

**ADDENDUM # 1**

Date: March 21, 2018

RFP Number: LAB 18 006-SY

Program: State Summer Youth Employment Program

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

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**Question and Answers**  
**RFP NUMBER LAB 18 006-SY**

Question 1: There was a term called “Work Leader” used in the context of the grant. Can you please explain what the terminology means? Also it stated a “work leader” can be 21. Does this mean up to 21?”

Answer 1: Work leaders are participants of the program that supervise and monitor the attendance and work performance of up to 20 other participants. These Work Leaders are allowed to participate in the Summer Youth Program through age 21 even though regular participant’s ages are limited to 14 through 20.

Question 2: What are the enrollment targets?

Answer 2: Historically this program has supported between 350 and 400 youth statewide. Provider’s will propose the number of youth they want to serve.

Question 3: Is there a breakdown of enrollment per geographic area?

Answer 3:

Geographic Area	Percent of Overall Enrollments (Actual)
City of Wilmington	56%
NCC outside City of Wilmington	20%
Kent County	12%
Sussex County	11%

Question 4: What does enrollment mean?

Answer 4: Enrollment occurs after any wages are earned on a youth who is documented as eligible.

Question 5: If we have a youth that is 13 but will be 14 by the time the youth starts, can we enroll them?

Answer 5: Youth may be 13 at the time of application but must be 14 at the time of enrollment. Work permits can’t be signed until the individual has actually turned 14.

Question 6: Does the work leader have to have exactly 20 youth participants to supervise and monitor? Can it be less than 20?

Answer 6: Work Leaders shall have up to 20 youth participants.

Question 7: Is that one work leader supposed to supervise the 20 youth?

Answer 7: Work Leaders shall support the program by supervising and monitoring the attendance and work performance of the youth enrolled. Work leaders may be given opportunities to develop leadership skills.

Question 8: How do we document work leaders are doing that work?

Answer 8: DET will not monitor the work of the work leaders. DET may ask you to provide or identify your work leaders. Providers should use work leaders to build skills and support the program.

Question 9: The RFP states “No youth shall be employed or placed within a job whose sole responsibility is participating in recreational programming. Can you clarify what participating in recreational programming means?”

Answer 9: Youth’s sole responsibility should not be recreational or playing sports.

Question 10: The RFP states that “All Providers will support and participate in any evaluation process as outlined by DET. At a minimum this will include sending out established survey’s to participants and work sites.” In order to not duplicate questions, can we merge provider existing questions with DET’s questions.

Answer 10: The question will be developed in collaboration with successful providers so this can be minimized.

Question 11: Can you share the results of the survey?

Answer 11: Yes.

Question 12: Pg 5 # 5 A – CTE Programs – A lot of districts are in beginner stages – if in approval stage can we still identify that?

Answer 12: 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 13: Pg 6 # 6 Desired Components referenced (II)(D)(4), is this wrong?

Answer 13: This is wrong, the reference should be (II)(D)(5).

Question 14: Pg 6 B – Promise Communities – Do you have info to share to understand what these promise communities are?

Answer 14: This was work completed by the United Way of Delaware using several sources. We have the following information about them.

Promise communities are defined as those underserved communities in which:

- 28.9 % of the children live in poverty;
- 44.9% of residents are considered low income;
- 37.3% of the children are proficient in reading by 3<sup>rd</sup> grade;

- 18.2% of the population 25 and over have a HS diploma;
- 10% unemployed; and
- 66.5% receive some form of public assistance

Question 15: One page 17, (V)(C)(1), please explain two year contract with possibility of extension.

Answer 15: A resulting contract from this RFP will expire 4/30/2020. DET has the right to extend any resulting contract up to two times for 1 year increments.

Question 16: The new RFP requires that staff working with youth not be on the Sex Offender Registry. Does this apply to youth enrollments?

Answer 16: Yes. Youth enrollments were not addressed in the RFP. This Q&A requires the following additional populations be checked on the Delaware Sex Offender Central Registry at <https://sexoffender.dsp.delaware.gov/>

- All Work Leaders. No individual may be a Work Leader if found on this registry.
- All youth participants. No individual if found on this this registry may be placed at a work site where there are children/youth. These individuals may be placed at a work site without children/youth. Placement should be consistent with work site policies.

Question 17: Is the current Income Guidelines in Appendix C current?

Answer 17: No, the correct Income Guidelines in the revised Appendix C (Addendum #2) as well as indicated here:

HHS Poverty Guidelines for 2018		
In effect as of January 26, 2017		
Persons in household	Poverty guideline	200%
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.		

Question 18: Checking multiple locations on same proposal, is different from past years?

Answer 18: Yes, this is a change.

- Question 19: What if minimum wage increases from year 1 to year 2?
- Answer 19: DET will implement a modification to change the budget to accommodate the wage increase. This would not include additional funds (unless more funds are appropriated) and would result less youth being served.
- Question 20: Should the budget be completed as a 1 year or 2 year?
- Answer 20: The budget is an annual budget and you only need to complete one budget for each geographical area.
- Question 21: In terms of the Youth Application for State Summer Youth Employment Program, we have already provided the old application which does not have all of the updated questions. Can we do a supplemental page with the additional questions for this year?
- Answer 21: Yes
- Question 22: Can providers request a modification to the timesheet in Appendix C?
- Answer 22: Yes
- Question 23: Who is the Supervisor who should sign the timesheet?
- Answer 23: The onsite Supervisor who can attest to the hours worked. The revised Appendix C (addendum #2) includes the revised timesheet. Providers may request approval to use other timesheets.
- Question 24: Are non-profits required to submit a State of Delaware business license?
- Answer 24: 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.

