

ADDENDUM # 1

Date: March 21, 2018

RFP Number: LAB 18 001-ADULTTRNG

Program: Adult Occupational Skills Training Programs

Subject: Addendum to Request for Proposal RFP Number to incorporate Questions and Answers

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Question and Answers

RFP NUMBER LAB 18 001-ADULTTRNG

Question 1: From Funding Guidelines:

Section 5

Item C.

1st Paragraph

Page 4

“The DWDB will award contracts on a two-year cycle, but will annually review contracts. The DWDB – through DOL-DET, may cancel contracts during the annual review with providers who are not meeting benchmarks.

Question 1: Can achievement span the two years of the contract or longer? For example, the first year be the training component and beginning of credentialing and the second be finalizing the credential, placement and beginning of the follow-up phase? Some of the 6-month follow-up will not conclude until the third year of participation.

Answer 1: Yes.

Question 2: Are there regular meetings/training that Providers will have to attend?

Answer 2: Yes. In the current program year there are two sets of monthly meetings. In addition, Providers will be assigned a contract manager who will provide routine technical assistance and come on site as scheduled as needed. The PY18 meeting scheduled will be provided to Providers and may be different than described here.

Question 3: Is there an expected time frame for a work experience?

Answer 3: No, the intensity and duration of your work experience should be described in your proposal and is a type of work based learning activity that is part of the program design evaluation criteria.

Question 4: Can work experience be at any point during the training cycle?

Answer 4: Yes.

Question 5: What if employer comes in to provider’s location to instruct, is that work-based learned?

Answer 5: The primary purpose of work-based learning is to expose students to future options and provide opportunities for skill development and mastery over time. All work-based learning experiences involve interactions with employers/industry or community professionals. These learning experiences are intentionally designed to help students extend and deepen classroom work and to make

progress toward learning outcomes that are difficult to achieve through classroom or standard project-based learning alone. The term “work-based” does not mean the experience must occur at a workplace or during the standard “work day.”

If the employer is providing classroom based instruction, this would not meet the definition. However, if the employer is enhancing the curriculum by helping students extend and deepen classroom work and to make progress toward learning outcomes that are difficult to achieve through classroom or standard project-based learning alone.

Question 6: Is this the first time the bonus points (generally speaking) are being used?

Answer 6: No. We have used a model of bonus points in the past.

Question 7: Is this the first time that proposals are permitted that do not train for an occupation on the in-demand occupation list?

Answer 7: No, this has historically been allowed with supporting documentation.

Question 8: What evidence is needed for an occupation that is not on the in demand occupation list?

Answer 8: Letters of support from employers/industry association(s) and copies of job postings. Anything that supports employers will hire graduates.

Question 9: Does the wage of employment impact scoring?

Answer 9: While the wage of employment does not impact scoring (since it is not part of the evaluation criteria), there is a goal for any resulting contract for the median day 1 wage at \$13.50 per hour.

Question 10: Our traditional model is instruction then internship then work towards employment. Does this qualify as multiple entry and exit points in accordance with the Pathways Common Elements?

Answer 10: This would not be considered multiple entry and exit points.

Question 11: If a participant does not complete the program due to leaving for employment, may this employment be counted for performance?

Answer 11: Yes as long as it meets the definition of Day 1 Outcome.

Question 12: Can we use online or distance learning methods for occupational skills training.

Answer 12: Yes.

Question 13: If a participant obtains employment during training, continues training, and obtains employment at higher wage or within desired field, does the first employment count?

Answer 13: The first employment can count but not until after the last day of training and only if the second job could not be documented. The goal would be to document the training related (second job) as the Day 1.

Question 14: Currently there is a two week observation period before participants must be enrolled in the program. Can this be extended to 3 or 4 weeks?

Answer 14: No.

Question 15: Is there a form to demonstrate the linkages?

Answer 15: Yes, this is part of the Appendix A section (V)(B).

Question 16: What level of integration for entrepreneurial skills are we looking for?

Answer 16: That is up to you to build. It should be appropriate to the intended job opportunities.

Question 17: In terms of data and information entry into the Delaware JobLink System, approximately how much time does this take?

Answer 17: This depends on how many participants you are serving and the frequency of cycles beginning and ending. DET requires data entry after enrollment at the following milestones:

- OST start and end
- Job Search start and end
- Credential attainment
- Day 1-90
- Monthly case notes

We estimate that the creation of an account takes on average 45 minutes per participant and maintenance in accordance with DET procedures on average 1 hour per month per participant.

Question 18: Does the budget only reflect what we are asking DWDB for?

Answer 18: Yes.

Question 19: Does donated building materials count as leverage resources?

Answer 19: Yes.

Question 20: What kind of grants can be considered as leverage?

Answer 20: Any other funding source that supports the proposed program should be described in the proposal.

Question 21: Does the 85% rule still apply to completion, is this the exception not the rule?

Answer 21: The 85% rule referenced is the requirement that completion of the OST and WEX is defined as participants completing 85% of the total hours. For example, if the curriculum is 170 hours of instruction, then anyone who achieved at least 145 hours (or 85%) is a successful completion. If most of your participants are just meeting this by achieving 85%, then it seems that there is an internal issue in your program.

Question 22: The last RFP was 67% for credential update, why the increase to 75%

Answer 22: The change is that the 67% rate was credential and employed. This is just credentialed. Employed is a separate measure.

Question 23: Are we entering day 60 into the system?

Answer 23: Yes.

Question 24: In the past depending on the population these are performance measures were negotiable (page 6) are they still?

Answer 24: You may propose different performance measures. It should be explained why and if you do not propose different measures, you cannot negotiate if awarded. Furthermore, you may propose different measures and not be granted them.

Question 25: If we propose to serve Promise communities but propose lower performance measures, is this a wash since we would get bonus point for promise communities but be perceived as not making outcomes for proposing lower measures.

Answer 25: You will get bonus points for promise communities and there are is no evaluation criteria with points for proposed outcomes. We can't say how it will be perceived but your proposal should demonstrate why you requested different performance measures.

Question 26: Is Day 1, 30, 60, 90 continuous with same employer?

Answer 26: Not necessarily. We do define it as continuous but this may or may not be with the same employer. We do allow a 15 day gap after day 30 is achieved.

Question 27: Is part time acceptable 30, 60, 90?

Answer 27: Yes and part time is currently defined at 24 hours a week. DET does average the hours for the month.

Question 28: If a participant is hired, then promoted and offered benefits within the company does this count as stackable credentials?

Answer 28: No.

Question 29: If a participant finds a job while in training, completes training and obtains another in the career path they desire, would the Day 1 be the job they had when first came in.

Answer 29: No, in this scenario, the Day 1 is would be claimed for the second job.

Question 30: Day 1, does that mean the day after they complete the program or Day 1 on the job.

Answer 30: Day 1 on the job. Day 1's may not occur until the participant is no longer attending the training.

Question 31: Where can I find out more information about the Department of Education's Private Business and Trade Schools?

Answer 31: <https://www.doe.k12.de.us/domain/158>

Question 32: Will an audit suffice for page 7.b.2

Answer 32: Yes, that will work. If you do not have an audit, we will work with you to determine satisfactory documentation.

Question 33: Will confirmation emails will be sent?

Answer 33: Yes. If you don't receive a confirmation email, ask the designated contact.

Question 34: How will we know if all documents were received?

Answer 35: When you receive your confirmation email, we are only confirming that an email was received. We recommend you cc yourself so you can see what you have sent.

Question 36: What if the email does not go through due to size?

Answer 36: The email box has more than sufficient storage to receive email for this purpose. If you are not able to send due to your own organization's limits, you may send multiple emails and clearly identify what is in each email. You will get a confirmation per email sent. We would recommend that you allow plenty of time to address any issue with submission.

Question 37: Do we have the option to submit paper proposals?

Answer 37: DWDB may allow paper submissions at their discretion and only after prior written approval has been granted to the proposer for extenuating circumstances. Approval must be requested via email to DWDBDETContracting@state.de.us prior to the deadline for Receipt of Proposals specified.

Question 38: Will the document require a live signature?

Answer 38: Yes which should be submitted electronically. There are two pages that require a live signature. They are section VII. on the Proposal Template Submission and Attachment 1, the Non-Collusion Statement. Attachment 1 will be accepted without Notary.

Question 39: Are non-profits required to submit a State of Delaware business license?

Answer 39: No, since this is not required for non-profits. Documentation of the organization's 501(c)3 status should be provided. For more information please contact the State of Delaware, Department of Finance, Division of Revenue.

Question 40: How many proposal do you expect to fund?

Answer 40: We cannot answer this question. This depends on the quality and quantity of proposals submitted. We can provide the historical number of proposals that were funded, see next question.

Question 41: How many proposals were submitted and funded the last time a similar RFP was issued? How many participants were contracted to be served resulting from the last RFP?

Answer 41:

Number of Proposals	Number Of Programs Funded	Number of Participants Served (one year)
38	17	270

Question 42: Are any current contracts serving promise communities?

Answer 42: This is a new criteria for this RFP. We did not measure this prior to this RFP's issuance. However, looking at the current providers, we can assume just given their geographic locations promise communities are being served in some capacity.

Question 43: Will we know how much funds will be allocated per each proposal evaluation team?

Answer 43: We cannot answer this question. Funds will be allocated after the proposals are submitted.

Question 44: Are Work Experience and Work Based Learning the same?

Answer 44: No, both are defined in the Definitions Appendix E.

Question 45: The RFP states “Providers may request an explanation of the basis of the awarding of funds from the Executive Director of the DWDB. The request must be in writing and must be submitted within ten (10) days of the date indicated on the award notification. Providers who feel that a protection established in WIOA has been violated may file a complaint. Information on the filing of a complaint may be obtained through the DWDB office.” Who is the Executive Director of the DWDB?

Answer 45: William (Bill) Potter. His email address is William.Potter@state.de.us

Question 46: Is this the first year that no funds will be advanced?

Answer 46: No, funds were not advanced beginning PY16 (July 2016).

Question 47: Is there an enrollment payment?

Answer 47: No, performance payments will be made on Day 1 and Day 30.

Question 48: It is true that we would work almost a half a year before we got a performance payment?

Answer 48: This depends on the length of your training program. 60% of the contract will be cost reimbursement which can be billed monthly.

Question 49: If funded in July 2018 and a cohort started January 2018 of the same year, can we enroll these participants

Answer 49: Participants enrolled should receive the entire program as described in the Proposal. Participants cannot receive any funded services prior to the start of the contract (July 1, 2018).

Question 50: Is the profit clause new?

Answer 50: No.

Question 51: What is included in 12% of Administrative cost?

Answer 51: Administrative costs include but are not limited to:

- Costs of general (personnel) Administrative functions such as accounting, audits, budgeting, general legal services, payroll functions, etc.
- Costs of goods and services required for general administrative functions above that include office supplies, postage, rent, utilities.

Question 52: Does the Proposal Evaluation Team provide guidance on elements they do or do not want from the submitted proposal?

Answer 52: The Proposal Evaluation Team may or may not. They can fund the proposal in whole, part or none and may place caveats on the funding. The provider would accept them or not. Provider would work with DET staff during the process.

Question 53: On the Proposal Submission Template, question A. Training Area, what if you are preparing people to enter multiple occupations?

Answer 53: You should indicate a program name/title that can be posted publically and then list all the occupations found on the in-demand occupation list that the training leads to.

Question 54: Are all questions being answered for a two year period? Is the budget being completed for a two year period?

Answer 54: Yes.

Question 55: Did you want actual training dates for IV. B?

Answer 55: Yes, we understand this is a proposal but do the best you can.

Question 56: In D. A (page 3) include employer name and contact information, can this be an attachment?

Answer 56: Yes, just reference the attachment.

Question 57: Does the last cohort need to be completed by the June 30 2020?

Answer 57: All services up to and including 6 months follow up should be completed by June 30, 2020. Note, this is a change from prior practice. If you take exception to this, please complete The Exception Form, Attachment 2 of Appendix A.

Question 58: If we plan to enroll 100 people over the two year period, should all participants be trained in the first cohort?

Answer 58: No, you may have as many cohorts of training as you propose to occur over the two year period. You should plan to complete the last cohort of training with enough time to place participants in employment and receive 6 month follow up.

Question 59: If a provider does not have staff hired prior to July 1 (start of the contracts), will this hinder their proposal?

Answer 59: No. You have the opportunity to describe staff qualifications in section V.A.

Question 60: Is this a different budget than in the past?

Answer 60: No this is the same budget template as used in the past.

Question 61: Do we need to submit as a word document or PDF?

Answer 61: You may submit as either.

Question 62: Are promised communities where you serve or who you serve?

Answer 62: You will describe how you plan on serving promise communities in your proposal.

Question 63: Should the curriculum be attached or within the document?

Answer 63: The curriculum should be submitted as an attachment and this is not part of the page limitations.

Question 64: What is the difference between the recruitment and enrollment?

Answer 64: You will typically recruit more than you enroll. Recruitment are those interested who will be assessed for enrollment, while enrollment are those you have accepted into your program.

Question 65: Are the milestones built to meet outcomes?

Answer 65: Yes.

Question 66: What is the page limit for the IV B?

Answer 66: The Proposal Submission Template originally stated that the response was limited per one page. However, this document changes the limit to 3 page limit to this response and the curriculum is not included in the page limitation.

Question 67: Can you provide clarification on Multiple Entry and Exit Points?

Scenario: If a client experiences a hardship and is not able to finish the cohort they are in, they would be able to continue in another cohort. Or here are other options the client would be able to use: attend a Blue Collar cohort being offered at another DTCC campus, or attending classes which are marketed to the general public at another campus.

This is different than what has been utilized in the past, if a client was unable to finish the training in the cohort they were in they were not able to transition into other areas of training. We could capture any employment if that was the case.

Answer 67: The solutions to the given scenarios are encouraged, however, it doesn't fit the definition of Multiple Entry and Exit Points. Please see the definition below.

Multiple Entry and Exit Points: Career pathways provide participants with opportunities to transition between formalized education and training programs and competitive employment, thus allowing participants of varying skill levels to pursue education or training to enter or advance in a specific sector or occupational field.

Question 68: Page 5, number 12-Can you clarify which exit you mean for following participants up to 6 months? Is it Exit from Day 180?

Answer 68: Retention/Follow-up services is required for all exits for 6 months (or 180 days) that begin on Day 1 employment or the last day of the approved job search time frame (standard 90 days from the end of the Occupational Skills Training).

Question 69: From Appendix A on the Proposal Submission Template, Section D, under number of cycles of Training, what cost is supposed to be reflected? Is it candidates per cycle?

Answer 69: The total cost per cycle. This would include all candidates in that cycle.