

QUESTIONS & ANSWERS

PRE-PROPOSAL MEETING FOR WEP RFP'S – OWF & FOOD STAMP PARTICIPANTS FRIDAY, MARCH 23, 2007

1. **Question:** Out of the approximately 250 total Food Stamp participants, how many will be actively participating at their work sites at any one time?

Answer: Approximately 50 Food Stamp participants.

2. **Question:** Are job readiness and other classroom activity hours allowed to be counted as work hours toward the participants' work requirement?

Answer: Yes for the Food Stamp Only population, as there is no annual limit on the number of hours that may be used for these activities.

No for the OWF population, as the only allowable hours that will count toward the participants' work requirement are worksite hours.

Note: the Contractor will only be responsible for the WEP assignment. Although proposers may choose to include job readiness or other job development activities, it is not required.

3. **Question:** How many new OWF participants are referred to the WEP program per month?

Answer: Approximately 20 per month. The total active caseload for the OWF population is approximately 70 participants and the turnover is 20 per month.

4. **Question:** What information will be provided to the Contractor when a referral is received from the Department?

Answer: When the Department makes a referral, the following information will be included: the participant's number of required work participation hours, and information on the participant's emergency contact information, education level, and employment history. For OWF participants, in addition to the information listed above, a copy of each of the participant's Self-Sufficiency Contract and Self-Sufficiency Plan, and the participant's status in the WEP program (how much of the 36-month benefit limit has been used to-date) will also be included.

5. **Question:** How will the Contractor be notified if there is a change in the participant's work hour requirement?

Answer: It is the Department's responsibility to inform the Contractor how many work hours each participant is assigned. When this requirement changes, the Department will provide the Contractor with an hour change form noting the new work hour requirement for that participant.

6. Question: How are OWF referrals to WEP initiated?

Answer: The OWF application will initiate the scheduling of an orientation session. Currently all OWF participants are filtered through the current orientation provider to refer to Job Readiness, WEP, or other programs.

7. Question: Do the proposals need to include a budget line for costs associated with on-site presence?

Answer: No. The associated costs (desk, computer, internet, phone, use of copy and fax machines, etc.) will be calculated once the contract is awarded. The cost should not be included in the proposal budget, as the amount will be added to the total contract value once the costs are calculated.