

2/25/2026

TO: ALL OFFERORS

FROM: Frederick Quick
Executive Director, DWDB

SUBJECT: ADDENDUM TO INVITATION TO BID - CONTRACT NO. LAB-SSYEP-26R-001
State Summer Youth Employment Program

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. How many youths are expected to be served?
 - a. You determine that in your submission.
15. Summer youth can only pay wages for youth - correct? i.e. no admin fees from the grant.
 - a. Correct. All funds must go towards wages for participants.
16. For summer youth the pool is \$625,000 correct. Also, what would make you ineligible for Summer Youth rfp?
 - a. The amount is correct. Anyone is eligible to apply as long as you meet the requirements of the RFP.
17. For clarification, summer and year round youth employment are two separate rfps but if awarded, it will be shown all in one award letter ?
 - a. No. Summer and year-round youth employment are one RFP. In that one submission, you can tell us if you will run a summer program for X amount of participants or year round for X amount of participants or both programs.
18. 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.
19. Can WEX hours be extended after 520 hours like summer youth?
 - a. You would need to contact your contract specialist.
20. Mandated program elements are noted in SSYEP RFP, page 52 letter D. According to your presentation, that was really only for In-School/Out of School RFPs.
 - a. Correct. The 14 mandated elements are only for In School Youth and Out of School Youth
21. According to John's response at the Pre-Bid meeting, the 14 mandated elements referred to in the SSYEP RFP was overlooked during the editing process and is not a requirement of the grant. Specifically this requirement is for In-School and Out-of-School Youth grants under WIOA. How should we handle responding to this question from the RFP (see below). For example, can it be referred to as "Not Applicable" without any repercussions for a non-conforming proposal submission? **"SSYEP RFP D. Describe how your program provides access to each of the Mandated Program Elements (listed in section (II)(C) of the RFP..."**
 - a. You can disregard this question completely. The panel that reviews will be instructed to disregard this as it does not apply to Summer Youth.

22. Year-round didn't used to start until after the Summer. Has that changed?
 - a. No, that has not changed. We issue one RFP for both programs.
23. When that happens in the past - groups needing to give back funds, how are those funds reallocated to other organizations?
 - a. Any funds returned to us would be reallocated according to OMB requirements at the discretion of the State.
24. Regarding Section 3. STATEMENT OF NEEDS, on page 6; can you please provide more details and information surrounding the work leader's role and expectations?
 - a. Each job site may have one work leader that is age 21 to oversee the job site.
25. Regarding Section 3. STATEMENT OF NEEDS, on page 6; what is the length and timing of required training?
 - a. All participants (except work leader) will work no more than 250 hours during the summer. All participants (except work leader) will work no more than 500 hours during year-round program. (DOL approval for additional hours is required)
26. Would there be flexibility to provide youth WEX aligned with industries not currently listed on the High Demand Occupations list, particularly when targeting younger youth participants within the 14-20 age range (14-17), who may not yet meet the eligibility or credential requirements of listed roles? **Reference: 2026 High Demand Occupation List.xlsx, Appendix E, Page 55**
 - a. Yes, they should be placed into interest areas with a focus on the High Demand Occupation List if applicable.