

ADDENDUM # 1

Date: March 21, 2018

RFP Number: LAB 18 001-INSCHTRNG

Program: In School Youth Programs

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

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Question and Answers

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Question 1: There are two different expectations stated for the 2nd quarter after exit. The chart above states \$5,052 while Appendix C, Funding Guidelines, 6. Performance Measures, page 9, Youth Measures below state \$4,371:

Answer 1: This was an error and it should read \$4,371.

Question 2: Outcome of Median wage at \$11 per hour:

- Is this applicable to ISY who exit?
- What was used to determine this as a realistic, achievable entry-level wage for the targeted population?

Answer 2: The Employment Outcome Day 1 Hourly Wage (median) does apply to ISY who exit and are employed at exit. This is a new real time measure to drive preparation and placement in employment with a wage higher than the minimum wage. This was originally calculated by taking the \$5,052 as the median and increasing to \$11.00. With the new median taken into consideration, the Median wage is \$9.00.

Question 3: Appendix A - Proposal Template
IV. Program Design
“Provide a comprehensive outcome statement that describes what a participant will have achieved after successfully completing the proposed program. This should include all credential(s) received, job title, and expected wages.”

The students may be unknown at this time and the ISS is to be individualized. If the provider is not a CTE Educational Institution teaching one specific skill, what would be the expectation for an appropriate response?

Answer 3: This should be a general outcome statement of your participants after they complete your program. If the program is individual driven, then this would not be specific to the individual goals.

Question 4: 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: Based on the definition of a Pathway for ISY – 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 12-month follow-up will not conclude until the third year of participation.

Answer 4: Yes. For clarity, the 12-month follow-up begins for youth when they exit. This may occur during or outside of the contract period.

Question 5: Can a linkage team member be a state agency? (i.e. ABE/GED® partnering with Out of School Youth).

Answer 5: Yes.

Question 6: Since Del Tech is a state agency, are the business references a requirement for us? If so, are the employers we partner with for paid work experiences acceptable as business references?

Answer 6: Yes and Yes

Question: 7: Do I understand correctly that for the In School Youth grant it is mandatory to have a letter from an LEA but for Out of School youth it is simply encouraged (not required) to have letters from linkage partners. Is that correct?

Answer 7: Yes, only In School Youth proposers are required to submit a letter from an LEA's.

Question 8: The attached budget is from DOE and was used for the ABE/GED® budget sheet. It automatically populates and I wanted to know if Del Tech can use this budget sheet for the In School and Out of School youth budgets? It is helpful since Del Tech has OECs that always have to be calculated into fringe benefits and this budget sheet makes it a lot easier.

Answer 8: Only the budget forms that were attached to the RFP can be used.

Question 9: Will trips to amusement parks be allowed, as long as it includes an educational component (i.e. The Stem Event at Six Flags America)?

Answer 9: WIOA expressly forbids entertainment expenses, however, if it is in your written incentive plan tied directly to a program outcome it may be approved.

Question 10: Are there regular meetings/training that Providers will have to attend?

Answer 10: 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 11: If my calculations are accurate based on your response (see Q&A 2), then it is expected that every exit will be employed at 40 hours per week. Please verify that it is based on 40 HPW at \$9/hour for 12 weeks.

Answer 11: No, that is not correct. This will be measured by Day 1 reported wage.

Question 12: To what extent should curriculum be attached? Is the outline with the timeline acceptable or are all teaching tools and tests being requested?

Answer 12: If you have a standard curriculum that your program utilizes it should be attached.

Question 13: Is every student expected to complete an occupational certification prior to exiting the program?

Answer 13: No.

Question: 14: What is the page limit for the IV B?

Answer 14: The Proposal Submission Template originally stated that the response was limited per one page. However, this document changes the limit to three page limit to this response and the curriculum is not included in the page limitation

Question 15: Who is the oral presentation in front of?

Answer 15: The Proposal Evaluation Team shall be comprised of at least one (1) DWDB member. Other members will include a subject matter expert (determined by DWDB staff) and other representatives who represent individuals with barriers to employment as identified in WIOA section 3(24) as well as veterans and other targeted populations at the DWDB's discretion. Multiple Evaluation Teams are anticipated to be developed and will be categorized and developed based on the targeted occupations proposed.

Question 16: If a student receives free lunch and resides in a promise community, do they still need to document low income?

Answer 16: Yes, low income must be individually documented. If the school as a whole provides free lunch, this does not suffice as documentation for low income status.

Question 17: Are there specific qualifications for an LEA for the In-School Youth grant?

Answer 17: Local Education Agency (LEA) is a commonly used synonym for a school district, an entity which operates local public primary and/or secondary schools in Delaware. The LEA should provide instruction that leads to a State of Delaware High School Diploma issued pursuant to 14 Del.C. §152 or an equivalent high school diploma issued by an educational institution that is regionally, state, or nationally accredited. It is recognized by a State and is included for accountability purposes under the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the Every Student Succeeds Act (ESSA).

Question 18: Appendix C, Funding Guidelines

6. Performance Measures

Page 9

Youth Measures

Median Earns 2nd quarter after exit \$4371

Question: If a student exits with employment then enters college by the 2nd quarter and leaves the job, will they remain in the denominator for this measure?

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Answer 18: No. Only those employed in their 2nd quarter following exit wages will be reviewed for this measure. There is no correlation to outcome at exit. This measure will pick up youth who are working any number of hours in their 2nd quarter. Even if they are working and in school.

Question 19: What is the definition of Needs Additional Assistance?

Answer 19: Please refer to the Definitions in Appendix E

Question 20: If Work Experience is offered at the district which mandated element would that fall under?

Answer 20: Mandated Element #3 - Paid or Unpaid work experience.

Question 21: Mental Health is not listed as a mandated element, but, we have found it is an in demand service, which element would this fall under?

Answer 21: Mandated Element # 10 – Comprehensive Guidance and Counseling and supportive services.

Question 22: We partner with an organization that offers a baseline check – would that be part of the eligibility? They are tested in math and reading.

Answer 22: If you propose to use testing that is not outlined in the RFP be transparent and acknowledge that your proposed testing is not part of RFP and explain why you chose your method and be sure to make it clear for those reading. In doing so, you must complete the Exception Form in Attachment 2 of Appendix A.

Question 23: If we service students in Sussex County who attend Sussex Tech how do we document that we are serving the Promise Communities?

Answer 23: You can review your current and past participant Review and list your past geographical history.

Question 24: Should Bonus Points for Promise Communities include historical information on areas they service without Department of Labor funds?

Answer 24: Yes

Question 25: How many linkage teams members would be sufficient?

Answer 25: However many you need to justify your proposal. Be sure to target a variety of different linkages.

Question 26: If a youth is in post-secondary or secondary education at exit, are their earnings still measured?

Answer 26: The Median Earns 2nd quarter after exit see Q&A 18. For the Day 1 Median Wage goal, this will only be for those reported as employed as their outcome.

Question 27: If a student is in school and has an Occupational Skills Training does the certification count as a measurable skills gain?

Answer 27: Yes, there are multiple ways to obtain a measurable skills gain. See definition in Appendix E.

Question 28: Is an online High School Diploma counted as a credential? Credits do transfer from Penn Foster to Wilmington University?

Answer 28: All online programs must be accredited by a nationally or regionally recognized accreditation agency. Specifically, Penn Foster High School is accredited by the Commission on Secondary Schools of the Middle States Association of College and Schools. It is a regionally recognized accreditation agency. You may consult with the Department of Education, Adult and Prison Education Services for further questions. The contact is Maureen Whelan, Director, Phone: 302-857-3340, Email: maureen.whelan@doe.k12.de.us

Question 29: In the real time performance measures outlined in the Scope of Services (2.F) is \$9.00 the median and not the average?

Answer 29: Yes, this is the median, not the average salary.

Question 30: Is the median provider based?

Answer 30: The Median Wage at Day 1 (real time performance) is provider based so it will be measured per provider. The federal performance (Median Wage 2nd Quarter after Exit) will be for the state as a whole. However, we have the ability to break this down by Provider.

Question 31: Is there median data for the state of Delaware youths that are coming out of high school?

Answer 31: This information is not readily available but the Chief of the Office of Occupational and Labor Market Information reviewed several sources and was able to provide the following median hourly Delaware rate. The data is based on national data for full-time workers.

Age 16-19 \$10.97

Age 20-24 \$13.84

Question 32: What if after training, the youth is unable to work due to unforeseen circumstances, how will this affect the performance outcomes?

Answer 32: Most likely, the youth will be in your denominator and not your numerator for performance. However, this is why targeted performance goals are not 100%.

Question 33: How does each vendor receive payment?

Answer 33: A monthly financial report will trigger payment. If the report is completed correctly, and timely, payment will be dispersed within 30 days of receipts. Request for reimbursement must align with the approved budget.

Question 34: What if our own network won't allow us to send an email with large attachments?

Answer 34: 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 issues with submission.

Question 35: Are the Real Time Performance Measures an increase?

Answer 35: Yes.

Question 36: Can I subcontract with current state of Delaware employees? My accountant is a current state of Delaware employee. Is that a conflict of interest?

Answer 36: The state employee will need to get approval from the Public Integrity Commission (PIC) before being authorized to work on the contract.

Question 37: Can In School Youth programs have linkage team members or partners with organizations like DTCC or Harris to provide services?

Answer 37: Yes but they don't have to be part of your linkage team. You can simply budget for tuition or list them as a partner. Review the definition of Linkage Team in Appendix E.

Question 38: Do we list our Linkage Team members in Attachment 4, Business References?

Answer 38: No, Linkage Team members as well as other partners should be outlined in Appendix A Section V.B. However, some Linkage Team members may also be your Business Reference.

Question 39: If not using subcontractors, is Attachment 5 still required?

Answer 39: No.

Question 40: Do nonprofits submit a business license?

Answer 40: 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 41: If proposal makes it to Proposal Clarification Day and the panel doesn't have any questions, do I still need to go?

Answer 41: If you make it to Proposal Clarification Day, the panel will have 4-10 questions. If you do not go, you will not be considered for funding.

Question 42: Will we know the Proposal Clarification questions prior to Proposer Clarification Day?

Answer 42: No.

Question 43: Should we bring members of our Linkage Team?

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Answer 43: Bring who you feel is valuable to your proposal and can answer questions. As the RFP states, Providers are strongly encouraged to bring staff who can answer questions regarding the programmatic components and staff who can answer questions regarding the budget. The DWDB recognizes that these may be different staff.

Question 44: Can our program use the Office of Apprenticeship as a part of our Linkage Team?

Answer 44: See the definition of Linkage Team in Appendix E. It seems that while it is a great connection for your program, the Office of Apprenticeship is providing information that it would provide to any program.

Question 45: If our linkage team is the school, who could I bring to Proposal Clarification Day to speak on behalf of our linkage?

Answer 45: You do not have to bring any Linkage Team member or partners. As the RFP states, Providers are strongly encouraged to bring staff who can answer questions regarding the programmatic components and staff who can answer questions regarding the budget. The DWDB recognizes that these may be different staff.

Question 46: Will the budgets we submit reflect one or two years?

Answer 46: Your budget should reflect two years.

Question 47: The new RFP requires that staff working with youth not be on the Sex Offender Registry. Does this apply to youth enrollments?

Answer 47: This should be obtained as part of your overall assessment since it includes obtaining information about youth's barriers including any involvement with the juvenile or adult criminal justice system. This is important information to know when it comes to developing an Individual Service Strategy. No youth enrollment on this registry shall be placed in any work site with other children/youth. Placement should be consistent with work site policies.

Question 48: What Questions are due by March 14th ?

Answer 48: These are questions regarding the RFP. Some were asked at the Pre-Bid Meeting while others were submitted to the designated contact.

Question 49: Are leveraged resources where we should list our other grants?

Answer 49: Yes.

Question 50: Are charts and graphs prohibited?

Answer 50: No.

Question 51: How do you fill out Attachment 6, Milestones and are these projections?

Answer 51: These are projection and providers should complete this Attachment by estimating the number of participants who will meet each milestone. Providers should add rows to

indicate the Training Components specific to their program. The Performance Milestone participant numbers (e.g. Credential, Day 1-90) should be projected to meet the Real-Time performance measures found in section (II)(F) of the RFP. This should be established by multiplying the performance measure per milestone by the projected number of Exits.

Question 52: If we serve 200 kids but anticipate only 1/3 meeting DOL eligibility, what do we propose for?

Answer 52: Only propose for DOL eligible students.

Question 53: Is there an expectation that every student will leave with an occupational certification?

Answer 53: No. There is an expectation that 85% of exiters will have achieved a Credential. A Credential is a variety of things. Please review the Credential definition in Appendix E.

Question 54: There is a list of CTE approved pathways for each school. I just wanted to confirm that any completed in-school pathway satisfies this requirement.

Answer 54: In-school career pathways are supported through Career and Technical Education (“CTE”) programs across Delaware’s comprehensive, charter, and technical school districts, hereafter referred to as LEAs. All state-approved CTE pathways can be found [here](#), which is searchable by local education agency and school. The list includes all CTE programs (designated using code 01 through 16 based on the occupational area). More information on in-school career pathways can be found [here](#). The majority of LEAs have at least one state approved pathway. The career areas or shops at the state’s Vo-Tech schools are all considered approved pathways at this point in time. Bonus points will only be allowed for the state approved pathways but nothing prohibits the provider from working with a LEA on other existing or pending pathways. Please work with the LEAs for any additional questions about the CTE programs they offer.

Question 55: On Appendix A, page 16, Budget Back-up Page, what is the purpose of this form and what is it used for?

Answer 55: The budget backup page is a space to explain any item on the budget summary pages. At a minimum any budget line item that indicates “Itemize on Attached Page” should be listed on the budget backup.

Question 56: On Appendix A, page 15, Budget Summary, what does other represent? Can you give an example on what to put under other? Do we need to do that?

Answer 56: You do not need to have funds in other. It would be anything that does not have specific line item in the Budget Summary.

Question 57: On page 4 in the RFP, is this Pathways to Prosperity or Career Pathways? Is this listing the CTE programs that are in place in the schools that we service? Since Pathways are identified through My Next Move, Career Compass, etc.; can you give example on what the planning process is and how does the budget support it? Is this secondary funding for CTE programs?

Answer 57: Delaware is a member of the Pathways to Prosperity network. Pathway as defined in Appendix E and Pathways to Prosperity are the same. This is not secondary funding for CTE, but supports strategies that supports students to identify and complete their chosen Career and Technical Education (“CTE”) Program of Study. All CTE programs must be State of Delaware approved and provide youth with the opportunity to earn early college credit, industry credential(s), and participate in meaningful work experiences. This should be described in the proposal. See Q&A 54.

Question 59: Are attachments counted as a page per question or are attachments separate?

Answer 59: No, they do not count as pages and are not subject to page limits.

Question 60: Appendix A, page 2, Part II, should the Performance Measure Chart be included in the Demonstrated Ability section?

Answer 60: No. The response to the Demonstrated Ability section should demonstrate that the proposed program or agency has the ability to meet the Performance Measures.

Question 61: If we have linkage partners listed, should we have a letter from the partner to support?

Answer 61: Section V. B. on Appendix A should be completed. A letter from at least one LEA is required, others are encouraged. Other letters from partners are allowed.