

WIOA and CCMEP Youth Services RFP #17-SFY-01 (Re-Release)

Q & A Document

Q1: **In Section 2, Scope of Work, some programs indicate that the services must be provided both off-site at proposer's offices and on-site at Department's campus when requested. Is a proposer required to have an office in Clark County?**

A1: Proposer should have a space available to provide services within Clark County. If the proposer does not currently have a Clark County office, the proposer can request quotes from rental properties and request funding in its proposal for the cost to obtain the office.

Q2: **In Section 3.1(C), under Scope of Work, Solution, Project Narrative, proposers are asked to describe their organization's experience with former WIA services, federal regulations, and performance measures. What if the proposer's organization does not have any prior experience in this area?**

A2: The proposer should indicate that they have no prior experience in its proposal. This experience is not required to submit a proposal.

Q3: **Are there facilities available on Department's campus that can be used to provide services?**

A3: There are computer lab facilities on-site that may be used (depending on availability) to provide services. Some additional office space may be available at Department's campus. If proposer is selected for a contract, the cost and terms of this lease will be negotiated.

Q4: **What is the procedure to submit a proposal for more than one program?**

A4: Section 2, page 6, indicates that a separate proposal must be submitted for each program.

Q5: **If an organization submitted a proposal for the original WIOA and CCMEP Youth Services RFP, can the organization also submit a proposal for the re-released version?**

A5: Yes.

Q6: Does Section 3.1(A) include all of the elements required in the proposal?

A6: No. The required elements are listed in Sections 3.1 and 3.2. The submitted proposal packet must include both a technical proposal and a cost proposal. Pursuant to Section 3, Format for Organization of the Proposal, p. 14, Proposers are encouraged to use the sample score sheets to check their proposals for quality, compliance, and completeness. Proposers should carefully review the RFP in its entirety to ensure that they have complied with all RFP requirements.

Q7: In Section 3.1(A), proposers are required to submit a copy of its most recent audited or compiled financial statements. What if the proposer does not have a recently audited or compiled financial statement? Is a bank statement acceptable?

A7: Financial statements can include either a recently completed audit or tax return. If a proposer does not have this documentation, then the proposal should indicate that this documentation is not available. Proposer should submit a bank statement only if no other documentation is available.

Q8: If the last completed audit was for fiscal year 2014, is that acceptable?

A8: Yes. If the organization has a more recent tax return document, that should be included as well.

Q9: On Submittal A1, if the Executive Director will provide both administrative and direct services (such as teaching a class), how should that be designated?

A9: The line for the Executive Director position on Submittal A1 should be updated so the percentages of time allocated to the direct and administrative categories indicates the expected portion of time that this employee will spend on each type of service. Please see the attached example of the budget submittal spreadsheet. The budget narrative should also indicate the reasons for the percentages allocated to each expense category.

Q10: Is there a requirement that salary expenses be capped at 10% for these programs?

A10: No. The 10% restriction is for your total administrative expenses for this program. Salary expenses will be reviewed to determine if they are reasonable for the types of work each employee will perform.

Q11: To determine salary costs for Submittal A1, should we assume that staff will be needed on these programs full time?

A11: The requested services will be used based on the individual needs of participants, therefore the number of hours needed is currently unknown. It is anticipated that staff will need to be available on a part-time basis. In Section 7.6, the RFP specifies that payment will be made on a direct cost reimbursement basis. Therefore, salary costs for employees can be reimbursed even if the program is not utilized to its full potential.

Q12: In Section 2, are there suggested lengths of time for the classes that will be provided? Is there a requirement that classes be two or three weeks in length?

A12: It is up to the proposer to designate the length of classes. Class schedules should be flexible to meet the needs of the individual participant.

Q13: On Submittal A1, if more than one employee have the same position, should each employee be included in a separate row?

A13: Employees can be included separately, or two or more employees with the same position can be included in the same budget line. Please see the attached example of the budget submittal spreadsheet.

Q14: On Submittal A2, should the cost of buying or leasing computer equipment be included in Section C, Other Operating Costs?

A14: No. These expenses should be included in Section E, Equipment Cost.

Q15: If equipment is purchased, is there a requirement to return it to the Board at the end of the contract period? Is there a buyout option?

A15: In the Sample Contract, there is a provision that states that any fixed assets purchased with funds through the contract may be requested to be returned at the end of the contract period. Due to this provision, we recommend that proposers rent or lease equipment or request reimbursement for depreciation instead of purchasing. Currently there is not a buyout option, however that may be negotiated during the contract negotiation period.

Q16: On Submittal A2, should mileage reimbursement be calculated at the federal or state mileage rate?

A16: We would prefer that mileage reimbursement be charged at the federal rate. However, the proposer is able to set a lower rate if it chooses.

Q17: What are the required insurance coverage limits? Is abuse and molestation insurance coverage required?

A17: Liability coverage for abuse and molestation is required. Here are the County insurance requirements:

- a. Worker's Compensation Insurance as required by Ohio law and any other state in which work will be performed, or letter of exemption.
- b. Commercial General Liability Insurance for a minimum of \$1,000,000 per occurrence with an annual aggregate of at least \$2,000,000, including coverage for subcontractors, if any are used.
- c. Umbrella or Excess Liability* insurance (over and above Commercial General Liability and Auto Liability) with a limit of at least \$2,000,000.
- d. Auto Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work of Clark County, or its departments, with limits of at least \$1,000,000 Combined Single Limit.
- e. "The Board of Clark County Commissioners" must be named as "Additional Insured" on the policies listed in paragraphs b, c, and d above, as well as the Certificate Holder on all Certificates of Liability insurance.
- f. ***To be added if professional liability or error and omissions insurance is applicable to Contract:*** Professional liability or errors and omissions insurance for a minimum of \$1,000,000 per incident.
- g. Liability coverage for abuse and molestation in the amount of \$1,000,000 per occurrence and \$2,000,000 annual aggregate.

Q18: Are background checks required for employees?

A18: Yes. The sample contract indicates that both FBI and BCI background checks are required for all employees providing direct service for your program.

Q19: Should the “Total Service Budget” amount on Submittal A3 match the “Service Budget Grand Total” on Submittal A2?

A19: Yes. You will need to fill in the amounts of your direct service costs and equipment costs on Submittal A3.

Q20: If the salary costs exceed the available budget amount listed in Section 2, should salary costs be reduced?

A20: Yes. Proposers are not permitted to request more funding than is available for the program.

Q21: Section 3.2 requires that proposers include an allocation for incentive payments, which are 10% of the proposed budget. How should that 10% be included in Submittals A1-A3?

A21: The 10% of the full contract value should not be included in Submittals A1-A3. The total service budget cost on Submittal A2 represents 100% of the proposed contract value. 90% of that amount will be paid monthly to reimburse actual expenses incurred. 10% of that amount will be withheld until the end of the contract year and will be paid only if the proposed outcomes are met.

Q22: How will transportation be provided to participants?

A22: Department has selected a vendor to provide transportation through a contract for supportive and follow-up services.

Q23: Section 4 requires that all copies of the proposal be signed. Do all copies need original signatures?

A23: No. The designated original technical proposal and original cost proposal must have all original signatures. The 6 copies of each proposal do not need original signatures.

SUBMITTAL - A1
STAFF SALARY EXPENSE ALLOCATION WORKSHEET

Project Name: Financial Literacy Education Services

Note: Information highlighted in green must be manually inputted into this spreadsheet.

Position Title	Wages per Week	Fringe Benefits per Week	Total Personnel # of Weeks	Weekly Cost	(C)	(D)	(E)	% of Time Spent on this Project	(F)	(G)	(H)	Administrative Cost	Total Project Cost	Expense Category Allocation		(K)	(L)	
														%	Cost			
1 Executive Director	\$1,000.00	\$400.00	\$1,400.00					52	10.00%	\$7,200.00	50.00%	\$3,640.00		50.00%	\$3,640.00		\$0.00	
2				\$0.00					\$0.00			\$0.00			\$0.00		\$0.00	
3 Teacher (2)	\$500.00	\$100.00	\$600.00					52	100.00%	\$31,200.00	\$0.00			80.00%	\$24,960.00		20.00%	\$6,240.00
4				\$0.00					\$0.00			\$0.00			\$0.00		\$0.00	
5				\$0.00					\$0.00			\$0.00			\$0.00		\$0.00	
6				\$0.00					\$0.00			\$0.00			\$0.00		\$0.00	
7				\$0.00					\$0.00			\$0.00			\$0.00		\$0.00	
8				\$0.00					\$0.00			\$0.00			\$0.00		\$0.00	
9				\$0.00					\$0.00			\$0.00			\$0.00		\$0.00	
10				\$0.00					\$0.00			\$0.00			\$0.00		\$0.00	
11				\$0.00					\$0.00			\$0.00			\$0.00		\$0.00	
12				\$0.00					\$0.00			\$0.00			\$0.00		\$0.00	
Totals:													\$38,480.00	\$3,640.00	\$28,600.00	\$6,240.00		

SUBMITTAL - A2
SERVICE BUDGET COST DETAIL WORKSHEET

Note: Information highlighted in green must be manually inputted into this spreadsheet.

A. PERSONNEL COSTS		Based on Completed Staff Salary Expense Allocation Worksheet				Program Cost			Direct Service			Support Service			Total Cost		
Item	Total	Monthly Cost	Program Alloc. %	# of months	Program Cost	Administrative	Service	Support	Direct	Service	Support	Service	Direct	Service	Support	Service	Total
1 Salaries/Wages	\$ 2,600.00	\$ 23,400.00			\$ 5,200.00				\$ 23,400.00				\$ 31,200.00				
2 Fringe Benefits	\$ 1,040.00	\$ 5,200.00			\$ 1,040.00				\$ 5,200.00				\$ 7,280.00				
	<i>Sub-total:</i>	<i>\$ 3,640.00</i>			<i>\$ 28,600.00</i>				<i>\$ 28,600.00</i>				<i>\$ 38,480.00</i>				
B DIRECT SERVICE COSTS		Activities Expenses/Supplies/Consumable Items &/or Contracted Services				Program Cost			Direct Service			Support Service			Total Cost		
Item	Total	Monthly Cost	Program Alloc. %	# of months	Program Cost	Administrative	Service	Support	Direct	Service	Support	Service	Direct	Service	Support	Service	Total
1 Class Supplies	\$ 50	\$ 600	100%	12	\$ 600				\$ 600				\$ 600				
2																	
3																	
4																	
						<i>Subtotal:</i>			<i>\$ 600</i>				<i>\$ 600</i>				<i>\$ 600</i>
C OTHER OPERATING COSTS		Program Cost				Direct Service			Support Service			Total Cost			Program Cost		
Item	Total	Monthly Cost	Program Alloc. %	# of months	Program Cost	Administrative	Service	Support	Direct	Service	Support	Service	Direct	Service	Support	Service	Total
1 Telephone	\$ 400	\$ 480	10%	12	\$ 480				\$ 80				\$ 200				
2 Office Supplies																	
3 Postage																	
4 Internet Access/IT costs																	
5																	
						<i>Subtotal:</i>			<i>\$ 480</i>				<i>\$ 80</i>				<i>\$ 480</i>
D OCCUPANCY COST		Program Cost				Direct Service			Support Service			Total Cost			Program Cost		
Item	Total	Monthly Cost	Program Alloc. #	# of months	Program Cost	Administrative	Service	Support	Direct	Service	Support	Service	Direct	Service	Support	Service	Total
1 Rent																	
2 Electricity																	
3 Gas																	
4 Other:																	
						<i>Subtotal:</i>			<i>\$ -</i>				<i>\$ -</i>				<i>\$ -</i>

SUBMITTAL - A2
SERVICE BUDGET COST DETAIL WORKSHEET

Note: Information highlighted in green must be manually inputted into this spreadsheet.

E EQUIPMENT COST

Indicate with the item name whether the price is for a (P) purchase, (R) rental or (L) lease (example: Color Copier (L))

Item	Quantity	Unit Cost	Program Alloc. %	Extended Cost	Administrative		Direct Service	Support Service	Total Cost
					Administrative	\$ 3,000			
1 Computer (P)	10	\$ 300	100%	\$ 3,000	\$ -				\$ 3,000
2					\$ -				\$ -
3					\$ -				\$ -
4					\$ -				\$ -
5					\$ -				\$ -
					\$ 3,000				\$ 3,000
							Subtotal:	\$ -	\$ 3,000

F TRANSPORTATION SERVICES

Activities Expenses/Supplies/Consumable Items &/or Contracted Services

Item	Total Monthly Cost	Program Alloc. %	# of months	Extended Cost	Administrative		Direct Service	Support Service	Total Cost
					Administrative	\$ 3,000			
1 Mileage Reimbursement				\$ -					\$ -
2 Vehicle Maintenance & Repairs				\$ -					\$ -
3 Insurance, etc.				\$ -					\$ -
4 Gasoline				\$ -					\$ -
5 Other:				\$ -					\$ -
					\$ -		Subtotal:	\$ -	\$ -

G HOUSEKEEPING & MAINTENANCE

Specify Items

Item	Total Monthly Cost	Program Alloc. %	# of month	Extended Cost	Administrative		Direct Service	Support Service	Total Cost
					Administrative	\$ 3,000			
1				\$ -					\$ -
2				\$ -					\$ -
3				\$ -					\$ -
4				\$ -					\$ -
					\$ -		Subtotal:	\$ -	\$ -

H MISCELLANEOUS COSTS

Specify Items

Total	Program	Extended	Direct	Support	Total

SUBMITTAL - A2
SERVICE BUDGET COST DETAIL WORKSHEET

Note: Information highlighted in green must be manually inputted into this spreadsheet.

<u>Item</u>	<u>Monthly Cost</u>	<u>Alloc. %</u>	<u># of months</u>	<u>Cost</u>	<u>Administrative</u>	<u>Service</u>	<u>Service</u>	<u>Cost</u>
1				\$ -				\$ -
2				\$ -				\$ -
3				\$ -				\$ -
4				\$ -				\$ -
5				\$ -				\$ -
				Subtotal:				
				\$ -		\$ -	\$ -	\$ -
SERVICE BUDGET GRAND TOTAL:				\$ 3,720		\$ 32,400		\$ 6,440

I hereby attest that the forgoing is the best estimate of costs associated with the proposed service given the information contained in the Clark County Department of Job and Family Services Proposal.

Signature of Executive Officer of Proposing Service Deliverer
(must be original as electronic signatures not accepted on any documents)

Title _____
Date _____

Signature of Fiscal Officer of Proposing Service Deliverer
(must be original as electronic signatures not accepted on any documents)

Title _____
Date _____

SUBMITTAL A3
SERVICE BUDGET SUMMARY WORKSHEET

Business:	Local Organization	Proposed Service:	Financial Literacy Education
Location:	123 Sample Street	Business Status:	Non-Profit Corporation
Contact Person:	John Smith		
Phone Number:	999-999-9999	Fax Number:	999-999-9999
Note: Information highlighted in green must be manually inputted into this spreadsheet.			
CLASSIFICATION OF EXPENSES		Subtotal	Total
A	Personnel Costs		\$ 38,480
	Staff Salaries	\$ 31,200	
	Fringe Benefits	\$ 7,280	
B	Direct Service Costs		\$ 600
	Activities/Supplies/Consumable Items	\$ 600	
	Contracted Services		
C	Other Operating Costs		\$ 480
	Telephone	\$ 480	
	Printing/Copying	\$ -	
	Postage	\$ -	
	Internet Access/IT costs	\$ -	
	Other:	\$ -	
D	Occupancy Costs		\$ -
	Rent	\$ -	
	Utilities/Other	\$ -	
E	Equipment Costs		\$ 3,000
	Purchase	\$ 3,000	
	Rental/Lease		
F	Transportation Costs		\$ -
	Driver (Salaries & Fringes)	\$ -	
	Vehicle Maintenance	\$ -	
	Insurance, etc.	\$ -	
	Gasoline	\$ -	
	Other	\$ -	
G	Housekeeping/Maintenance Costs		\$ -
H	Miscellaneous		\$ -
	Total Service Budget:	\$ 42,560	
	Total Organization Budget:		