

NOTICE

The RFP, under Contractual Requirements, Limitation, states in part: “This RFP and information does not commit Genesee Shiawassee Michigan Works! Career Alliance, Inc. (GSMW/CAI) or the Genesee Shiawassee Workforce Development Board to award a contract, to pay any costs incurred in the preparation of responses or to procure or contract for any services or activities whatsoever.” Furthermore, the Contract section states in part: “The award of any contract based on proposals received in response to this RFP is contingent upon the Grant Recipient receiving adequate funds from the Michigan Department of Energy, Labor and Economic Growth (MDELEG)”.

Recent developments in federal budget discussions suggest that there is a strong possibility of a reduction in WIA program funds. Therefore, GSMW/CAI is reducing the levels of funds upon which the proposer should base the proposal(s). The new levels are:

- Adult: \$1,475,163.00
- Dislocated Worker: \$1,288,832.00
- In-School Youth: \$973,317.00
- Out-of-School Youth: \$507,784.00

Bidders Questions Follow

WORKFORCE INVESTMENT ACT (WIA) BIDDERS QUESTIONS 2011

1. The PMIG indicates that the MWA shall define “deficient in basic literacy skills”. What is the current definition of “deficient in basic literacy skills” for our MWA?
A Work Keys score of 3 or below.

2. Are participants required to take the Work Keys tests this year? If not, may other standardized tests (such as the Woodcock Johnson, Kaufman Test of Educational Achievement, California Diagnostic Reading Test, etc.) be used to establish a grade level for determining whether or not a student is deficient in basic literacy skills? **Work Keys is the only MWA’s required assessment for younger youth. You may use the other assessments if you would like for your own requirements. Work Keys and JobFit are required for Adult, Dislocated Worker and Out-of-School Youth.**

3. Page 6: Case Management: “Complete required assessments” – What are they for younger youth? **The only assessment the MWA requires for younger youth is the Work Keys.**

4. Page 7: Please explain the sentence for the summer component: *If you are proposing a summer component for participants not enrolled in regular work experience, you must include an academic or occupational learning experience in conjunction with a summer job.* Does this mean that a program cannot propose to enroll a participant in a career exploration or classroom training program only? If a program is to include a career exploration or classroom training program for students, do these students also have to receive a summer work placement? **The statement should have said: “If you are proposing a summer component for participants not enrolled in the regular WIA year round youth program, you must include an academic or occupational learning experience in conjunction with a summer job.” This is so the participant is not participating in only a summer job but is offered the 10 components required for WIA youth programs.**

5. Page 8: Please explain the difference between internships and work experience for younger youth. **There is no difference between internship and work experience. Agencies use different terminologies.**

6. If an organization proposed two activities for the summer (i.e., work experience and career exploration) do both activities have to run six to eight weeks? Or, can

- one activity operate less than six weeks? **Work experience/Internships should run not less than six weeks. Other activities should run not less than four.**
7. Line item budget: Is it permissible to add additional line items to the form in order to include all program costs? **Yes, please ensure that formulas are updated appropriately.**
 8. Authorized Staff Salary Analysis: Please define core services, intensive services and training services for in-school youth program. **The Authorized Staff Salary Analysis page has been updated removing core, intensive and training services for In-School Youth.**
 9. Budget Summary: Number of employees: Do you want head count or FTE? For example, if you have two persons who are both charged 50% to the WIA program do you want that reported as two employees or one FTE? **FTE (Full-Time Equivalent) please.**
 10. Facility Costs: If a bidder is not going to include facility costs as part of its budget, does this page need to be completed? **You should complete the first five boxes. This will indicate In-Kind cost being provided. Also, when completing Cost Effectiveness Budget section you should describe this in-kind cost.**
 11. Performance Measure Information: The formula for the determination of skill attainment rate is total no. of skill attainments divided by the total number of goals. It further indicates that the participants can obtain up to three goals. Does the minimum standard of 92% apply to the number of skill attainments divided by the total number of goals or does the 92% apply to the percentage of participants that must attain at least one skill attainment? **Neither.**

Total # of Goals set (attained basic skills + #of attained work readiness skills + #of attained occupational skills) divided by Total # Goals achieved. The 92% is what we must achieve as an MWA out of 100%. Anything lower would give us a failed performance.
 12. Enrollment Plan: In school youth: Since many students will be enrolled to attain both a skill attainment and diploma, should their enrollment be reported in both sections? (This will create a duplicated count of some students). **Yes.**

13. Can a program pay participants a training stipend that is less than minimum wage? If so, what is the acceptable rate? **Yes. The rate must follow the State of Michigan's Youth Training Wage.**
14. Is the change in eligibility from one barrier to two barriers a federal requirement or a local requirement?
20 CFR 652 Section 664.200 lists the eligibility for WIA Youth (Low income plus one other qualifying barrier). This was not actually a change. The MIS has always required two barriers.
15. On page 8 of the RFP regarding occupational training; I have not heard of this report to be use for younger youth. Can you give me more detail? We use Career Cruising in partnership with all eight school districts for this type of exploration.
You are correct. The CECR is not used for Younger Youth.
16. There are separate Attachment A's (to use a cover sheet) included in the RFP package, one for In School Youth and one for Out of School Youth. There is also a section to designate either Genesee or Shiawassee County. The front page of the WIA RFP says
"Proposers are expected to provide a combination of services to priority youth, both in-school and out-of-school, throughout Genesee and Shiawassee counties."
Is it permissible to submit a proposal to serve in-school youth in Genesee County only? **Yes**
17. On page 5 – Program outcomes – Younger Youths the first outcome "Attainment of basic skills **and**, work readiness or occupation skills" or "Attainment of basics skills **or**, work readiness or occupational skills"? **It should read: "Attainment of basic skills, work readiness or occupation skills."**
18. On page 7 – Summer component: Will the 6 – 8 week requirement be met with a program model of 4 weeks of employability and leadership training plus 2 -4 weeks of employment? If so, can the proposal be based entirely on this model? **No. The summer component is not a stand- alone program. Those participating in the summer component must also participant in the year round component.**
19. Regarding the Enrollment Plan pages for both WIA Adult and Dislocated Worker Proposals, the first two charts are set up to only include participants registered in intensive and training services. The RFP Includes Secondary Core as part of WIA services. Was it intended to leave out those enrolled in secondary core / staff assisted services or are all WIA registrations to be enrolled in Intensive services? This question was asked for last year's proposal and this form was replaced by a revised tracking forms. If that will not be the case this time, please explain. **The**

RFP forms are the same as contract forms. The total enrolled will give us secondary core numbers. We want to know where they go from there.

20. Are proposal attachments to be included in the CD that is sent with the response, or just the proposal itself? **Include all attachments.**
21. (#21) Ref: Page 2 of 17. Are there Service Center Partner Agencies (Genesee and/or Shiawassee) that provide adult basic education (basic reading and math), ESL, and/or GED preparation instruction and GED testing. If there are such partner agencies, do they accept referrals from WIA adult and dislocated service providers, is there a cost for these services, and what is the cost? **A list of all partners and service providers can be found on our website under One Stop Service Providers, Directory. It is the responsibility of the proposer to contact these provider /partners to obtain this information and establish a connection with them.**
22. Ref: Page 5 of 17. Are GSMW/CAI WIA Adult-Dislocated Worker service providers required to use a specific “comprehensive career assessment” or specific assessments (other than WorkKeys) to measure basic reading and math skills? If the answer to either question is yes, then what is the cost per person (for budget purposes) for such assessments? **WorkKeys and JobFit are the only two required assessments for Adult and Dislocated Worker participants. JobFit is free and is located on our website. www.gsworks.org**
23. Ref: Page 5 of 17. Who administers Job Fit and WorkKeys NCRC assessments, and who pays for such assessments? **The service providers.**

If WIA service providers pay for WorkKeys Assessments or NCRC certification for their participants, what is the cost per participant? **Service providers must establish an account directly with WorkKeys/NCRC. The cost per assessment is \$5.00.**

Also, is KeyTrain remediation available for WIA participants to increase their skills in the 3 NCRC WorkKeys assessment areas? **No**

Who manages the KeyTrain process for participants? Who pays for KeyTrain, and, if contractors pay, what is the KeyTrain cost per participant? **Contractors would be responsible for this activity.**

24. Ref: Page 5 of 17. In addition to case notes and the ISS, does each WIA service provider staff perform all OSMIS data entry for registration, status change, activities, placement and follow-up for participants enrolled by the provider? **Yes**
25. Ref: Page 6 of 17. Are there partners in the Service Centers (Genesee and/or Shiawassee) that offer regular prevocational life skills/employability skills classes that WIA adult or dislocated worker participants or applicants can be referred to, or should each WIA Adult and Dislocated Worker program proposer include costs for staff and materials to provide such classes in their proposal? **Refer to question #21**
26. Ref: Page 6 of 17. Does GSMW/CAI allow WIA adult/dislocated worker contractors to operate and pay wages for adult work experience and do any current adult contractors provide paid or unpaid work experience? **It is an allowable activity. However, a participant cannot be exited from WIA into a work experience.**
27. Ref: Page 7 of 17. Are there entrepreneurial training programs in the Service Centers or in the community that GSMW/CAI service providers can refer participants to? Is there any cost for such training, and what is the cost per participant? **Refer to question #21.**

Does GSMW/CAI encourage service providers to screen participants for entrepreneurial potential and to make use of such training if appropriate? **Yes, it is an allowable activity.**

28. Ref: Page 9 of 17. Please explain in more detail the process for the "... holdback provision based on performance.

What elements of performance (e.g. program enrollments, job placements, participants in Placed in OJT or classroom training)? **Performance will be based on enrollment and expenditure plans established in the contract.**

What contract performance tables or projections used for this process? **See above.**

At what points in the contract year is such performance measured for purposes of determining if holdback of funds will occur (recognizing that high numbers of longer term, active training enrollments may require that placements will only occur later in the program year and thus compliance with annual placement goals

may not occur until later in the last quarter of the contract year)? **Enrollment and expenditure plans will be reviewed quarterly.**

Are performance standards outcomes used for holdbacks (recognizing that the lag in reporting such outcomes does not allow for an assessment of a contractor's current performance)? **No**

Does the hold-back provision mean that a contractor could incur and be liable for payment of allowable program costs that would later not be reimbursed because of a hold-back determination? **Yes, excluding payments to participants.**

29. Ref: Page 9 of 17. Does the "blind copy" requirement for elimination of all reference to the responder's name apply only to the narrative sections or also to all of the 14 attached forms and certifications listed on page 14 of 17 of the RFP? **Blind narrative pages and Attachments A and B.**

Are only hard copy "blind copies" required or does GSMW/CAI also want an electronic "blind copy" on CD? **Blinded hard copies only.**

30. Ref: Page 11 of 17. Should "new responders" using past performance in other MWA and DELEG WIA adult and dislocated worker programs to demonstrate accomplished performance also include an appendix with names and contact information on references for such MWAs and DELEG? **References can be provided with response however, are not required unless requested.**

31. Ref: Pages 11 & 14 of 17. What are the costs related to Service Center occupancy which potential WIA service providers would incur and what costs (rental or purchase) should be budgeted for items such as:

- Service Center Space Rental?
- Computers/monitors/printers/operational and office software, network costs, maintenance and repair?
- Copiers?
- Desks, chairs and tables?
- Telephones – instruments and network costs?
- Faxes?
- Communication (phone or internet costs)?
- Others?

Service Center occupancy is a zero-based agreement for the space. The other costs would be the responsibility of the service provider.

32. Ref: Page 14 of 17. Should the proposer specifically include in the narrative (and if so, where) a statement assuring that it will comply with the GSMW/CAI Supplemental Nepotism Clause or does the RFP statement on this matter in the RFP simply inform the proposer that by submitting a proposal it is assuring that it will comply with the Clause? **By submitting a proposal the proposer is agrees to comply.**
33. Facility Costs Budget. In the “Facility Costs” budget, the formulas in columns B and C should multiply the amount in column B (“Facility Total Square Footage”) times the amount in Column C (“Sq. Footage Rate”) to get the total amount (“Annual Rent”) in Column D. As the budget is now configured, the formulas add the Column B amount to the Column C amount, producing an incorrect total in Column D. Can we change the formulas in columns B. and C. to produce the correct Column D annual rent total?
Revised forms have replaced the original forms on the website.
34. General. Is there any formal “Intent to Bid” document that must be submitted by a potential bidder to qualify to submit a proposal to provide WIA Adult and Dislocated Worker Services for Program Year (PY) 2011-2012? **No.**
35. On page 4 it specifies In School youth as being 14-18 years of age and Out of School Youth as being 19-21 years of age. Can we continue to serve Out of School youth that are between the ages of 14 and 18? **Yes. They are considered younger youth (14-18) on the MIS. Therefore, they have different performance measures than those that are considered older youth (19-21).**
36. On Page 8 Please clarify the requirement for all OST for youth to be listed on the CECR system. Does this pertain only to ITA? **See question #15.**
37. In the checklist (page 2 of the proposal packet) – where in the order of forms and narratives should responses to “accomplished performance” be included? **Refer to the checklist under Other Narrative Requirements.**
38. On page 12 should current providers respond to the “Accomplished Performance”?
No
39. On page 2 of the Adult/DLW RFP, the Energy Conservation Apprenticeship Readiness program is mentioned as one of the programs included in the One-Stop. Where can a proposer find out more information about the program? **Mott is the current contractor for this program.**

40. How stringent are the page limits? If you use less in one section, can you use the space another section? Or if you run over on one section, can you shorten another section? **Bidders must stay within the page limits.**
41. How detailed do you want a proposer to be as far as services provided to the Employer? **As detailed as possible.**
42. The proposal requires to submit a “number served” (attachment A). If current service provider has xx participants currently in training that will not complete training by the end of the current program year (June 30, 2011), should they be counted in this total “number to be served” in the proposed new program year (beginning July 1, 2011)? **Yes**

If yes how should that break-down be displayed under “number to be served” (in prior years, we were directed to show “## Total to be served (## New + ## Carry-In)”? **Indicate the total to be served period.**

Related to this, is there a particular section in the Statement of work you’d like the number to be served (total/new/Carry-in) discussed in narrative format? **No.**