

## Job Readiness RFP #17-SFY-16

### Q & A Document

**Q1: There are two conflicting submission deadlines on the RFP. In the “How to Submit a Proposal” section, 8/30/17 is listed as the deadline, whereas 9/6/17 is mentioned in the document’s heading. Which date is correct?**

A1: The Submission deadline is 9/6/2017.

**Q2: What is the expected total participant volume and/or expected participants per class?**

A2: The expected total participant volume is dependent on the number of eligible/interested clients. There are 15-20 expected participants per class for each time session. This is also variable and based on the client pool available at any given time.

**Q3: What is the total number of individual modules/classes expected to run throughout the year?**

A3: The total number of classes expected is equal to one class subject, taught twice per day, five days per week, for 52 weeks per year, excluding holidays.

**Q4: Will each module/class be scheduled on a M-F basis? For example, Monday: Conflict Resolution; Tuesday: Goal setting; etc.**

A4: The exact schedule of the class subjects is at the discretion of the vendor, however the same class subject must be taught at each of the stated times each day, Monday through Friday. So, each subject is taught twice on the same day and the subjects are taught on the same day each week, resulting in a rolling schedule so that clients can be added at any time throughout the class subject cycle.

**Q5: Is the curriculum for each module provided to the vendor, or can the vendor create their own?**

A5: The vendor will be expected to create their own curriculum for the modules, subject to approval by CCDJFS. CCDJFS will provide curriculum for the EOMJ instruction in the computer lab.

**Q6: How many hours per week is the Computer Lab Assistant expected to serve?**

A6: The Computer Lab Assistant is expected to serve at least 35 hours per week from 8:00 a.m. to 4:00 p.m., Monday through Friday, allowing for a one hour lunch break.

**Q7: Does the unit rate refer to a per participant or a per class cost?**

A7: The unit rate refers to a per class cost.

**Q8: Are classes guaranteed or could CCDJFS cancel them if attendance goals are not met?**

A8: The classes are guaranteed and will be held regardless of whether attendance goals are met.

**Q9: Will requesting 100% of the program costs from CCDJFS disqualify the proposal?**

A9: Requesting 100% of the program costs from CCDJFS will not disqualify the proposal, however it will negatively impact a vendor's overall score.

**Q10: What is the expected budget for this project?**

A10: The expected budget for the project is \$150,000 per year, which is subject to change based on funding availability.

**Q11: Are we required to submit both a hard copy and an electronic copy of the proposal, or would just the electronic copy suffice?**

A11: Both a hard copy and electronic copy is required.

**Q12: Will the job readiness courses be taught every day? The RFP specifies that the Computer Lab Assistant will be available when the lab is open, which I assume is every day. It does not make clear, however, how many days a week the courses will be offered, and therefore how many days a week the instructor will need to be available.**

A12: The classes will be taught Monday through Friday and the Computer Lab Assistant will need to be available Monday through Friday.

**Q13: Under the "COSTS" section, it says to indicate if the money being requested from CCDJFS represents more than 50% of our total program cost. Is this referring to the cost of this specific project, or the overall budget of our Workforce Development program?**

A13: That question is referring to the overall budget of the Workforce Development Program.

**Q14: I understand that the top evaluation criteria is the ability to meet ALL desired tasks and that a proposal that didn't do that would be less competitive. Question is: Will proposals be accepted that don't cover all components....particularly since the RFP allows for multiple awards.**

A14: Yes, proposals will be accepted and considered even if they that do not cover all components of the Scope of Work.

**Q15: My understanding is that one of the 5 modules will be taught on each of the week days on a rolling basis. Are you looking for 4 hours of content on each module? Or are you looking for 2 hours of content to be repeated in AM and PM sessions to 2 different groups of people?**

A15: The same class subject and content should be repeated in the A.M. and P.M. sessions.