

2/25/2026

TO: ALL OFFERORS

FROM: Frederick Quick  
Executive Director, DWDB

SUBJECT: ADDENDUM TO INVITATION TO BID - CONTRACT NO. LAB-ABC-26R-001  
Adult Blue Collar

**ADDENDUM #3 Questions and Answers**

All other terms and conditions remain the same.

If you have any questions, please contact me at 302-761-8163 or  
[DWDBContracting@delaware.gov](mailto:DWDBContracting@delaware.gov).

Questions and Answers:

1. General RFP Question: What is the allowable overhead rate?
  - a. Indirect cost or overhead rate does not apply to you. When you submit a budget you cannot put profit as a line item.
2. Will confirmation notices for receipt of a proposal be sent to us upon submission?
  - a. Yes. You will receive a confirmation email within two business days.
3. Possible to apply for more than one, or is there a cap?
  - a. You can apply for any and all RFPs.
4. When are organizations notified if they will be receiving funding?
  - a. Sometime in April/May an award and denial letters will be sent.
5. Can you define live signature?
  - a. A wet signature means signed with a pen and scanned in, not an abode sign. The person signing must be a person able to sign for their organization.
6. Will this meeting be recorded? (*In reference to the Pre-Bid Meeting*)
  - a. It will not be recorded. A copy of the presentation will be posted as an addendum.
7. Can we have a copy of the slides?
  - a. Yes. The slides will be posted as an addendum.
8. What does the Table of Contents that is required with the submissions look like? Trying to type within the PDF has all the page numbers off and of course with the added verbiage to the question the page numbers no longer exist.
  - a. Create a table of content that titles each section and document in the order your documents appear.
9. Should all attachments be submitted with the RFP if they don't apply? For example: Attachment 6, 7, Appendix E & F. Thanks
  - a. You only need to include those that apply

10. Assisting out of state, is that a hard no or can someone that lives in Elkton and the closest and most relatable program is in New Castle, could we accept them or would we need approval from contract Specialist?
  - a. You need approval because while the program may be closest to them, the Contract Specialist would need to be sure the American Job Center in Delaware is closest to the participant to qualify.
11. What is the required font and spacing for the RFP submission?
  - a. There is no requirement.
12. It was mentioned in the kickoff call on 2/19/26 that although you may have the highest score, you may not be awarded the grant funding. Can you elaborate on how this works in relation to the rubric documented in the 4. CRITERIA AND SCORING section (no page # available)?
  - a. Delaware reserves the right to choose the proposal that is most advantageous to the state.
13. Should the letters of support be included in the proposal or as a separate attachment?
  - a. As part of the proposal
14. Does healthcare also include pharma industry?
  - a. Yes
15. Does the employer that interviews participants have to be a DE based business?
  - a. Yes.
16. Are these letters part of the "6 page minimum" requirement? (*referring to the employer intent to interview letters*)
  - a. No. Please keep your submission as concise as possible.
17. Do the interview letters from the employer have to be on their letterhead or is an email from the organization okay?
  - a. Email is fine.
18. For Blue Collar and OSY - Should we submit a different application for each type of training we provide or can we submit a single application that outlines the different industry/occupations we provide training for?
  - a. You must provide a proposal for each program. Each program and funding source must have its own proposal.
19. Can we apply for both Adult Blue Collar and Learning for Careers for the same one program?
  - a. LFC is a specific age group while ABC is a different age group. However, there are two different panels reviewing LFC and ABC and will not be aware of the connection between the proposals.
20. What kind of documentation is required from the employers that they will interview each student?
  - a. An email from the employer or a letter of intent to interview X number of participants.
21. Adult Blue Collar: Appendix B: A. Eligible Applicants: If we are a nonprofit with a Delaware business license, do we also need to be approved by DoE as a "private business or trade school"? Follow up to that question about approved by DOE....we need to be approved by contract execution... does that mean approval by July 1? Is it ok to submit proposal by March 12 if DOE approval process is still happening?
  - a. Yes, you do need to be approved by the Department of Education. Yes, you can submit with DoE still processing
22. Adult Blue Collar RFP: Section 3. Statement of Needs, ABE/GED (page 8 of RFP PDF): Does this mean that any participants who do not have a HSD or GED will be required to receive instruction on GED attainment provided by an external vendor/program

approved by the DoE? Or can one of our staff members provide this service (as we do for our Out of School Youth participants)?

- a. The requirement is 17 or older with a Highschool diploma or equivalent prior to enrollment.
23. We have a question about the temp agencies, from the section of the ABC RFP: can the Provider ONLY use a temp staffing agency that is on the current state's list of the temp agencies, see the last link below, or can they use other temp agencies?
- a. From the approved state list. This includes agencies that may be subcontracting with approved agencies.
24. Clicking the state procured temporary services agencies link (referenced in section r. Work Experience) does not result in the list of companies. Can you provide the direct link or list of companies?
- a. <https://mmp.delaware.gov/Contracts/Details/7253#>
25. Appendix B (B. Targeted Population) page 47 lists 17 or older with a high school diploma or GED; however, Statement of Need letter refers to ABE/GED services being offered. Is the GED services included in the scope of this project or does that body of work have to be managed separately since the target audience are participants with a high school diploma or GED?
- a. The statement of needs letter is referring to what the definition of ABE/GED is. The requirements are high school diploma or GED prior to enrollment.
26. In Appendix B under B page 47. Targeted Population: Does prioritization of individuals with barriers to employment or career advancement mean that only applicants meeting one of the categories listed are eligible or simply prioritized?
- a. These individuals must be "prioritized" to receive services prior to individuals who do not have barriers to employment.
27. Statement of Need (Section II 3 f) states any participant that is not employed within 30 days of 90 day intensive job search and placement period will go into Paid Work Experience. Is there a set duration for this work experience? Also, if the 80% of participants have achieved Day 1 employment, will the remaining participants have to move to Paid Work Experience?
- a. Yes, because the 80% is the minimum requirement for employment.
28. (Section II 3 r). Work Experience section, it states "For all participants, it provides skills that may be added to participants resumes...). Are all participants required to receive Paid Work Experience or only those not employed within 30 days?
- a. Those not employed within 30 days.