

**TANF Summer Youth Employment Program RFP #02-CY14**

**Q & A Document**

**Q1: Section 1.7 of the RFP states that CCDJFS reserves the right to revise the timetable. Does CCDJFS anticipate the service provision date of May 15<sup>th</sup> will change?**

A1: No, we do not anticipate changing the start date. However, the service provision date must be approved by the Board of County Commissioners.

**Q2: At the Bidder's Conference, CCDJFS staff stated there are currently 110 youth in the job readiness program, but the goal for the Summer Youth Employment Program is 130. Will you allow for additional applications to meet that goal?**

A2: Yes, CCDJFS plans to establish another set time frame in which additional applications will be accepted so the goal of 130 students can be reached. However, CCDJFS cannot guarantee that 130 youth will participate in the program.

**Q3: Has CCDJFS attempted to estimate an attrition rate of those who enter the program?**

A3: Last year, 74% of youth that participated in the program completed the program.

**Q4: Section 3.1 #15 of the RFP states that providers should demonstrate the ability to provide a Customer Service assessment prior to placing youth at worksites. Will the particular assessment to be used be established by CCDJFS, or can providers choose which assessment to use?**

A4: Providers may choose which assessment to use.

**Q5: Do the certifications listed in Section 3.1 (OSHA, Customer Service, and Workkeys Assessment) have to be completed prior to job placement?**

A5: Yes, Section 3.1 #14-16 of the RFP specifically states those must be completed prior to placing youth at worksites. This should be done during the pre-employment timeframe of May 15<sup>th</sup> through May 31<sup>st</sup>.

**Q6: How can providers begin working with youth as of May 15<sup>th</sup> if Section 3.5 of the RFP states that CCDJFS will not forward relevant documentation for each participant to the selected provider until May 23<sup>rd</sup>?**

A6: May 23<sup>rd</sup> is the latest possible date that those documents will be forwarded to the provider. CCDJFS anticipates the documents will be forwarded sooner.

**Q7: Of the 110 participants currently in the job readiness classes, how many of those participated in the Summer Youth Employment Program last year?**

A7: 34 youth.

**Q8: At the Bidder's Conference, CCDJFS staff stated that approximately 57% of youth currently in job readiness classes are ages 16-17, while 43% are 18-24. Of the participants that are ages 18-24, are most of them college-bound or are most planning to go straight into the workforce.**

A8: CCDJFS is unable to answer this question, as it was not asked on the application for the program.

**Q9: Is the provider able to produce an identification (ID) card for youth ages 16-17 to be used as a valid form of identification for worksites?**

A9: The provider is free to address this issue in their proposal.

**Q10: Section 5.1 states that providers are required to submit 7 copies (1 original and 6 copies) of their proposal. Are providers required to submit 7 copies of their audit as well?**

A10: Yes.

**Q11: In completing Submittal A1, will the costs for any staff member that has a portion of their salary allocated to administrative costs be part of the \$10,695 allowable for administrative costs?**

A11: Yes.

**Q12: If a provider proposes to provide services through October 31<sup>st</sup>, will there be any consideration for additional administrative funds?**

A12: Providers are welcome to propose that additional administrative funds would be needed to operate the program.

**Q13: On Submittal A2, should depreciation expenses for vehicles be included in equipment costs or transportation costs?**

A13: Please include any depreciation expenses in equipment costs.

**Q14: If a vehicle has already been fully depreciated, can any costs be attributed to that vehicle.**

A14: The only allowable expenses for a fully depreciated vehicle are maintenance and gasoline, if the vehicle is being used for this program.

**Q15: The instructions for Submittal A3 state that the unit rate should be calculated. However, there is not a place for that on the spreadsheet.**

A15: The unit rate(s), including how it was calculated, should be stated in your proposal.

**Q16: If a provider is anticipating high start-up costs, would multiple unit rates acceptable?**

A16: Yes, as long as the provider specifies how the separate rates were calculated and the reason for different rates.

**Q17: Section 3.4 of the RFP states that “Unit cost contractors may be asked to reconcile revenue against the total actual expenditures and reimburse the Department for over-budgeted expenses on a quarterly basis.” Will the Department reimburse the provider for any under-budgeted expenses?**

A17: No. CCDJFS will not reimburse the successful provider more than their specified unit rate(s).