

**Addendum #1**

**RFP** LAB-20-101-Youth\_Employment

**Date:** February 24, 2020

**RFP#:** LAB-20-101-Youth\_Employment

**Subject:** Addendum to Request for Proposal # LAB-20-101-Youth\_Employment to incorporate Questions and Answers

## **Addendum #1**

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Question 1: Do you anticipate extending the bid due date?

Answer 1: No.

Question 2: (II)(C)(3) – Will optional funding (year-round and DVR funds) be dispersed geographically using the same percentages as the state summer funds?

Answer 2: No. The Year-Round and DVR funding are not subject to the geographic guidelines and will be awarded based on the evaluation criteria specified in Section IV/C RFP Evaluation Process.

Question 3: In Section 2/C/2, it says the TANF funds from DSS total \$300K; \$100K for the 10 weeks of the Summer Period and \$200K for the Year-Round Period. Does that mean you will not be able to fund all the summer participants through the 42 weeks of the Year-Round period?

Answer 3: Correct, there are not enough funds to continue to entire Summer Program through the Year-Round program.

Question 4: 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 4: None, Section IV/C outlines the Proposal Evaluation Process and Criteria.

Question 5: Was this bid posted to the nationwide free bid notification website at [www.mygovwatch.com](http://www.mygovwatch.com)?

Answer 5: No. This RFP is posted on the state of Delaware's Procurement site - [www.bids.delaware.gov](http://www.bids.delaware.gov).

Question 6: Other than your own website, where was this bid posted?

Answer 6: This RFP is not posted on the Department of Labor website. It is posted on the state of Delaware's Procurement site - [www.bids.delaware.gov](http://www.bids.delaware.gov).

Question 7: I noticed that the Summer Youth and the Year-round information is on the same application. Do I need to do two separate applications, or can they be listed on the same forms?

Answer 7: You will need to submit one (1) Agency Information and Proposal Form (Appendix C). In this form, you will identify all geographic areas served and any Optional Programming such as Year-Round services.

Question 8: Will Child Labor Laws be posted in this RFP?

Answer 8: No. A link to Delaware Code is provided in Section II/E/4.

Question 9: Will smaller programs be able to compete with larger programs?

Answer 9: Yes, we have both small and large programs currently providing Summer Youth Employment activities.

Question 10: If a Youth turns 14 mid-summer, can they be enrolled into the program?

Answer 10: Yes, but they will not be able to start participating until they turn 14. Section II/D states that Youth served by this program shall be "not younger than age 14 or older than age 20 at the time of enrollment".

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Question 11: Can a 14-year old work year-round?  
Answer 11: Yes. It is required that all Providers and Worksites understand and follow child labor laws as referenced in Section II/E/4.

Question 12: Can we serve the same kids in Summer and Year-round Programs?  
Answer 12: Yes.

Question 13: Would an 18-year old participant count as a Family of one (1) for income eligibility or would you count the household income as outlined in Section II/D Population?  
Answer 13: DOL will use the following definitions that will be incorporated into the Summer Youth Program guidance for selected Providers:

**Dependent Child-** is defined as a child who is under age 19 at the end of the previous calendar year; or under age 24 at the end of the previous calendar year and was a student.

**Family** - Family means two or more persons related by blood, marriage, or decree of court, who are living in a single residence, and are included in one or more of the following categories:

- (1) A married couple and dependent children;
- (2) A parent or guardian and dependent children; or
- (3) A married couple.

Question 14: If parents are unemployed and not filing taxes but the child is employed, would they be a family of one?

Answer 14: Depends on the age of the child. If the child was over 18 at the end of the previous calendar year, then just the child's income would be used for a family of 1. If not, then the whole family's income would be considered. (see definitions above in Answer 13).

Question 15: Section (II)(F)(2) – Can youth still qualify for Year-Round services if they meet the income requirements to receive public assistance but have NOT received public assistance within the last six months?

Answer 15: Yes, they must document that they reside in a household that earns less than 200% of the Poverty level. **A separate Addendum will be issued to make this change as this is a change to what was published in the RFP.**

Question 16: Section (II)(F)(2) –Does the youth have to be under 18 to qualify, even if they are documented as part of a family receiving public assistance within the last six months?

Answer 16: Yes. **A separate Addendum will be issued to make this clear in the RFP.**

Question 17: Section (II)(F)(2) – Do the youth funded by TANF funds in the summer months also need to meet the above qualifications (income eligible and under 18)?

Answer 17: Yes.

Question 18: In Section (II)(B)(2) it shows a minimum of 6 weeks for the Summer Program. Is there a minimum length for the Year-Round program?

Answer 18: No, there is no minimum timeframe specified for the Year-Round Program.

Question 19: Is there a minimum number of hours kids should work each week?

Answer 19: No.

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Question 20: Can you have a work leader for fewer than 20 kids?

Answer 20: You may propose a different ratio, just make sure to explain the reasoning.

Question 21: Does the time spent in Orientation count towards the 10-weeks of Work experience in the Summer Period?

Answer 21: Yes, your entire program must be completed in the 10-weeks of each summer period outlined in Section (II)(B)(2).

Question 22: What does it mean when it says “Provider will Close Work Experience Service when programming has been completed” in section (II)(B)(3)?

Answer 22: Providers are required to document participant and service information in the DOL online MIS system; Delaware Joblink (DJL). DOL will train Provider staff as needed. This is simply one of the functions needed to be done in DJL.

Question 23: Do we need to run background checks as described in the RFP for youth that are 18 years old?

Answer 23: Per Section (V)(H)(23) – Provider(s) selected for an award that access state property or come in contact with vulnerable populations, including children and youth, shall be required to complete background checks (Delaware Sex Offender Central Registry) on employees serving in the program. Since all youth participants are employees, if the youth is placed or working with vulnerable populations, including children and youth, then the background check should be completed-regardless of age. Your companies’ internal policies and procedures may require more.

Question 24: Do kids have to be placed in non-profit businesses?

Answer 24: No. One of the desired program elements identified in Section (II)(F)(3)(C) is private sector work sites that provide meaningful work experiences as well as aid in growing the employer’s worker pipeline.

Question 25: Can participants be employed and paid by the actual worksite, or does it have to be the Provider?

Answer 25: Participants must be employed and paid by either the provider or one of the state procured temporary staffing agencies as outlined in section (II)(E)(1).

Question 26: Can the lead provider be a worksite and a lead-provider?

Answer 26: Yes

Question 27: If we intend to serve youth with disabilities, do we have to get pre-approved for each participant.

Answer 27: The intention is not to need pre-approval. If this is not possible given the federal requirements and pre-approval is required, this process will be worked out with those providers who are selected to receive Pre-Employment Transition funds.

Question 28: Do we need to have a DVR Pre-employment Transition Services contract to service youth with disabilities?

Answer 28: No.

Question 29: Can we serve just people with disability?

Answer 29: Yes. Propose for the population you would like to serve.

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- Question 31: Are referrals (from DVR or LEA) required for kids with disabilities?  
Answer 31: No.
- Question 32: If a participant has a disability, are they considered a family of one?  
Answer 32: Yes. Only their income would be considered.
- Question 33: Do we have to have Participant Work Leaders if we are working with youth with disabilities or could a staff be the leader?  
Answer 33: Propose the program you would like to provide, just make sure to explain the reasoning behind the change. If you do choose to modify one of the required elements in Section (II)(E), make sure to use the exception form (Attachment #2 in Appendix C).
- Questions 34: Do children know if they have IEPs?  
Answer 34: We assume that there are some that may not. This is one reason it is beneficial to work with DVR or LEA. These entities will know and can refer children who meet the criteria.
- Question 35: Can you explain how we should complete the budget form identified in Appendix C attachment 6. Do we need a separate year-round budget?  
Answer 35: **A separate Addendum will be issued to provide a new Budget Form.** Year Round is included in the both the original Budget Form and the new Budget Form.
- Question 36: Can the fee for using a temporary staffing agency be added into the budget?  
Answer 36: Yes, and this has been incorporated into the new Budget Form.
- Question 37: Section (II)(E)(12) references paying minimum wage. Are we allowed to pay the training or youth wages allowed for under State of Delaware minimum wage law?  
Answer 37: Yes however, we would not recommend paying the training or youth rate allowed under Delaware minimum wage law so that all youth in the program are compensated the same. For the Summer Program, DOL will reimburse you for the higher of the State Minimum Wage if this is what you chose to implement (but not more).
- Question 38: When will minimum wage be increased again?  
Answer 38: October 2020. The new Budget Form accommodates different start and end dates to allow for budgeting for this change during the Year-Round Program. Each Summer would be planned on the different rate and requires a separate budget already.
- Question 39: What is an average rate to include in the application for a staff person if your organization is applying to work with kids with disabilities?  
Answer 39: This would depend on your organization and the position you are looking to staff.
- Question 41: What is the invoice procedure?  
Answer 41: Providers will not have to submit invoices. Reimbursement will be made in three installments for the Summer Program and four installments for the Year-Round Program. This payment structure will be confirmed prior to contract execution.
- Question 42: Section (II)(F)(1) Serving Youth with Disabilities: Can providers budget to pay over the State of Delaware minimum wage for these funds from Department of Labor, Division of Vocational Rehabilitation, or only the minimum wage?

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Answer 42: No, DOL will reimburse providers at the State of Delaware minimum wage (see answer 37). Your organization can supplement any wages over the State of Delaware minimum.

Question 44: Section (II)(F)(2) – Since providers may budget to pay over the State of Delaware minimum wage using TANF funds during the school year, can providers also budget to pay over the state minimum wage using TANF funds during the summer? Also should providers submit separate budget sheets for requested funding from TANF funds for the summer since the pay rate may be higher than the state minimum wage?

Answer 44: No, DOL will reimburse providers at the State of Delaware minimum wage (see answer 37) for all Summer Programming. Your organization can supplement any wages over the State of Delaware minimum. You should not submit a separate budget for TANF funds.