

**RFP #22-SFY-03**

**Comprehensive Case Management Employment Program (CCMEP) Providers for Workforce  
Innovation and Opportunity Act (WIOA) Youth**

**Q&A Document**

**Q1: Submittals are required to be submitted in Excel format. They are also required to be signed. How can proposers sign Excel submittals?**

A1: Two options: Proposers can turn their signature into a jpeg (picture) and add it to the signature line in the Excel submittals. Proposers may also turn your Excel submittals into a PDF to sign, then turn in both the PDF version and the Excel version with the proposal.

**Q2: The RFP states the Department anticipates serving 150 youth. Is that estimate 150 youth per year or for the two years of the contract?**

A2: We are hoping to have 150 or more unduplicated youth participate over the two years of the contract.

**Q3: On page 15, it requires proposers to list non-department funding streams. Do all funding streams need listed for the proposer's agency or just funding streams used for the proposed program?**

A3: All funding streams for proposer's entire agency should be listed here.

**Q4: Would background checks need performed on staff for a program that provides adult mentoring?**

A4: Yes, staff would need fingerprinted.

**Q5: What would need to be submitted for key personnel if none have been hired prior to submitting the proposal?**

A5: We ask that a job description and required qualifications for these positions be submitted with the proposal.

**Q6: Would background checks need to be provided with the proposal?**

A6: No, proposers do not need to submit the background checks with their proposals.

**Q7: Does the list of non-department funding streams need to include those that will end prior to the contract start date?**

A7: The only non-department funding streams that need to be listed are those that are utilized during this program's contract period. Again, all funding streams for proposer's entire agency should be listed here.