

**ADDENDUM #1**  
**RFP# LAB 19 001 – TRAIN**

**Date:** October 26, 2018  
**RFP #:** LAB 19 001 – TRAIN  
**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: There are two TRAIN notifications on bids.delaware.gov, do we only submit once?  
Answer: Yes, you only need to apply once. They are the same.
2. Question: What do I put on the subject line when submitting a proposal?  
Answer: “Bid-Enclosed-LAB 19 001-TRAIN”. This is the RFP number listed on the first page of the RFP. The RFP number listed on page 9 of the RFP is incorrect. Use of the incorrect RFP number will not disqualify your proposal from being submitted.
3. Question: Can I submit multiple proposals?  
Answer: An organization can serve on multiple Phase I Applicant Groups but can only serve as the Lead Applicant on one submission.
4. Question: Has there been specific type of program that has been more successful in obtaining funding in the past?  
Answer: No. There has been a wide variety of programs funded in the past. Attachment A provides the past four years of the successful Planning Phase I and if they were funded for Implementation Phase II.
5. Question: Does the Lead applicant have to be the Provider.  
Answer: Any resulting contract from this RFP will be with the Lead Applicant which would be called the Provider. However, this does not mean that the Lead Applicant needs to provide all services included in Phase I or Phase II. For example, the provider of training services in Phase II may be another entity than the Lead Applicant.
6. Question: Is the Phase I Applicant Group a coalition?  
Answer: Yes, this is an appropriate term to refer to the Phase I Applicant Group. It is defined as the group of entities applying for Phase I funding. This group must include at least two employers and at least one representative from other stakeholders such as nonprofits, community-based organizations, two or four year institutions of higher education, government, regional or local economic development entities, labor unions, K-12 programs, industry associations, philanthropic organizations, other training providers and other relevant partners that are able to identify common workforce needs and develop and implement strategies to meet these common workforce needs.
7. Question: Is the Provider an employer or a stakeholder?  
Answer: The Provider is same as the Lead Applicant in that this is the entity that a contract will be executed with and can be an employer or another stakeholder.

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8. Question: As a Lead Applicant, can I hire someone else to do the training?  
Answer: Yes, this should be clear in the Proposal.
9. Question: Can we apply to serve the needs of a specific population opposed to an industry or skill need?  
Answer: You have to apply with an industry or skill identified but can propose to serve a specific population. In addition, the Phase I proposal must include the Phase I Applicant Group as defined which includes employers.
10. Question: The RFP states “Neither the lowest price nor highest scoring proposal will necessarily be selected.” Can you give an example of why a proposal that scored lower than another would be funded over the higher scoring proposal.  
Answer: An example of why this may happen is geography. For example, the third highest scoring proposal may be in New Castle County where the top two being funded are also located while the fourth highest ranked proposal served Sussex County. Funding in this manner allows for programming to be present statewide.
11. Question: Do we have to have our Phase I Applicant Planning Group established prior to Proposal submission for Phase I?  
Answer: Yes. It must meet the definition of Phase I Applicant Planning Group which would be included on the Proposal for Phase I funds. This is a minimum of three entities and may grow after funding.
12. Question: In section (II)(D)(2) it describes the Population to be served for Phase II. In(II)(D)(2)(d), it states, “Focused on those with barriers to employment and/or barriers to career advancement.” Is this in conflict with the intent of the program which is to address employer’s workforce needs which may be for a higher credentialed or skilled employee?  
Answer: No. Since employers are required to be part of the planning group, their needs shall drive the Strategic Workforce Training Plan first and foremost. Proposing to serve those without perceived barriers to employment will not disqualify a proposal. However, this is broad in that if the training does not exist and the plan is to start a training program, this would be a barrier to career advancement for any level of worker.
13. Question: If it is determined that the training does exist somewhere else, but there is a barrier such as accessing the location, can we propose to alleviate the barriers?  
Answer: The TRAIN program’s purpose is to first fund the Planning Phase (Phase I) which convenes employers and other stakeholders to develop a Strategic Workforce Training Plan. The Strategic Workforce Training Plans developed will then be used to request funds for the Implementation Phase (Phase II). Phase II will be used to implement the Strategic Workforce Training Plan(s) developed and proposed. The intent of Phase II funds are to provide targeted education and training to individuals to ensure Delaware employers have the

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talent they need to compete and grow. If the Strategic Workforce Training Plan includes implementing a training program that already exists, in order for it to be competitive, it should contain other elements that do not exist. An example of this could be expanding access and awareness of a program by alleviating the barrier of transportation that currently exists.

14. Question: Would the internship or Work Experience be paid or a stipend?  
Answer: Paid. See definition of Work Experience in Appendix A of the RFP.
15. Question: If an employer gives matching funds for internships Work Experience, would that get priority points?  
Answer: In section V.C.4, contributions from employers of this nature would meet the definition of Enhanced Considerations first bullet listed in the Criteria Weight. Assuming this was part of the Strategic Workforce Training Plan, this would have to be described in the plan.
16. Question: How can we access a list of past awardees?  
Answer: They are attached as attachment A to this document.
17. Question: When submitting proposal via email, can a link be sent in order to access the submitted documents?  
Answer: Yes, the proposal does not have to be an attachment, but the proposers bears the risk of State of Delaware staff being able to access the document.
18. Question: Is the seven-minute presentation followed up by questions from the Evaluation Team?  
Answer: Yes. If the Evaluation Team deems necessary, selected Providers will be invited to attend a Proposal Clarification with a set date and time per proposal to provide an in-person meeting. Points will be awarded based on the Proposal Clarification. During this meeting, Provider's should be prepared with a maximum 7 minute presentation. Handouts, promotional materials, videos, presentations, etc. are not permitted at Proposal Clarification. The Proposal Evaluation Team will ask each Provider questions. These questions may be developed from the Written Review and will be specific questions targeted to each Proposal. It is anticipated that the questions and answers will take the majority of the time allotted.
19. Question: Where can I find the RFP?  
Answer: All State of Delaware RFP's can be found at [www.bids.delaware.gov](http://www.bids.delaware.gov) . When searching for a Department of Labor RFP, look for LAB in the "Agency" column.
20. Question: Is it permissible to include a specific state department or program office, for

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- example the 'Delaware Department of XXXX', in the Applicant Group as an employer and/or stakeholder?
- Answer: Yes if they are willing to be named on application and participate and are relevant to the targeted industry or skill.
21. Question: Can companies Outside USA apply for this (India or Canada)?
- Answer: Yes. Since the funding source of this program is State of Delaware General Funds, the proposed services should target Delaware employers and employees.
22. Question: As a non-local company, if we are awarded would we have to come to Delaware for meetings?
- Answer: To meet with State of Delaware, not for Phase I. However, the majority of work during Phase I is expected to be convening the Phase I Applicant Planning Group which would be comprised of local employers. Nothing prohibits convening these employers through the use of an online platform or technology versus in person meetings. For Phase II funds, if successful in obtaining these, in person meetings will be required with the State of Delaware. The current programs meet in person quarterly. In addition, your Department of Labor, Contract Specialist will meet monthly at the Phase II Lead Applicant's location to conduct on site monitoring. These meetings can range from reviewing participant files, observing classrooms, speaking with participants and meeting with program managers to ensure the program is being executed as intended in the proposal.
23. Question: Can we perform the task (related to RFP) outside the USA (India or Canada)?
- Answer: This depends on what you are proposing and the resulting Strategic Workforce Training Plan. See Q&A 21 and 22 above. For Phase II, services should be delivered locally for local employers and employees. The Lead Applicant in Phase I does not have to be the Lead Applicant in Phase II.
24. Question: What is the link to the OOLMI (Office of Occupational Labor Market Information) Website?
- Answer: <https://lmi.delawareworks.com/>
25. Question: If successfully awarded for both Phase I and Phase II, and there are unused funds from Phase I, do they carryover for use in Phase II?
- Answer: No, funds do not carryover with the Provider if not used in Phase I. In aggregate, any funds not awarded or not expended within the performance period for either Phase I and Phase II may be used to fund future awards within the TRAIN program or other use as Delaware sees fit.
26. Question: Can a provider be awarded the full \$400,000 for Phase II if the program is implemented statewide?

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- Answer: This is possible as there is no funding cap on Phase II awards. However, it is the intent to fund multiple Strategic Workforce Training Plans.
27. Question: How many contracts do you anticipate awarding?  
Answer: There is no set limit on the number of awards made for Phase I and II. The number of awards for Phase I and Phase II will be determined by the quality of the proposal submitted and available funding.
28. Question: In reference to the performance outcomes on Page 5 of the RFP, is the 70% 30-day Retention performance outcome 70% of the enrollments or 70% of those who obtained Job placement?  
Answer: The performance outcomes listed in the RFP are based off of the total enrollments.
29. Question: Is the same standard for 30-Day placement as 90-Day placement realistic? Or, does this imply 70% of the 30-Day placement clients remain employed for 90 days?  
Answer: The 70% standard for Day 30 and 90 are both out of enrollments so they are the same number. These are performance measures set unless the Strategic Workforce Training Plan proposes alternative outcomes which must include employment related outcomes and they are accepted.
30. Question: Please expand on your definition of 100% enrollment? Does this imply that the client enrolls in the program on Day 1?  
Answer: When writing your Strategic Workforce Training Plan, you will propose how many participants your program will serve. Any resulting contract will have an agreed upon enrollment number. For example, you propose to serve 15 individuals and are fully funded, your contract will have an enrollment goal of 15 in which you are expected to enroll 100% of that or 15 individuals.
31. Question: The expected outcomes seem to not take into account any attrition. If there are current vendors operating this program, can you please share their contracted outcomes vs. their actuals?  
Answer: Performance Outcomes to take into account attrition from Day 1 to 30 and the definition of Day 90 allows for a break of employment not to exceed 15 days. The Performance Outcomes were different for current and prior year providers and Performance Outcomes were not dictated in prior RFPs. Success is different for each past awardee and cannot be compared to one another. Below is the most complete and recent data we are able to provide for Phase II programs.
- Awardee 1:
- Enrolled 10
  - 9 completed
- Awardee 2:
- Enrolled 21 students

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- 21 completed training
- 17 participants were employed at the conclusion of the program.

Awardee 3:

- Enrolled 23 students
- Provided various classes and 45 credentials were achieved by participants.

Awardee 4:

- Enrolled 23 students
- 22 students were successful completers
- 14 participants were either employed or received placement upgrades due to taking this training.

32. Question: If a person obtains a job before completing Personal Training would that enable the vendor to make an adjustment on the Personal Training goal? Could it be either/or?

Answer: This answer assumes that the question is about the completion of training goal which is published at 85% of enrollments. If an individual obtains employment prior to completing the training, this does not adjust the goal. The goal would still be 85% of enrollments. If individual completes 85% of the training hours, they would be considered a completer. Nothing prohibits the individual from continuing in training if becoming employed during. The individual would still count towards the employment related goals, even if they did not achieve the completion goal.

33. Question: For for-profit companies, what is the maximum allowable fee-for-profit?

Answer: Profit is an allowable expense for “for profit” trainers. All profit is negotiable. No profit will be allowed until all contracted performance is achieved. Profit shall be listed as a separate line item in the budget template provided in Appendix D, Attachment 6. In addition, the RFP states that, “All budgeted costs must be allocable to one of two categories: one (1) administration and two (2) program. Administration may not exceed 12% of the total budget. Although the breakout of costs is not required in the submitted budget, proposals that are funded must meet this requirement. Therefore, profit would not be considered program costs and fall into administration which there is a cap of 12%.

Note that your costs and budget will be compared to that of other proposals as this is an area where points will be assigned for rating.

34. Question: Is there a maximum allowable indirect cost rate?

Answer: The RFP states that, “All budgeted costs must be allocable to one of two categories: one (1) administration and two (2) program. Administration may not exceed 12% of the total budget. Although the breakout of costs is not required in the submitted budget, proposals that are funded must meet this requirement. Therefore, indirect would be considered administration costs which there is a cap of 12%. If indirect rate exceeded 12%, provider will have to provide a copy of

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the Negotiated Indirect Cost Rate Agreement or the Cost Allocation Plan that includes described how the indirect rate was established and what it includes.

Evaluation Team funding recommendation may come with caveats to funding. An example of a recent caveat was to reduce the indirect rate charged as a condition of accepting award.

Note that your costs and budget will be compared to that of other proposals as this is an area where points will be assigned for rating.

35. Question: Can a lead applicant partner with multiple employers to develop training curricula that spans multiple industries. For example, if a lead applicant has existing relationships with a warehouse employer and a security employer, may the lead applicant submit a proposal with both of these employers to create separate curricula for Warehousing & Logistics and Security Guard so that program participants have greater choices in vocational training and career opportunities.

Answer: An organization can serve on multiple Phase I Applicant Groups but can only serve as the Lead Applicant on one submission. In this case, you would need to pick an industry or skill and could not apply in application for both Warehousing & Logistics and Security Guard for Phase I. However, if on the Phase I application the industry identified was Transportation and Warehousing and during the Phase I, employers in this industry said we need Warehouse and Logistics personnel and Security Guards, the Strategic Workforce Training Plan could present and request training for both.

36. Question: If a person secures another job within the first 90 days of employment within the 15-day gap period, but it is in a different field of employment, is this counted toward the Day 90 Outcome?

Answer: Yes.

37. Question: At the Bidder's Conference, it was mentioned that previous bids are available to Review as reference. Can you clarify this? Does this mean applicants can review submitted bids of vendors who bid on this in the past and are currently operating these programs? If so, can you tell us who the current vendors are as well?

Answer: Generally speaking, proposals for any RFP may be requested via the Freedom of Information Act (FIOA). The link for the Department of Labor FIOA request information is <https://dol.delaware.gov/foia.php>. For current and past vendors, see Attachment A.

<b>Year 1</b>			
<b>Lead Agency</b>	<b>Program</b>	<b>Planning Grant Award</b>	<b>Implementation Grant Award</b>
Delaware Healthcare Association	Skills enhancement: RNs achieving their BSN	\$17,671	\$100,750
DTCC, Wilmington Campus	JAVA Academy	\$20,000	\$90,000
Food Bank of Delaware	Management Competencies-Restaurant/Food Service	\$15,882	\$28,012
Middletown Area Chamber of Commerce	Sales and Sales Training	\$11,015	\$0
Polytech Adult Education	Automotive	\$19,964	\$53,148
Zip Code Wilmington	JAVA Software Development	\$20,000	\$100,000
DE Adult Day Care	Senior Health Care	\$0	\$0
Kingswood Community Center	IT Information & Data Security	\$0	\$0
Second Chance	Trucking	\$0	\$0
	<b>Total</b>	<b>\$104,532</b>	<b>\$371,910</b>
Planning Grant Contract Period	3/2/2015-9/30/2015		
Implementation Grant Contract Period	10/1/2015-12/31/2016		

<b>Year 2</b>			
<b>Lead Agency</b>	<b>Program</b>	<b>Planning Grant Award</b>	<b>Implementation Grant Award</b>
City of Wilmington	Customer and Technical Support	\$20,000	\$90,500
Delaware Skills Center	Construction Industry	\$5,300	\$0
1st State Community Action	Energy	\$18,400	\$0
Interfaith Community Housing of Delaware	Construction Trades	\$20,000	\$167,260
Middletown Chamber of Commerce	Computer Skills	\$13,080	\$45,800
Polytech	Manufacturing	\$19,964	\$96,440
Boys & Girls Club	Early Childhood & School Age Child Care Services	\$0	\$0
Delawatre Technical & Community College - Terry Campus	Skilled Agriculture Mechanics	\$0	\$0
Jobs for Delaware Graduates	Information Technology	\$0	\$0
Workforce Development Solutions, Noble Territory	Professional Management Skills	\$0	\$0
Delaware Skills Center	Information Technology	\$0	\$0
	<b>Total</b>	<b>\$96,744</b>	<b>\$400,000</b>
Planning Grant Contract Period	2/1/2016-5/31/2016		
Implementation Grant Contract Period	6/30/2016-6/30/2017		

<b>Year 3</b>			
<b>Lead Agency</b>	<b>Program</b>	<b>Planning Grant Award</b>	<b>Implementation Grant Award</b>
Delaware Healthcare Association	Behavioral Health Certification Program	\$20,000	\$0
Polytech Adult Education	Metal Fabrication/Fitting, Welding, CNC Operation, Blue Print Reading	\$20,000	\$74,963
Drone Workforce Solutions	Drone Technology Operation	\$11,425	\$59,859
DTCC, Stanton Campus	Automotive Training	\$4,323	\$44,670
West End Neighborhood House	Environmental Construction	\$20,000	\$100,000
Delaware Maritime Education	Transportation Maritime	\$20,000	\$105,950
Food Bank of DE	Warehousing, Agriculture and Landscaping	\$5,000	\$44,558
DANA	Non-Profit Executive Directors	\$0	\$0
CW Consulting Group	Energy-Utilities CAST Exam Prep	\$0	\$0
Delaware Sustainable Chemistry Alliance	Chemicals and Matierals Manufacturing	\$0	\$0
Bayhealth	Healthcare	\$0	\$0
	Total	\$100,748	\$430,000
Planning Grant Contract Period	01/01/2017-4/30/2017		
Implementation Grant Contract Period	7/1/2017-12/31/2018		

<b>Year 4</b>			
<b>Lead Agency</b>	<b>Program</b>	<b>Planning Grant Award</b>	<b>Implementation Grant Award</b>
Better Business Bureau Serving Delaware	Crew/Team Leader Management & Supervisory Skills	\$11,430.00	\$0.00
DE Restaurant Association Educational Foundation	Human Resources Certificate Program for Hospitality Professional	\$19,000.00	\$154,000.00
Delaware Skills Center	Construction & Building Maintenance	\$7,312.00	\$160,000.00
DTCC Terry Campus	Industrial Maintenance Training Program	\$8,358.00	\$78,038.00
DTCC Wilmington/ Stanton Campus	Heavy Equipment Operator	\$9,929.00	\$77,838.00
Energy Score	Energy Auditor Certification Training	\$5,827.00	\$0.00
Polytech Adult Education	Civil Construction Technology	\$20,000.00	\$76,710.00
Tech Impact	Information Technology	\$19,371.00	\$0.00
Advanced Strategic Innovations	Interpersonal, Communications, Quality and Business Process	\$0.00	\$0.00
Alexander Businsky Consulting	GED/Diploma, Customer Service(Softskills and Basic Soft Skills) C.N.A and Construction Flagger	\$0.00	\$0.00
Alpha Technology	I.T Helpdesk, Network Support, Introduction to Blockchain	\$0.00	\$0.00
Brandywine Springs Training	Facilities Management	\$0.00	\$0.00
Central Baptist Community Development Corporation	Solar Photovoltaic Installation	\$0.00	\$0.00
Dayspring Consulting	Soft Skills/Customer Service	\$0.00	\$0.00
Delaware Healthcare Association	Pharmacy Technician Specialization Program	\$0.00	\$0.00
First Choice Cleaning Services	Building Services	\$0.00	\$0.00
La Red Health Center	Supervisory Soft Skills	\$0.00	\$0.00
Lee Training Institute	C.N.A/Home Health Aide Hybrid Program	\$0.00	\$0.00
One Village Alliance	Suitable Men, Suited for Success	\$0.00	\$0.00
Rashid Inc	Effective Communication	\$0.00	\$0.00
	<b>Total</b>	<b>\$101,227.00</b>	<b>\$546,586.00</b>
Planning Grant Contract Period	03/12/2018-06/15/2018		
Implementation Grant Contract Period	07/01/2018-09/30/2019		