

2/25/2026

TO: ALL OFFERORS

FROM: Frederick Quick
Executive Director, DWDB

SUBJECT: ADDENDUM TO INVITATION TO BID - CONTRACT NO. LAB-WD-26R-001
Workforce Development

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. Could you confirm whether subcontracting arrangements are permissible under this RFP, and if there are any restrictions or required documentation for such partnerships?
 - a. Yes, subcontracting is allowable.
15. Workforce Development Award- Will the 630,000 be for one provider or several?
 - a. That is up to the discretion of the state. We can award one or several providers.
16. For LAB-WD-26R-001, are you looking for letters of support or letters of commitment from employers?
 - a. Just letters of support for this RFP.
17. For Workforce Development, we will submit one industry per proposal. Stackable credentials will vary by job title. Can we cover every high demand job title in an industry within one proposal?
 - a. Yes, you could submit a program that trains one student in stackable credentials as one proposal. Programs can issue multiple credentials during the course of training.
18. Confirm the following: 1. The prime contractor may subcontract the training and credentialing components of the program to an entity such as Coursera. 2. The prime contractor would retain full responsibility for eligibility documentation, ISS development, data entry, and all Delaware JobLink reporting requirements. 3. There are any restrictions or approval requirements related to subcontracting instructional services under this RFP. In a subcontracting structure, Coursera would provide enrollment data, course completion status, assessment outcomes, and credential verification to the prime contractor, who would then integrate this information into Delaware JobLink and fulfill all administrative obligations.
 - a. Yes. It is the prime contractor's responsibility to verify and maintain all documents for this program for a period of five years following the program completion. For example, if you are billing DOL DET for ten enrollments you must be able to provide documentation that those ten enrollments were actually enrolled with the subcontractor.
19. Can a Training Provider submit both an application for funding and also act as a subrecipient for another provider that is applying for funds under this grant?
 - a. Yes.
20. On page 7, Section L Subsection D, it states "Focused on serving unemployed, underemployed, and/or those with barriers to employment or career advancement. All participants served must be determined and documented as eligible prior to enrolling by the Provider." What are the specific eligibility requirements?

- a. The section titled "Targeted Populations" lists the eligibility requirements.
- 21. What qualifies for a barrier to employment, as documented in B. Targeted Population section on page 50?
 - a. Barriers include unemployment, underemployment, low income, disability, reentry, or multilingual/educational barriers.
- 22. Do wages that are fully or partially reimbursed by the LFC grant count toward the \$3,500 Median Earnings as outlined on page 50 under C. Performance Measures?
 - a. No.
- 23. In Section II (Scope of Work) on page 6, it states that participants must be 18+, while Appendix B (page 50) states 16+ with HS diploma/GED. Please confirm the minimum eligible participant age.
 - a. 18+
- 24. Two different performance outcome tables appear in the RFP (Section II on page 6 and Appendix B Section C on page 50). Please confirm which table governs contractual performance compliance.
 - a. Appendix B
- 25. Is there a previous contract pricing for (similar to) LAB-WD-26R-001 Workforce Development that I can have access to?
 - a. No. You will submit the cost of your program as all submissions tend to be different.
- 26. Is it possible to review bids that were previously approved and contracted by your department and the State of Delaware? Would we need to make a FOIA request or is this information available online or by email?
 - a. We do not provide previously approved and contracted submissions as part of the RFP process. You can search for the OMB (bids.delaware.gov) website to see previously awarded information.