

**24-SFY-08 CCMEP RFP**  
**Q&A Document**

**Q1:** If a bidder is currently a contract provider with Clark County JFS on a similar project, are 3 letters of recommendation still required?

**A1:** Yes. All bidders, regardless of their history with the Department, must follow all requirements outlined in the RFP.

**Q2:** During the bidder's conference, it was stated permission to utilize a subcontractor must be obtained. If two agencies agree to a subcontract agreement, with one agency serving as the primary bidder and another agency as a subcontractor for elements within the overall proposal, can you please explain the mechanism for an agency to receive permission to utilize a subcontractor? In the RFP on page 10, section 2.9, it outlines the requirements to include a subcontractor in the proposal, but it does not mention prior permission.

**A2:** Permission to utilize subcontractors is obtained by providing all the required information listed in Section 2.9. If this information is not provided, Department cannot agree to the primary bidder utilizing a subcontractor.

**Q3:** Section 2.5 – Bidder's Conference – Pg. 8 - In reading the RFP, we noticed the pre submittal conference was offered locally. Are contractors /subcontractors located outside of the Clark County Area eligible to apply for this RFP?

**A3:** The RFP does not preclude out-of-state proposers. However, Proposers must detail their capacity to work with one or more of the WIOA elements described in the RFP with the stated Target Population. Youth/Young Adults referred to this program will be Clark County, Ohio residents. Out-of-state organizations who are interested in providing a proposal are highly encouraged to clearly detail how they can provide meaningful and effective interactions with CCMEP participants as well as local businesses, if the element being proposed is paid and unpaid work experience. For other elements such as Adult Mentoring and Financial Literacy Education, the out-of-state proposer must clearly indicate how they will overcome the barriers of being out-of-state to ensure they meet the expectations for these elements.

**Q4:** Section 2.10 – Attachments – Pg. 10 - Three (3) letters of reference are required to be submitted for similar completed projects. Do the projects have to be identified as being performed under a grant program? Do the projects have to be Job Support Services related or can it be other projects, such as corporate commercial cleaning contracts where we staff the contracts with individuals with disabilities, providing a supported work environment?

**A4:** Department does not require that the similar projects be through a grant program. Department encourages Proposers provide reference letters that relate to the element Proposer plans to address in their proposal.

**Q5:** If the potential proposer reaches out to other organizations regarding the CCMEP proposal and that organization turns in a proposal, does that fall under the "Communication Prohibition"?

**A5:** No. The Communication Prohibition is between any potential proposers and any employee of Clark County, or any other individual who is any way involved in the development of the RFP or the selection of Contractor.

**Q6:** How many copies of the proposal is required?

**A6:** Per Section 4 on page 16 of the RFP, Department requires 1 original signed technical proposal and 6 copies of the signed technical proposal; as well as 1 original signed cost proposal and 6 copies of the signed cost proposal. In addition to the hard copies, Department requires an electronic copy. Please see Section 4, Page 16 of the RFP to see specifications on how the electronic copy needs to be submitted.

**Q7:** Will Department provide an email to Proposer when Proposal is submitted electronically?

**A7:** Yes. Department will send a confirmation email when the Proposal is received. The email will be sent to the email address that sent the proposal.

**Q8:** Will Department accept multiple emails from a Proposer should one email be too large to send?

**A8:** Yes, Department will accept multiple emails if needed. Proposers who send multiple emails are encouraged to clearly state in the subject line or the body of the email that there are multiple emails expected (i.e., Email 1 of 4, etc.), so it is known how many to expect and so Department can send a confirmation once all emails are received.

**Q9:** Can potential proposers collaborate with other proposers on their proposal?

**A9:** Yes, proposers can collaborate with each other.

**Q10:** If proposers are permitted to collaborate with other proposers, why does the Communication Prohibition say we can't?

**A10:** The Communication Prohibition is specific to potential proposers, anyone employed by Clark County, and anyone who has any involvement in the development of the RFP or in the selection of the Contractor. If the organization/person the Proposer is collaborating with does not fall under those parameters, the Communication Prohibition does not apply. Department does encourage, however, that if a Proposer is in doubt that the person/organization they wish to collaborate with is involved with the RFP or selection of the Contractor in some way, to refrain from collaboration.

**Q11:** Do the submittals need to be broken down into annual costs or do they need to include costs for the full two-years?

**A11:** Department does not have a stated preference for annual or two-year costs in the submittals. If the Proposer wants to include annual costs to, for example, account for increased wages or other potential increased costs, Department strongly encourages the Proposer to indicate this in their Cost Narrative and provide a rationale for why the costs differ from Year 1 to Year 2.

**Q12:** Is there an established budget or budget cap for each element?

**A12:** No, Department does not establish a budget for each element. However, if you submit your entire budget for just one element, the likelihood of being chosen is slim.

**Q13:** Does Department prefer just one vendor for each element?

**A13:** Department has not had more than one vendor for a single element in prior years, however, this does not mean Department would rule out that possibility.

**Q14:** If Proposer chooses to incorporate the cost of insurance into the proposed budget, does the proposer include the entire cost of insurance for the organization?

**A14:** The submittals allow the Proposer to list the total cost and allocate a percentage of that cost for the program. For example, if the proposer's total insurance cost is \$5,000/month, then perhaps 20% of

that is allocated to the proposed program. Proposer should be prepared to provide a rationale in the cost narrative for how the allocation was determined.

**Q15:** Does Department want the outcomes and deliverables to tie back to the performance measures listed in the RFP?

**A15:** The outcomes and deliverables can tie back to the performance measures listed on page 6. Whether directly referring to the performance measures or not, most outcomes and deliverables provided will tie back in some way. Department wants to see that the outcomes and deliverables are related to the Element(s) the Proposer is addressing.

**Q16:** What is the expectation for potential participants that are not English-speaking or fluent in English? Does Department foresee that population needing services through this program?

**A16:** Yes. Department expects that more non-English speaking/fluent participants will become involved in the program. Per Section 3.1.2 Vendor Qualifications on page 12, Department wants to see the Proposer's ability to meet the needs of this population.

**Q17:** If an agency is bidding with a subcontractor, will the subcontractor need to submit all the required forms listed on page 21 of the RFP or does just the lead agency on the bid need to submit the forms?

**A17:** The lead agency is the proposer, so just the lead agency needs to submit the required forms. If the proposer is planning on utilizing a subcontractor, please follow the directions outlined on page 10, Section 2.9 which asks for specific information about the proposed subcontractor.

**Q18:** Can an agency bid with a subcontractor as long as it follows the terms listed in 2.9 on page 10 of the RFP?

**A18:** Yes. Proposers planning on including a subcontractor in their proposal must include all information asked for in Section 2.9. Proposers must be specific about the role the subcontractor will play in the program.

**Q19:** If an agency bids with a subcontractor, does the subcontractor also need 3 letters of recommendation or just the lead agency?

**A19:** Only the lead agency needs to submit the required 3 letters of recommendation.

**Q20:** What information is included in the referral for services for work experience, paid and unpaid?

**A20:** Information in the referral includes participant details (such as name, address, SSN, DOB, etc.), assessment details, participant bio, special instructions, and information on what's worked and not worked for the participant in the past.

**Q21:** What is the average length of time and frequency of service for program recipients in regards to work experience, paid and unpaid identified in the referral or in the Individual Opportunity Plan (IOP)?

**A21:** This can vary depending upon the age of the recipient and their IOP. Typically, three to 6 months but if the individual is younger, for example age 16, and they are on a work site that we can justify it being longer due to them learning new skills along the way, it could last as long as a year.

\*\*\*Department would like to also make a point that administrative costs must be 10% or less of your total budget, should the contract be funded with WIOA funds. Please keep this in mind when completing your cost proposals and submittals.\*\*\*