

2/25/2026

TO: ALL OFFERORS

FROM: Frederick Quick
Executive Director, DWDB

SUBJECT: ADDENDUM TO INVITATION TO BID - CONTRACT NO. LAB-ISK-26R-001 In
School Youth

ADDENDUM #4 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.

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. How many youths are expected to be served?
 - a. You determine that in your submission.
15. As it relates to In and Out of School youth are only WIOA students allowed to participate in WEX? What are the max hrs. that a WEX student can perform?
 - a. No. All students can participate in WEX. WIOA outlines how much of your awarded money must be used for WEX, but you can use more. WEX must meet youth employment laws but are typically 25-30 hours per week with no more than 960 hours total per person.
16. I may have missed it, did you share the top areas for the ISY/OSY programs?
 - a. ISY and OSY are not focused on our high demand occupation list.
17. On average, how many Lea's are awarded funding for "in school youth"? (*Local Education Agency*)
 - a. Currently, we have four In School Youth providers in the state. It does not mean we can't expand.
18. Can you please explain the breakdown for ISY for blue collar and WIOA
 - a. ISY budget is 80% Blue Collar and 20% WIOA. Which means 80% of your enrollments must be Blue Collar and 20% must be WIOA.
19. Just to clarify, in-school youth was \$535K but the amount available has now changed to \$2.1MM.
 - a. Yes, the funding has changed. The correct amount is \$2,100,041. See addendum #2
20. What are priority focus areas for OSY, ISY, and summer youth?
 - a. ISY and OSY are not focused on our high demand occupation list. Look into WIOA requirements for those programs. Summer Youth is focused on Work Experience and we hope they will focus on the High Demand areas but that does not mean we will only fund those.
21. I am confused about the WIOA and Blue Collar Funds for ISY. Should we make two different budgets in our applications?
 - a. No, one combined budget.
22. The RFP requires 25% of funds be used for Work Experience (page 8; page16); however, elsewhere it mentions incentives and stipends in the ISS. Can you clarify what expenditures qualify toward the 25% Work Experience requirement (e.g., wages only, employer reimbursements, stipends, payroll taxes, supervision costs)? (Section II.C.f & II.C.o; Cost/Budget Criteria, pages 7–8 and page16)

- a. WEX is a planned, structured learning activity that takes place in a workplace for a limited time to help a participant gain real world job skills and exposure. You will submit your anticipated WEX cost on the WEX line item. It does not cover supervision or employer reimbursements. Stipends are supportive services on a separate line item.
23. Can you confirm whether subsidized employment placements (including employer wage reimbursement or payroll subsidy models) qualify toward the WIOA Youth 2nd Quarter Median Earnings performance measure (commonly referenced as the \$3,500 median earnings benchmark), and whether such subsidized placements are considered acceptable employment outcomes under this contract? (Section II.C.d & II.C.k – Quality Jobs and Work-Based Learning, pages 7–8; Section IV.D – Outcome Placement, pages 16–17)
- a. No. The following counts toward median earnings; unsubsidized employment, regular employer payroll jobs, OJT jobs after subsidy ends, apprenticeships, and competitive employment.