

ADDENDUM #2

RFP# LAB 18 001 – America’s Promise IT

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Date: August 22, 2018

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

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The following is a Q&A of all the question received:

1. Question: When are the Delaware Tech (DTCC) IT classes held?

Answer: They are mostly in the evening. The Provider will work closely with DTCC to understand the schedule of training.

2. Question: Will DTCC provide any space for Provider staff on their campuses?

Answer: DTCC will provide space at each of their campuses where IT program is running for the Provider free of charge.

3. Question: Are internship opportunities built in to the training?

Answer: Appendix D lists the training area that work-based learning should be a part of. It is not all training areas. Building the work-based learning activity will be part of the Provider’s scope of services.

4. Question: Besides basic eligibility, reading and math levels, and career interest levels, are there other pre-requisites or needs?

Answer: Yes, and the pre-requisites are listed in Appendix B. The Provider will work closely with DTCC to understand the pre-requisites of each training program.

5. Question: If a person goes through the interview process if they choose a different program (not DTCC) would that be considered and enrollment?

Answer: No, in this case, only DTCC IT programs count towards enrollment. This should not discourage Provider referring individual to another training that is a better fit. Direct placement into employment is an option that would count for enrollment (which is capped). It is noted that this is a cost reimbursement contract and it is not performance based.

6. Question: Is DTCC marketing this grant?

Answer: DTCC is leveraging their regular marketing channels that include direct mailers, twitter, and Facebook. Provider will work closely with DTCC in this effort in order to enhance efforts. Provider may include recruitment/outreach cost as part of their proposed budget. The targeted population is unemployed and underemployed.

7. Question: Are placements just for Delaware firms?

Answer: No. Training is for Delaware residents and therefore employment should be within the individual desired commuting distance.

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8. Question: How are internships going to be paid?

Answer: One type of Work-Based Learning Activity is Work Experience or what is commonly referred to as an internship. If any participant is provided a Work Experience, these experiences shall be paid. In order to pay participants during their work experience, providers will choose one of the below two options:

1. Place participants on your organization’s payroll. Participants must be treated like all other employees, for example, having all required deductions, as well as be covered under your organization’s worker’s compensation policy during their work experience time; or
2. Use a temporary staffing agency to employ participants during the work experience time. The following is the link to the state approved temporary service agencies http://contracts.delaware.gov/contracts_detail.asp?i=3600. Provider must use one of these agencies.

While participating in paid Work Experience, all participants shall be paid as employees, and may not be classified as independent contractors that would necessitate the issuance of a form 1099.

Provider should include funds in the proposed budget if Work Experience is a planned activity. By going on the organization’s payroll or using a temporary agency to employ participants.

Provider may pay at a higher rate, but DET will only reimburse awarded Provider at the State of Delaware’s minimum wage.

9. Question: Can you give an example of a work-based activity?

Answer: The primary purposes of work-based learning are 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.”

Examples can include doing mock interviews conducted by participating employers, local employers assigning and providing feedback on projects, job shadowing, and paid internships/work experiences.

10. Question: The RFP states that if we use a temporary staffing agency to employ participants during the work experience time, we must use a state approved temporary service agencies, and a link is provided. Are these the only agencies Provider can use? For a Multi-Provider Solution (Joint Venture), can the Primary Provider/Prime Contractor engage a sub-contractor for this which is NOT on the state approved temporary service agencies list?

Answer: These are the only agencies allowed either directly or through a subcontractor.

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11. Question: Is it okay to place a person and count them if the position is temporary or contract work?

Answer: The definition of Day 1 outcome is unsubsidized employment maintained for one (1) day with an anticipated permanent duration of 180 days. This includes Military service and Registered Apprenticeship. If the anticipated duration is 180 days or greater, this will count as placement Day 1.

12. Question: Are the 111 people still in their program and/or what else do they need?

Answer: See RFP ADDENDUM #1 for relevant changes that impact this question.

13. Question: If there were 2 organizations would there be a lead applicant?

Answer: See section IV. B. 12 Multi-Provider Solutions of the Request for Proposal.

14. Question: Has there been any efforts to convene or contact employers around this initiative?

Answer: No. The only effort under this grant around this was Appendix C which is a Labor Market Information Report published by Jobs for the Future (JFF) regarding Delaware’s IT workforce landscape. There has been informal work done sparsely by DTCC. Prior to this, there was some work led by Governor Markell’s office under the TechHire initiative that convened mostly the financial institutions around their IT workforce needs. The Provider and DTCC will work together to build the network of IT employers with the use of the proposed JFF employer engagement strategic plan (due prior to December) and funded with this grant.

15. Question: Can the awarded provider obtain the employer information of those who have Delaware JobLink accounts?

Answer: A free public resource is

<https://lmi.delawareworks.com/Content/Information/EmployerDB.php>. Here you can find employers in Delaware by Industry. Of course IT needs cut across all industries so this may or may not be helpful.

At the time of this Q&A, the answer is no. DET will continue to explore this to see if this is an option in the future.

16. Question: Can Delaware JobLink be used to build job orders by the awarded Provider?

Answer: At the time of this Q&A, the answer is no. DET will continue to explore this to see if this is an option in the future.

17. Question: Will the contractor have to use DET’s Individual Service Strategy (ISS)?

Answer: While it is required for Provider to develop an ISS (see II. C. Essential Function 3 of the RFP), DET will not require a specific template. DET will provide template they have for the Provider to use or not.

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18. Question: What if the participants have needs for supportive services?

Answer: You can budget for supportive services/direct benefits to alleviate employment or training retention barriers that arise.

19. Question: After you get someone placed, what is the retention rate?

Answer: Employment Retention is measured at 30 and 90 days. See RFP ADDENDUM #1 for relevant changes that impact this question

20. Question: Can you be more specific about the numbers to 450 participants?

Answer: See RFP ADDENDUM #1 for relevant changes that impact this question.

21. Question: Of the 450 enrolled participants, 30 may be placed in direct employment, 111 are the current Del Tech graduates that we need to place, and the remaining 309 must be enrolled in Del Tech training. Anyone we recruit that does not qualify for Del tech training can be referred to other programs, but the enrollment outcomes are specifically for those placed in Del tech training.

Answer: See RFP ADDENDUM #1 for relevant changes that impact this question. Anyone recruited that does not qualify for DTCC programs may be referred to other appropriate training programs which would not count towards enrollment goal. However, provider may directly a maximum number of these individuals into employment. In this case, they would count as towards enrollment goal as well as employment outcomes.

22. Question: What training has the 111 people gone through? What is the breakdown over the City of Wilmington and the three counties? What are the completion rates?

Answer: See RFP ADDENDUM #1 for relevant changes that impact this question. At the issuance of this RFP, the overall completion rate for all DTCC IT America’s Promise programs is 67%.

23. Question: What documentation does a contractor need for placements?

Answer: Day 30 placements need a written verification from an employer (can be a paystub provided by participant). Day 1, Day 60, and Day 90 placement require a verbal verification from the employer.

24. Question: Are there any more changes in the RFP coming?

Answer: In addition to this Q&A which serves as addendums to the RFP, any subsequent change to the RFP will be issued in an addendum and published on <https://bids.delaware.gov>.

25. Question: Will subcontractor/s need to submit business license.

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Answer: No, the Provider would have to get any subcontractor approved and Provider would be the one responsible for the work.

26. Question: Will everyone submitting a contract attend the Proposal Clarification.

Answer: Not necessarily. The evaluation committee will determine who moves on and who is rejected during the written review. If a Proposal Clarification is held and proposal is not invited, proposal will not be eligible for funding.

27. Question: Does Indirect Costs have to be negotiated with the Feds?

Answer: No.

28. Question: Are extensions permitted?

Answer: Yes as DET’s discretion and the RFP allows for 2 optional extensions for a period of one (1) year for each extension.

29. Question: Do you have to verify work history of participants when determining if they qualify for training?

Answer: No.

30. Question: Will OJT be a possibility for this contract?

Answer: Yes, while this is not explicitly solicited, Provider could propose and budget to implement On-the-Job Training as a component of their services.

31. Question: Can you take a placement when there is a change in job title, pay, benefits, or going from part-time to full-time?

Answer: There will be an upgrade placement definition as part of the agreement. For other programs DET administers, an upgrade is defined as an assignment to a higher position, and/or an increase in hourly wages of at least \$1.00 with their current employer or a new employer. Provide should expect the same definition.

32. Question: Do they have to have a Day 1 (employment) as soon as they complete training?

Answer: No, you will have 90 days to place the individual. The 90 days will start the day after training ends.

33. Question: Does Day 1 employment for performance include an internship?

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Answer: No, only unsubsidized employment that meets the definition of Day 1 Outcome counts for performance.

34. Question: How will we document the median earnings to measure the Employment Outcomes Day 1 Wage indicated in Performance Measures of the RFP?

Answer: This will be captured on the Day 1 Outcome verification/documentation obtained. It will be entered in a specific area of Delaware JobLink in which the awarded Provider will be given instructions.

35. Question: Can the documentation for Day 1 Employment Outcome be a letter of commitment of offer?

Answer: No.

36. Question: What are the consequences for not achieving the performance measures?

Answer: This RFP will result in a costs reimbursement agreement. There are no financial penalties for not achieving performance measures. However, DET will have the right to terminate the agreement for lack of performance as well as provide the performance measures achieved to future funding panels.

37. Question: Can we decide to sub-contract work out after the agreement starts?

Answer: All subcontractors must be approved prior to their work on the resulting agreement.

38. Question: How do they demonstrate employer engagement in their proposal?

Answer: There are several opportunities to demonstrate this in your proposal. This should be done in at least the following questions/sections of the Appendix E Proposal Submission Template:

- Section II A and D
- Section V B

If you have any employers who will be contributing to the program financially (e.g. paying for internships/work experiences) then this should be detailed in section VI A of Appendix E Proposal Submission Template.

You may also include letters of support from employers. This is not required.

39. Question: Please clarify requirements on Work-Based Learning: The RFP (pg. 3) states “For each IT program that requires this activity, a minimum of 50% of participants shall benefit from this experience” and Appendix D indicates that a 70-hour co-op is required for .Net and JAVA, and a 50-hour internship is required for SQL and Oracle.

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Does this mean that a 70-hour co-op is only required for 50% or more of the .Net and JAVA participants, and a 50-hour internship is only required for 50% or more of the SQL and Oracle? Could a non-work day work-based learning activity (like a workshop, employer-led training) be substituted for the co-op or internships?

Answer: That is correct. 50% is the minimum that should benefit from work-based learning but the provider could plan to provide to all in the cohort. Work experience is one type of work-based learning. A non-work day work-based learning activity be substituted for the co-op or internships. See Answer to Q&A 9.

40. Question: Would it be possible to get a one week extension to the due date for the responses?

Answer: No. Changing the deadline impacts the set schedule that follows after submissions are completed.

41. Question: Based on what we learned at the meeting, we are having to look at our budget for several items more closely. As a result, we may not be able to hit the \$375k budget (we may exceed it by some amount) listed in the RFP. If we submit a proposal with a higher number, will that cause our proposal to be immediately rejected as non-compliant?

Answer: You will not be rejected as non-compliant if you submit a budget that exceeds \$375,000.