

# **SUMMER YOUTH EMPLOYMENT PROGRAM**

**CONTRACT NUMBER LAB 17002-SUMM\_YOUTH**

**Addendum # 2**

**RFP Pre-bid Meeting: Questions and Answers**

**February 7, 2017**

**The Due Date is a Holiday. Can we get an extension?**

No, 3 copies of your proposal are due by 4:00 PM on Monday, February 20, 2017.

**Due to the short turnaround time for proposals, is it possible to receive immediate response to questions, or at least have questions posted at the end of each day?**

In the interest of fairness, all questions are consolidated and posted in a single response so no one entity has an unfair advantage.

**What if the Minimum Wage changes?**

Once awards are completed, there will be no change in funding amounts. DOL will work with Providers to adjust the number of youth to be served.

**What are the Background Check Rules?**

Providers are required to complete background checks on all employees coming into contact with Children or Youth. At a minimum, this will include a check of the Delaware Sex Offender Central Registry.

**Where do the Youth get Working Papers?**

Work Permits can be obtained from the Division of Industrial Affairs: <https://dia.delawareworks.com/labor-law/child-labor.php>.

**Can schools sign working papers or does DOL have to?**

Schools can sign Work Permits.

**It is the Department of Labor's expectation that there will be no pre-recruitment prior to the announcement of the awards." What does this mean for the proposing agencies?**

No agency should be accepting applications for the State Summer Youth Program prior to the announcement of the awards.

**What are the steps to enter a User in the DOL MIS?**

Providers will have to ensure a User Account is created and Participants are enrolled with the Summer Youth Employment Program. This entry should take less than 15 minutes per Participant. Further directions and training will be provided to the awardees.

**Can the Youth enter information into DJL themselves?**

Yes, with Provider guidance.

**Is all required information on the application?**

Yes, all required information is included on the Youth Program Application.

**Can you provide more detail regarding what information for each SYEP participant will be required for data entry into the Dept. of Labor's Management Information System?**

Each participant will need to create a User Account and enter Demographic Information such as Social Security Number, address, date of birth, etc. Once created, they must enroll with the State Summer Youth Employment Program. DET staff will be available to provide technical assistance.

**When entering data into DJL should we enter County-funded names?**

No, this documentation is currently for the Summer Youth Employment Program only.

**What are acceptable documents to prove Income status?**

Acceptable documentation is listed on page 51 of the Summer Youth Program RFP. If the applicant cannot provide this documentation, they are not eligible for the SSYEP.

**Can we use our own time sheets?**

Yes, as long as you get prior written approval from the SSYEP Contract Manager.

**Do the time sheets have to be signed after all work has been completed, or can they be signed mid-week?**

DOL is willing to work with Providers who have varied work weeks. This does not change the requirement for Signatures to be captured after the hours they are documenting.

**Are we going to get bus cards this year?**

DOL intends to request Bus Cards, however this has not been confirmed as of 2/9/2017.

**Do we have to include a 2 week training curriculum prior to the Youth entering worksites?**

Your proposal must include a plan to provide the Participants with Soft Skills Training and Professional Development. The exact length of the training will be dependent upon your curriculum and organizational setup. DOL has established 2 weeks as a benchmark. You may decide to provide more or less training as you see fit.

**Our organization is based in Wilmington, but the site at which our youth would be working is technically located in New Castle. Should we apply for Wilmington or New Castle?**

You should submit a proposal for the area where the majority of your worksites are located.

**As a non-profit organization, we are incorporated with the State of Delaware. Would proof of incorporation meet the business license requirement?**

Yes

**The RFP states that the State of Delaware shall not be named as an additional insured. Who then should be the named certificate holder, or does it not matter?**

The State of Delaware should not be named on your insurance certificate.

**What is the Insurance required?**

The insurance requirements are outlined on page 18 of the Summer Youth Program RFP.

**Can we apply to use this program to support/supplement an existing program? We employ high school students from May-August, but would use students from this program only for the allotted 210 hours in June, July, August. Is this permissible?**

No, the Summer Youth Employment Program is a stand-alone program not meant to supplement an existing Program.

**UPDATE to Appendix C: ELIGIBILITY TABLES, ACCEPTABLE DOCUMENTATION, AND REQUIRED FORMS:**

<b>HHS Poverty Guidelines for 2017</b>		
48 CONTIGUOUS STATES AND THE DISTRICT OF COLUMBIA in effect as of January 26, 2017.		
<b>Persons in household</b>	<b>Poverty guideline</b>	<b>200%</b>
1	\$12,060	\$24,120
2	\$16,240	\$32,480
3	\$20,420	\$40,840
4	\$24,600	\$49,200
5	\$28,780	\$57,560
6	\$32,960	\$65,920
7	\$37,140	\$74,280
8	\$41,320	\$82,640
For families/households with more than 8 persons, add \$4,180 for each additional person.		

**Update to Appendix A – Scope of Work: Section VII – COST CATEGORIES, BUDGETING, AND CONTRACTING: # 8**

**8. ALL UNEXPENDED FUNDS MUST BE RETURNED TO THE STATE OF DELAWARE WITH THE FINANCIAL REPORT. All checks should be made to the State of Delaware and sent to:**

**Department of Labor  
DET/ Diane Brooks  
4425 North Market St.  
Wilmington, DE 19809-0828**