed necessary to achieve the objectives of this section.

TRAIN ORIENTATION SIGN-IN SHEET
February 6, 2018 1:30 PM Buena Vista Conference Center

Name (Please Print)	Organization	Email Address	Phone	Potential Role in TRAIN (Employer, Trainer, Industry Association, Other Stakeholder)
Simone Bianco	Delaware Rest. Assoc.	Simone@DelawareRestaurant.org	(302) 738-2545	Industry Association
Dustin Abshire	DTCC-Georgetown	dabshire@dtcc.edu	(302) 259-6364	Training Provider
Shelley Grabel	DTCC-Georgetown	sgrabel@dtcc.edu	(302) 259-6386	Training Provider
Lisa Falconetti	DTCC- Terry	lfalcone@dtcc.edu	(302) 857-1419	Training Provider
Rachel Anderson	DTCC-Wilmington	Rander17@dtcc.edu	(302) 830-5201	Training Provider
Jacqueline P	DelMarva SHRM	Jjp572@aol.com	(609) 925-0851	Other Stakeholder
Lisa Strusouski	DTCC- Terry	Lisa.Strusowski@dtcc.edu	(302) 857-1401	Training Provider
Jeremy McEntire	Polytech Adult Edu.	Jeremy.mcentire@polytech.k12.de.us	(302) 697-4545	Training Provider
John Morris	Polytech Adult Edu.	John.morris@polytech.k12.de.us	(302) 697-4545	Training Provider
Kevin Loftus	Lared Health Center	kloftus@laredhealthcenter.org	(302) 270-9352	Convener Lead Applicant

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David Lee	Lee Training Institute	Leetraininginstitute2011@yahoo.com	(302) 507-1501	Training Provider
Troy Boxtton	Mobile Cloud Video Game Party	info@mobilecloudvideogameparty.com	(302) 531-5858	Training Provider
David Schneider	NCCVT DE Skills Center	David.schneider1@NCCVT.k12.de.us	(302) 654-9407	Instructor
Mike Mulrooney	NCCVT DE Skills Center	Michael.mulrooney@NCCVT.k12.de.us	(302) 576-9056	Training Specialist
Patrick Armstrong	Energy Score	Pat@energyscore.com	(302) 602-1989	Training Provider
Alvin Atkinson	Eagle Group	aatkinson@eaglegrp.com	(302) 632-8757	Employer
Lisa Schieffert	DE Healthcare Assoc.	Lisa@deha.org	(302) 674-2853	Industry Assoc.
Tonda Carroll	Business Interface	tc Carroll@bface LLC.com	(302) 660-7123	Training Provider
Akilah Ali	AA Consulting	akali2023@gmail.com	(267) 496-5554	Training Provider
Felicia Dorman	Dayspring Consulting Group	felicia@dayspringconsultinggroup.com	(302) 853-0763	Training Provider

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Name (Please Print)	Organization	Email Address	Phone	Potential Role in TRAIN (Employer, Trainer, Industry Association, Other Stakeholder)
Becca Johnson	Tech Impact	becca@techimpact.org	(302) 256-5015 ext112	Training Provider
Jackie Armstrong	Tech Impact	jackie@techimpact.org	(302) 385-8092	Training Provider
Grace Harpole	Tech Impact	Grace@techimpact.org		
Patrick Callihan	Tech Impact	Patrick@techimpact.org	(215) 557-1551	Training Provider
Carrie Dennis Mayer	Brandywine BSTA Spring Training	cdmayer@bstaweb.com	(302) 358-8953	Training / Employer
Deanna Sherman	Perdue	Deannasherman@perdue.com	(302) 424-2607	
Annemarie Linden	NCCVT	Annemarie.linden@NCCVT.k12.de.us	(302) 683-3646	Training Provider
Fazal Rashid	Rashid Inc.	fazal@rashidinc.com	(302) 494-5901	Prime
Lueve Victor N. Marlee	Carthage Inc	lueve@me.com	(610) 931-8493	Sub
Willie Henry	Advancing Strategic Innovations, LLC	whenry@strategicinnovations.net	(302) 225-9983	Employer, Other Stakeholder

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Name (Please Print)	Organization	Email Address	Phone	Potential Role in TRAIN (Employer, Trainer, Industry Association, Other Stakeholder)
Pamela Gardner	PMG 1 INLA	pgardner@pmgconsulting.net	(302) 383-6685	
Pat Abel	Pat Abel Training & Development	Patrick@patabeltraining.com	(610) 442-3937	Trainer
Paul Marsiglia	Baltimore Aircoil Company	pmarsiglia@baltimoreaircoil.com	(302) 424-2558	Employer
Monty Carlisle	First Choice Cleaning	monty@firstchoicede.com	(302) 898-1344	Trainer Employer
Jennifer Jurczak	DOL/DET	Jennifer.Jurczak@state.de.us	(302) 857-5862	BSR
Jim Tribbitt	DOL/DET	Jim.Tribbitt@state.de.us		Staff
Colleen Cunningham	DOL/DET	Colleen.Cunningham@state.de.us		Staff
Joyce Ottinger	DOL/DET	Joyce.Ottinger@state.de.us		Staff
Ashley Francica	DOL/DET	Ashley.Francica@state.de.us		Staff
Joel Riley	DOL/DET	Joel.Riley@state.de.us		Staff
Rachel Turney	DOL/DET	Rachel.Turney@state.de.us		Staff

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