

**ADDENDUM #1**

**RFP# LAB 18 001 – Pre-Apprenticeship**

**Date:** October 12, 2018

**RFP #:** LAB 18 001 – Pre-Apprenticeship

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

**ADDENDUM #1**  
**RFP# LAB 18 001 – Pre-Apprenticeship**

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

1. Question: Where do we go for the proposal clarification on November 15, 2018.  
Answer: It depends on the composition of the funding committee, however it is typically at Department of Labor located at 4425 North Market Street Wilmington, DE 19802.
2. Question: If English is not a person's native language is this a population that is considered one of the groups related to the 2nd goal (underrepresented, disadvantaged, or low-skilled).  
Answer: Yes. An English Language Learner would be considered within the Disadvantaged population and is provided as an example within this definition in Appendix A.
3. Question: How long does the internship or paid work experience last?  
Answer: There is no standard. You would propose that you think is realistic for both employers and participants.
4. Question: Suppose the employer is not a registered sponsor, how long does it take for them to become one?  
Answer: This varies from sponsor to sponsor. The process starts with the employer (potential sponsor) completing a one page application. DET, Office of Apprenticeship will then reach out to develop standards and agreement. Depending on the volume of applications, it could be as fast as one day but we see a typical turnaround time of 2 weeks. It really depends on the employer's (potential sponsor) ability to submit all of the required information and documentation.
5. Question: As potential bidders, can we assist the employer (potential sponsor) during the application process?  
Answer: Yes.
6. Question: Can we find the Standards on the internet?  
Answer: There are two different template documents that are used to govern the Program with DET, Office of Apprenticeship. First are the Standards which is template agreement language that provides the terms and conditions of being a Registered Sponsor (Attachment A is a blank template). Within this document some items are customized per employer such as the rate of pay and progression. Second are the Work Processes which are unique to each occupation. Delaware uses the standard Work Processes provided by USDOL as a guideline and these can be found at <http://bit.ly/2NwjWr7>. These are also only used as a guideline for employers and are expected to be followed only if within the scope of the employer's business.
7. Question: How do you market the Apprenticeship Program to employers?

## ADDENDUM #1

### RFP# LAB 18 001 – Pre-Apprenticeship

- Answer: Prior to receiving federal funds (2016) to expand Apprenticeship, there was minimal employer outreach. DET, Office of Apprenticeship since 2016 has convened various employers by industry to educate them on Apprenticeship as a workforce tool. We are usually responding to a demand for a specific occupation that may come from a variety of sources (e.g. DET's Business's Services Unit). Requests or referrals can be sent to [Apprenticeship@state.de.us](mailto:Apprenticeship@state.de.us).
8. Question: Is this driven by the State's high priority occupation list?  
Answer: The Delaware Workforce Development Board issues this list and while it may be consulted, it does not necessarily limit new programs or dictate where outreach is done. Any occupation in which a new program is proposed, a labor market information is review (Occupation and Industry Projections published by the Office of Occupational and Labor Market Information).
9. Question: Can prospective bidders or other organizations help do the required paperwork for potential Sponsors?  
Answer: Yes. Most of the required documentation does rely on the employer providing you or the DET, Office of Apprenticeship information that only they would have (e.g. Business License, wage progression). In addition, staff at DET, Office of Apprenticeship assists employers on a daily basis to complete items. You could include in your proposal to have a staff person to promote registered apprenticeship within the industry/occupation you are proposing to serve. This staff would recruit and support other employers in becoming registered sponsors therefore increasing your participants' ability in becoming registered apprentices. You must apply with at least Registered Sponsor.
10. Question: If your organization doesn't have audited financial statements can we just give you our taxes?  
Answer: We would work with you to determine what you have and what is sufficient. Typically audits have been requested over tax returns.
11. Question: There are two letters of support required (one from the Registered Sponsor and one from the Related Technical Instruction Provider (RTI) of the Registered Sponsor). Could this be from the same organization?  
Answer: It depends on who the RTI Provider is. Only if the Registered Sponsor is also the RTI Provider then one letter will suffice. The letter would need to address both components of employer engagement and curriculum as outlined in the RFP.
12. Question: Who signs the letter of support for the RTI if targeting multiple careers and the RTI covers all of them?  
Answer: The organization would have to determine who has the authority to sign letters of support.
13. Question: How many contracts do you have now for pre-apprenticeship?

**ADDENDUM #1**

**RFP# LAB 18 001 – Pre-Apprenticeship**

Answer: None. We have three pilots under an MOU with state’s Adult Division of the Vo-Tech school districts. They are: 1) a statewide auto program to support individuals in meeting the pre-requisites of this program, 2) Electrical for English Language Learners in Sussex, and 3) Multicraft in Kent County.

14. Question: Do you have to specify the counties in your application?

Answer: Yes.

15. Question: What is the difference between six month retention follow up and Follow up Day 90 in the Performance Measures?

Answer: All Providers will be required to follow participants for six months after they complete the program. During this time, in order to demonstrate performance, Providers will document and enter Performance Measure increments of Program Completion, Day 1 employment, Day 30 employment, and Day 90 employment. Since Providers will have 90 days to place participants in employment, the Day 90 follow-up may also be the last day of the six month retention (if a full 90 days is used to obtain a day 1 employment). Conversely, if a participant obtains employment Day 1 right after program, the required six months retention follow up would surpass the Day 90 follow-up. Responsibility would be simply maintaining contact in order to provide any services to participant to ensure long term success.

Q: Nickle electrical- performance measures: these fall on the provider, getting 75 of the people employed relies on the provider not the sponsor, c

16. Question: For the Performance Measures in the RFP, are these the responsibility of the Provider or the Registered Sponsor who are indicated on the application.

Answer: This is the responsibility of the Provider. The Registered Sponsors would determine their obligation with the Provider. For example, a Registered Sponsor could commit to hiring any number of participants depending on their need but is not required to hire any. Even if a Registered Sponsor does not commit to hiring any participants, there is still value in the Registered Sponsor informing Providers on what they as an employer are looking for in their employees and apprentices.

17. Question: The provided median income of \$11.00 per hour in the Performance Measures is lower than the wage expected for Early Childhood Education Teachers. If this is the occupation we will propose to serve, how can we meet the measure?

Answer: As a bidder, you can take exception to clauses in the RFP. In order to communicate this, Appendix D, Attachment 2 should be completed. Delaware has the right to accept or reject Exceptions.

18. Question: Appendix E was not posted on bids.delaware.gov with the rest of the RFP documents. Where can this be located?

Answer: This was an error and will be posted on bids.delaware.gov with the rest of the documents.

**ADDENDUM #1**

**RFP# LAB 18 001 – Pre-Apprenticeship**

19. Question: How can bidders obtain a letter of support from Registered Sponsor if they have not become a Registered Sponsor yet?

Answer: You cannot. To be considered for funding, you must submit a letter of support from at least one Registered Sponsor. See Q&A 9.

**ADDENDUM #1**  
**RFP# LAB 18 001 – Pre-Apprenticeship**

Attachment A

1. DEFINITIONS

SPONSOR OR COMPANY shall mean **YOUR COMPANY NAME HERE** who is subscribing to and has signed these Standards of Apprenticeship.

REGISTRATION AGENCY means the Delaware Department of Labor, Division of Employment & Training, Office of Apprenticeship & Training.

APPRENTICESHIP AGREEMENT means a written agreement signed by **YOUR COMPANY NAME HERE**, and the apprentice (his/her parent or guardian if he/she is a minor) and registered with the Registration Agency. The agreement shall contain the terms and conditions of the employment and training of the apprentice.

APPRENTICE means an employee of the sponsor who is of legal working age, engaged in learning a recognized skilled trade through actual work experience under the supervision of Journeypersons pursuant to the terms and conditions incorporated in a written apprenticeship agreement with a Delaware registered apprenticeship sponsor.

RELATED INSTRUCTION means an organized, systematic form of instruction designed to provide the apprentice with knowledge of the theoretical and technical subjects related to the trade.

2. POLICY

Effective the date of registration, **YOUR COMPANY NAME HERE** shall agree to abide by Apprenticeship & Training's standards to safeguard the welfare of apprentices and shall train all apprentices in the trade or trades included in these Standards of Apprenticeship in accordance with the provisions herein.

3. TERM OF APPRENTICESHIP

Apprentices will be given practical training, under supervision, for the time set forth under "Work Processes." The first four hundred, eighty hours (480) of apprenticeship will be a period of probation, during which either party may terminate the agreement by notifying the other. After this period, the apprenticeship agreement may be cancelled for cause. The Registration Agency shall be notified of all terminations, and the reason thereof.

4. APPRENTICESHIP AGREEMENT

Apprentices shall be placed under an agreement, which includes the fundamentals contained in these Standards. After registration, the Sponsor and the Apprentice shall receive one copy each.

5. QUALIFICATIONS FOR APPRENTICESHIP

Apprentices shall be of legal working age.

6. EQUAL OPPORTUNITY PLEDGE

## **ADDENDUM #1**

### **RFP# LAB 18 001 – Pre-Apprenticeship**

"The recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, sex. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under the Delaware State Plan for Equal Employment in Apprenticeship and Training."

In addition, any sponsor having, or planning to have, five (5) or more active apprentices must adopt a written Affirmative Action plan as prescribed by 29 CFR 30.4. This plan must be submitted in writing to, and approved by, the Apprenticeship & Training section of the Delaware Department of Labor prior to the registration of the sponsor's fifth apprentice.

#### **7. CREDIT FOR PREVIOUS EXPERIENCE**

Credit, with commensurate wages, may be granted toward the term of apprenticeship. Such credit will be given for previous training, which is equivalent to any training received under these standards. The registration Agency shall be advised of the source and extent of such experience.

#### **8. RESPONSIBILITIES OF THE APPRENTICE**

Apprentices are required to apply themselves with diligence and care to the various tasks assigned to them, to protect the property and interests and obey the rules of the company, realizing much time, money, and effort is expended in training them to become a skilled Journeypersons. The apprentice is also required to keep an apprenticeship logbook of the hours worked in the trade area.

#### **9. SUPERVISION OF APPRENTICES**

##APPRENTICESUPERVISOR## will be designated as Supervisor of Apprentices.

##APPRENTICESUPERVISOR## shall maintain a written record of the actual hours of on-the-job training. He or She is authorized to adjust any and all differences that may arise with the Apprentices.

#### **10. NOTICE OF ADVERSE ACTION**

**YOUR COMPANY NAME HERE** through its appropriate officials shall give five (5) days notice, either verbally or in writing, to any Apprentice against whom it contemplates taking adverse action. The notice will clearly indicate the cause of the proposed adverse action.

During this five-day (5) period, the Apprentice shall be extended the opportunity to take corrective action. The Apprentice will also be advised of the grievance procedure outlined in these Standards.

#### **11. GRIEVANCE PROCEDURE**

In the event an Apprentice feels that he or she has been unfairly treated under this program, the following grievance procedure is open to them; they will notify the Supervisor of Apprentices, ##APPRENTICESUPERVISOR## either verbally or in writing, of their perceived grievance. He or She may review the complaint and attempt to satisfy the complaint. Should the Apprentice not be satisfied with their solution, he or she may, within five (5) days of the decision, file a written complaint with the Delaware State Department of Labor, Division of Employment & Training for whatever action they deem

**ADDENDUM #1**  
**RFP# LAB 18 001 – Pre-Apprenticeship**

proper.

When a collective bargaining agreement exists, the grievance procedure will be as outlined in that agreement.

12. RELATED INSTRUCTION

Apprentices will be required to spend a minimum of 144 hours per year in related trade studies in an approved training program.

13. PERIODIC REVIEW OF PROGRESS

Periodic review and evaluation of Apprentice's progress and job performance, related instruction, and the maintenance of appropriate records shall be done by **YOUR COMPANY NAME HERE**. The progress of the Apprentice shall be subject to review by the Sponsor prior to the expiration of each wage period. Failure to make satisfactory progress may result in suspension or cancellation of the Apprenticeship Agreement.

14. HOURS OF WORK

Hours of work for Apprentices shall be the same as for other **YOUR COMPANAY NAME HERE** employees in the trade, except that no Apprentice shall be required to work such hours as would interfere with his/her required related studies.

15. NUMBER OF APPRENTICE RATIO

The ratio of Apprentices to Journeypersons for the trade(s) of Plumber, shall be ONE Apprentice to THREE Journeypersons employed by **YOUR COMPANY NAME HERE**. The ratio of Apprentices to Journeypersons for the trade(s) of Heating and Air Conditioning Mechanic, shall be ONE Apprentice to FIVE Journeypersons employed by **YOUR COMPANY NAME HERE**. (For further information, see State of Delaware Rules and Regulations relating to Delaware Apprenticeship & Training.)

16. LAY-OFF OF APPRENTICES

When it is necessary to lay off Apprentices, it shall be done in seniority order and in accordance with Section 15 of these Standards of Apprenticeship; provided any Apprentice laid off shall be given the opportunity of reinstatement in seniority order before any new Apprentice may be employed.

17. CERTIFICATE OF COMPLETION OF APPRENTICESHIP

Upon satisfactory completion of apprenticeship in both practical and related phases, **YOUR COMPANY NAME HERE** will request a Certificate of Completion for such designated Apprentices to be issued by the State. The letter of request will state that the Apprentice has satisfactorily completed both components of his or her training.

18. INTERPRETATION OF STANDARDS

## **ADDENDUM #1**

### **RFP# LAB 18 001 – Pre-Apprenticeship**

If a difference of opinion should arise in the interpretation of these Standards, which cannot be adjusted satisfactorily, either party to the agreement may consult with the Registration Agency for clarification.

#### 19. MODIFICATION

Any modification or changes in these standards must be approved by the Registration Agency. In addition **YOUR COMPANY NAME HERE** will agree to operate their program in accordance with the "Rules and Regulations Relating to Delaware Apprenticeship and Training Law." The Registration Agency shall notify **YOUR COMPANY NAME HERE** of any modifications or new requirements.

#### 20. SAFETY AND HEALTH TRAINING

**YOUR COMPANY NAME HERE** shall instruct the Apprentice in safe and healthful work practices and shall insure that the Apprentice is trained in facilities and other environments that are in compliance with the Occupational Safety and Health Standards promulgated by the Secretary of Labor.

#### 21. COMPLIANCE

**YOUR COMPANY NAME HERE**, the Sponsor of these Standards of Apprenticeship, certifies that they are in full compliance with all applicable federal, state and local laws.

#### 22. WORK PROCESSES

Work processes shall include, but not be limited to, the outline contained herein. Changes and modifications may be implemented at any point and time in the training, where these changes and/or modifications will facilitate the training of the Apprentice(s). Whenever such changes and/or modifications are made, the Registration Agency shall be notified.

Apprentices shall be trained in accordance with the following schedule. Training need not be in the order listed, nor the hours continuous.