

ADDENDUM #1
RFP# LAB 20 001 – TRAIN

Date: October 16, 2019
RFP #: LAB 20 001 – 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: What line do we enter the RFP number in an email?
Answer: The subject line enter LAB 20 001 – TRAIN.
2. Question: For Phase II programs, is starting a business be considered an outcome?
Answer: When you submit your Strategic Workforce Training Plan, you may include this as a proposed outcome. In other programs, we do allow for this but there are documentation requirements around it.
3. Question: Are there separate deadlines for Phase I and Phase II?
Answer: Yes. Phase I proposals completed on Appendix D of the RFP is due November 6, 2019 no later than 1:00 PM. Phase II proposals with the submission of the Strategic Workforce Training Plan Appendix B of the RFP is due April 17, 2020 no later than 1:00 PM
4. Question: Can we work with one employer to identify their needs?
Answer: No. Working with one employer does not meet the definition of the Phase I Applicant Group. This requires two employers
5. Question: Does a minor have to be enrolled in high school?
Answer: No.
6. Question: Can a nonprofit be an employer?
Answer: Yes. Keep in mind you need to meet the definition of the Phase I Applicant Planning Group.
7. Question: If a TRAIN proposal was submitted previously and not funded, can that one be resubmitted?
Answer: Yes.
8. Question: Can the Lead Applicant include in the budget an indirect charge to manage the grant? If so, where would we put those funds?
Answer: Yes. There is an Overhead/Indirect line in the template budget.
9. Question: In the budget, what goes in Salary/Fringe versus Professional Service?
Answer: Salary/Fringe costs would be those working on the grant who are employed by the Lead Applicant. Other personnel working on the grant who are not employed by the lead applicant would go in Professional Services.
10. Question: Is the budget capped for Phase I?
Answer: Yes at \$20,000.
11. Question: In Phase II can we purchase necessary equipment?

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- Answer: Yes, equipment may be part of your requested budget.
12. Question: Can you share past TRAIN applicants and awardees?
Answer: See Attachment A.
13. Question: In Phase II, can the program charge a fee to the clients being served?
Answer: Yes. This would be indicated on the Strategic Workforce Training Plan in Section A.7.
14. Question: Can Phase II budget for tuition and certifications (e.g. Forklift).
Answer: Yes. Keep in mind that the proposed training outlined in the Strategic Workforce Training Plan should be new training or be designed to meet a need that current training options do not currently meet.
15. Question: Can the target population include public sector employees?
Answer: Yes.
16. Question: Is the expectation that these are pilot programs?
Answer: This is an appropriate way to thinking about the Phase II programs.
17. Question: If someone has a TIN number, then they would be eligible to work?
Answer: Participants receiving training in Phase II must be eligible to work in the United States. To document this, see Appendix C of the RFP, TRAIN DET Contract Policy 1.
18. Question: What is Selective Service, is this required, and are waivers allowed to this?
Answer: Selective Service (sss.gov) registers men and maintains a system that, when authorized by the President and Congress, rapidly provides personnel in a fair and equitable manner while managing an alternative service program for conscientious objectors. This is a required part of eligibility for TRAIN Phase II participants and there is a waiver request procedure in place. See Appendix C of the RFP, TRAIN DET Contract Policy 1 and 2.
19. Question: In Phase II, can we include instruction that leads to the attainment of GED or diploma
Answer: Yes.
20. Question: The RFP states, “Phase II Providers will be given up to a 90-day intensive job search period to obtain employment or upgrade. This period begins the last day or completion of the education/training.” Is this negotiable?
Answer: We do allow requests for waivers for extenuating circumstances. In your Strategic Workforce Training Plan, you could propose something different, but

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this would need to be reasonable and be unique to what was in the submitted plan.

21. Question: If Intensive Job Search is 90 days, does this mean participants have 90 days to get a job (day 1) for Performance Outcomes?

Answer: Yes.

22. Question: What is the level of employment expected for Outcomes?

Answer: Current Contracts under the TRAIN program state “Employment outcomes are expected to be full time. Full time shall refer to a job placement of 30 hours or more per normal work week that is held for at least one (1) calendar day at the State of Delaware’s minimum wage. No placement shall count as an outcome if the weekly hours are less than 24. Hours may be averaged over a month’s time.”

We do not expect this to change.

23. Question: Does the training provided in Phase II, require inclusion of a credential?

Answer: Section II.C.14 states, “the Strategic Workforce Training Plans will be designed to provide targeted education and training to individuals to ensure Delaware employers have the talent they need to compete and grow. Education and training should be designed to lead to any relevant credentials. Proposed outcomes must be employment related such as placement or upgrade in employment as well as retention in employment or upgraded position. (See Performance Measures in D. 10 below).”

24. Question: For Phase II, if the budget does not include tuition, how is the trainer reimbursed for training services?

Answer: The RFP states in section II.D.14 that, “budgets that include Tuition may be allowed when documentation of the following conditions is provided: Tuition charges or entrance fees are not more than the education institution’s catalog price, are necessary to receive specific training, and the training is open to and attended by the general public. When requesting reimbursement for tuition, Private Business and Trade Schools must comply with the Department of Education Private Business and Trade Schools Refund policy.”

If tuition is not used, then the costs used to build tuition would be delineated out in the budget. For example, instructors would be in staff salary and fringe or professional services (depending on who the lead applicant was).

25. Question: What is Delaware’s Labor Market Information website?

Answer: Department of Labor, Office of Occupational and Labor Market Information (OOLMI) <https://lmi.delawareworks.com/>. This website has various tools available to the public.

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26. Question: On OOLMI, there is an employer Database. Are these employers only ones associated with Delaware JobLink?
Answer: No. The data is provided by InfoUSA.
27. Question: In section IV.B.2 of the RFP, it states, “each proposal must be submitted via email using Microsoft Word or PDF attachments.” Can we submit a proposal document in Microsoft Excel?
Answer: Yes.
28. Question: If a Proposal Clarification is scheduled, will everyone who submitted be scheduled?
Answer: No. Only those who are being advanced. This could be all or a select amount.
29. Question: Can space be considered in kind funds? For example, if an employer is providing a training location.
Answer: Yes. This should be captured in the Strategic Workforce Plan section **A.7**
30. Question: Is there a minimum number of participants to serve in Phase II?
Answer: No.
31. Question: If the programs funded by TRAIN are only for one year (startup), how do these programs become sustainable after one year?
Answer: Programs can be offered on a tuition basis to the public, employers may be able to support programs, training providers can compete for applicable RFPs such as Adult Occupational Skills Training Program funded with state Blue Collar funds (sign up for state procurement alerts at bids.delaware.gov), and programs can apply to be on the State’s Eligible Training Provider List to be eligible for federal workforce dollars (more information visit <https://wib.delawareworks.com/individual-training-account-forms.php>.) This is not an all-inclusive list.
32. Question: Can a Delaware State agency be listed as a stakeholder in the response to the RFP?
Answer: Yes.
33. Question: Can a Delaware State agency serve as the Lead applicant for an applicant group in the Phase 1- response to the RFP?
Answer : Yes.
49. Question: Can the professional services firm, that is serving as the Phase I facilitator for the applicant group, also serve as the Lead Applicant?
Answer: Yes.

TRAIN Program Summary

Year 1			
Lead Agency	Program	Planning Grant Award	Implementation Grant Award
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
	Total	\$104,532	\$371,910
Planning Grant Contract Period		3/2/2015-9/30/2015	
Implementation Grant Contract Period		10/1/2015-12/31/2016	

Year 2			
Lead Agency	Program	Planning Grant Award	Implementation Grant Award
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
	Total	\$96,744	\$400,000
Planning Grant Contract Period		2/1/2016-5/31/2016	
Implementation Grant Contract Period		6/30/2016-6/30/2017	

Year 3			
Lead Agency	Program	Planning Grant Award	Implementation Grant Award
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 Materials 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		

Year 4			
Lead Agency	Program	Planning Grant Award	Implementation Grant Award
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
	Total	\$101,227.00	\$546,586.00
Planning Grant Contract Period		03/12/2018-06/15/2018	
Implementation Grant Contract Period		07/01/2018-09/30/2019	

Year 5			
Lead Agency	Program	Planning Grant Award	Implementation Grant Award
DTCC - ITC	Diesel Mechanic	\$12,507.00	\$48,835.00
LaRed Medical Center	Leadership	\$15,000.00	\$0.00
Peace by Piece Inc, PEERS Mentoring	Construction Labor & Building Trades	\$16,000.00	\$0.00
Polytech Adult Education	Maintenance Mechanic	\$20,000.00	\$75,720.00
	Total	\$63,507.00	\$124,555.00
Planning Grant Contract Period		01/01/2019-04/30/2019	
Implementation Grant Contract Period		09/01/2019-08/31/2019	