

Addendum #2
RFP LAB-20-001-ADULTTRNG

Date: February 19, 2020
RFP#: LAB-20-001-ADULTTRNG
Subject: Addendum to Request for Proposal # LAB-20-001-ADULTTRNG to incorporate Questions and Answers

Addendum #2
RFP LAB-20-001-ADULTTRNG

Question and Answers

Question 1: In the Performance Measures section III.C, is the Credential expected rate (75%) of the total enrolled?

Answer 1: Yes.

Question 2: Is there a specific amount of time required for the paid work experience?

Answer 2: No. Paid Work Experience can be for any length of time up to 6 months and can vary from participant to participant.

Question 3: In previous contracts, DOL policy allowed up to an 180 day intensive job search and placement assistance but section III.D.1.1 states 90. Is 180 days no longer allowed.

Answer 3: That is correct, 90 days is the standard and DET Adult Policy 5 provides the guidelines for this. The current policy is attached as Attachment A.

Question 4: If we are providing programming that prepares individuals to start and open their own business, does the 90-day intensive job search and placement assistance requirement in section III.D.1.1 apply and would becoming a business owner count as Day 1?

Answer 4: The 90-day requirement only applies to those providing Occupational Skills Training (OST) as a Training Strategy. Entrepreneurial training would not meet the definition of OST since it does not lead to a specific job or occupation. This would be proposed under Workforce Preparation as a training strategy. Self-employment does not currently fit in the current definition of Day 1 outcome, but Delaware will accept proposals who propose this. If this was proposed, proposal should detail the outcomes expected as a result of the training and how they will be documented.

Question 5: Section III.D.1.k says “For those offering Occupational Skills Training Programs, any participant that is not employed within 30 days of the 90-day intensive job search and placement period (see k. below) will go into a Paid Work Experience.” Does this apply to those who become employed but then lose their employment? Do they have to go into a Paid Work Experience?

Answer 5: No this would not be required but can be offered.

Question 6: Do we budget for the Work Experience?

Answer 6: Yes.

Question 7: Can paid work experience be provided before the 30 days into Intensive Job Search and Placement Assistance?

Addendum #2
RFP LAB-20-001-ADULTTRNG

Answer 7: Paid Work Experience can be provided any time during the contract period. It must be integrated into the program and must be used as discussed in section III.D.1.k at a minimum. Integrated into the program means that Providers must describe how they will use Paid Work Experiences as a tool that is offered to participants. It does not mean that every participant must be provided it. A program can propose to only use Paid Work Experience for every participant who does not achieve employment within 30 days or can propose it baked into the program as a component of training for all participants. This should be described in the proposal.

Question 8: What is the difference between job shadowing and paid work experience?

Answer 8: See Appendix A for definitions of Job Shadowing and Work Experience.

Question 9: If proposing for only Workforce Preparation as a Training Strategy, what is the requirement for Paid Work Experience?

Answer 9: Paid Work Experience must be integrated into program. See answer 7. The proposal should describe how you will use it.

Question 10: What is the guidance for budgeting paid work experience?

Answer 10: This would depend on how this was incorporated into your program. Numbers to consider are, length of paid work experience, number expected to receive it (may not be all participants), and wage being paid. Other items to consider are the employers needs/feedback for receiving a paid work experience participant as well as history of implementing this as a tool. For example, you implemented this prior and know that 50% of your participants received which is a realistic number who will receive it when implementing in the future.

Question 11: In section III.D.1.l., it states that there will be an up to 90-day intensive job search and placement assistance period after the Occupational Skills Training for a participant to achieve a Day 1 as an outcome. Section III.D.1.k., states that any participant who is not employed within 30 days of the 90-day intensive job search period, participant will be provided a Paid Work Experience. If a participant enters a Paid Work Experience during the 90-day intensive job search phase, does the 90 day “clock” stop?

Answer 12: No. Just because the individual is in a Work Experience, the job search should not stop.

Question 13: Can a Paid Work Experience count as Day 1 Outcome?

Answer 13: No. This would be subsidized through the grant and all outcomes must be unsubsidized.

Question 14: Are the Performance Measures in III.C. a percentage of enrollments or completers?

Addendum #2
RFP LAB-20-001-ADULTTRNG

Answer 14: All measures except the “Employment Outcome Day 1 Wage” are a percentage of the total participants served (enrollments).

Question 15: If a participant does not complete the program, but they get employment, can this count as a Day 1 Outcome and when would it start?

Answer 15: This can count and it would be the day after their last day of being in the program.

Question 16: If submitting alternative performance measures, should providers submit additional documentation for justification

Answer 16: The RFP states “Providers may propose alternative expected rates and performance measures. This must be done in the proposal and must include employment related outcomes with justification for the alternative provided.” Justification would be the documented reason. In addition, this should be documented in Attachment 2 Exceptions on Appendix D.

Question 17: What needs to be completed within the Performance Period (July 1, 2020-June 30, 2021)? Historically, the Occupational Skills Training had to be completed by the end of the period (June 30th), but the 90-day intensive job search and Outcomes could be provided and obtained after June 30th.

Answer 17: This remains. Delaware will allow programming to run up to June 30, 2021 with job search and placement assistance and outcomes being obtained. No later than January 31, 2022. Current policy states that Providers “have until January 31st of the year following the end of the contract period to achieve Performance Measures (for payment and performance). Performance data will be finalized through the monthly validation process completed in February of the year following the end of the contract period. Contractors must have data entry completed in Delaware JobLink by the time the query is pulled in February. Contract Specialists and contractors will agree upon all final data with contractors signing off on final validation letters. This allows DET to provide performance data to the DWDB during the RFP process.”

Important Note: No cost reimbursement expenses can be billed after June 30th, 2021. This would include Work Experience funds and salaries. Performance earned may be applied to any cost the Provider sees fit. Because of this, it is advised that programming ends with enough time to allow for those who will need a Paid Work Experience in June due to not becoming employed within the first 30 days of the 90 Day intensive job search and placement period.

Question 18: Section III.E. states that Providers may opt to use a temporary staffing agency for employing participants during Work Experience time. If this is the case, do Providers have to use one of these agencies
http://contracts.delaware.gov/contracts_detail.asp?i=3600?

Answer 18: Yes.

Addendum #2
RFP LAB-20-001-ADULTTRNG

Question 19: Can the employer pay for the work experience?

Answer 19: Yes.

Question 20: In our typical program, we have some participants that participant in an unpaid work experience. Do we need to budget for them?

Answer 20: Yes. For programs that result from this RFP, there shall be no unpaid work experience unless it meets the exceptions in section III.E.

Question 21: If a participant completes clinical as part of the program and they do not obtain an outcome within the first 30 days of the 90-day intensive job search period, do they have to go into a paid work experience?

Answer 21: Yes. As participants are approaching 30 days with no outcome, a paid work experience should be arranged for them to go into.

Question 22: Can Registered Apprenticeship count as a Day 1 outcome

Answer 22: Yes. If a participant becomes a Registered Apprentice, they are also employed.

Question 23: How often do we submit financial reports?

Answer 23: Monthly due by the 12th of each month.

Question 24: Do we need to submit separate proposals for different Occupational Skills Training Programs?

Answer 24: Yes. Separate proposals are required per training area (or Onet Code/Department of Education Program of Study)

Question 25: Do you anticipate extending the bid due date?

Answer 25: No.

Questions 26: What additional details are you willing to provide, if any, beyond what is stated in bid documents concerning how you will identify the winning bid?

Answer 26: None.

Question 27: Was this bid posted to the nationwide free bid notification website at www.mygovwatch.com?

Answer 27: No.

Addendum #2
RFP LAB-20-001-ADULTTRNG

Question 28: Other than your own website, where was this bid posted?

Answer 28: This bid is not posted on the Department of Labor website. It is posted on the state of Delaware's Procurement site - www.bids.delaware.gov

Question 29: Appendix E (Minimum Criteria Checklist) listed on the bids website for this opportunity lists a number of required attachments that are to accompany the application, but I do not see the forms either as links within the RFP or as separate attachments posted to the bids website. Could you direct us to where we might blank templates for the required forms?

Answer 29: These attachments are part of Appendix D Proposal Template.

Question 30: Regarding the budget submission, are you requesting information for the base year only or the base plus option years?

Answer 30: The budget should reflect the length of the performance period (July 1, 2020 to June 30, 2021).

Question 31: Where in the proposal template should we address Basic Language & Numeric Skills Training as noted in the Required Elements & Tasks in the RFP, Section D Section 1, e and i ?

Answer 31: This can be found in Section III.A - Participants

Question 32: If another primary applicant is applying for Occupational WFD can they be a sub recipient for Preparation WFD only with a primary applicant in another geographic location not served by the secondary applicant?

Answer 32: Yes, providers may be part of more than one proposal either as a primary or a sub recipient.

Question 33: Can you clarify what is considered the last day of education/training? Is it when they finish their clinical and classroom training or when they pass their state exam? C.N.A. students complete the classroom and clinical training, then may have to wait a week or more before they can be scheduled for state certification exam. Facilities will not hire them until they are certified. We have always considered the last day as the day they take their state certification exam and pass. If they don't pass the skills or written portion, they will need additional tutoring or training before they can retest, retest's can possibly take up to a month or so to get scheduled.

Answer 33: The end date of the OST should include the classroom training, exams and work experience/clinical.