

2/25/2026

TO: ALL OFFERORS

FROM: Frederick Quick
Executive Director, DWDB

SUBJECT: ADDENDUM TO INVITATION TO BID - CONTRACT NO. LAB-LFC-26R-001
Learning for Careers

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.

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. For the Learning for Careers opportunity - can the lead org also provide the "direct" services? Can we do the internship within our organization as well as being the lead?
 - a. Yes. You can have paid internships within your company as part of your proposal.
15. An individual's interest may not align with in-demand skills. One of the youth programs focuses on interest. How does that align with employment possibility?
 - a. If someone's interest is not a high demand occupation but they qualify under the RFP, then they count.
16. If we are going to fund high school students (age 17+) to take adult ed courses (i.e. CNA or Apprenticeship), can we include more than one adult ed program in one Learning for Careers application?
 - a. Yes, please spell out how many people would be trained in each program's cohort and submit one budget that covers the entire submission. Everything must be clearly listed.
17. So all funds are WIOA origin?
 - a. LFC are state funds.
18. In Part 3, Statement of Needs, can a Lead Provider be a 501C3, nonprofit community center?
 - a. Yes
19. How is the "Employer Intermediary Agent" defined?
 - a. Agent working on behalf of a group of employers
20. Is a portion of the budget expected/mandatory to be paid by the student?
 - a. No. Your proposal should cover all costs of the student. However, if there is a cost to the students that needs to be clearly stated in detail.
21. Are there expectations for business references? How is business partner defined? Do school partners qualify?
 - a. Provide at least three (3) business references consisting of current or previous customers of similar scope and value using Attachment 4. If the school meets this requirement, they can be used.
22. Is an agency budget required?
 - a. Yes, a budget is required for all proposals
23. What information is being tracked in the Usage Report?
 - a. That is for illustration purposes only.
24. Can technology for participants/students be built into the budget?
 - a. Yes.

25. Appendix B, B. Targeted Population: For purposes of the LFC grant eligibility, are university students attending an in-state institution considered eligible based solely on their campus residency, or are they required to provide a state-issued driver's license, state identification card, or proof of off-campus residency within the state?
- a. They must be a Delaware resident and meet all other eligibility requirements.
26. Appendix B, C. Is the \$3,500 Median Earnings measure calculated based on total wages earned during the program period, or second quarter after exit consistent with WIOA reporting?
- a. These are quarterly wages.
27. Appendix B, C, page 47: The RFP lists the metric but does not define the measurement window. Do wages that are fully or partially reimbursed by the LFC grant count toward the \$3,500 Median Earnings performance metric?
- a. No.
28. Section II 3, B says Lead Provider must be an employer-type entity. However, Appendix B Section A (page 47) says eligible applicants must be licensed training institutions or nonprofits. Can you provide clarification on who can be the Lead Provider?
- a. All providers must have a State of Delaware license(s), be considered a non-profit, or be a public entity and have any certifications(s) necessary to perform services as identified in the scope of services.
29. In III. Demonstrated Ability section, under Additional Partners, it states "Eligible for bonus points (see RFP section V.C.4)". Where is section V.C.4 located in the RFP?
- a. This was an oversight. There are no bonus points for this RFP.
30. In STATEMENT OF NEEDS, Section B it references that "Additional points can be awarded to those whose proposal contains at least one Local Education Agency or Postsecondary Program and/or at least four (4) employers. See section (VI.)(C)(iv)". Where can the additional points scoring breakdown be found, as it is not currently included in the 4. CRITERIA AND SCORING section?
- a. This was an oversight. There are no bonus points for this RFP.
31. In the Demonstrated Ability section of 4. CRITERIA AND SCORING, it references <https://de.gov/dwdbindemand>, which is a dead link. Is there an updated link to get to the referenced in demand occupations?
- a. [2026 High Demand Occupation List.xlsx](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Flaborfiles.delaware.gov%2Fmain%2Fwdb%2Fitaforms%2F2026_High_Demand_Occupation_List.xlsx&wdOrigin=BROWSELINK)
https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Flaborfiles.delaware.gov%2Fmain%2Fwdb%2Fitaforms%2F2026_High_Demand_Occupation_List.xlsx&wdOrigin=BROWSELINK
32. 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.
33. Are there any restrictions around applying for both OSY funding and funding through Learning for Careers?
- a. No. Anyone may apply.