

Questions for Bidders Conference – March 19, 2009

1. Does Career Central have a GED prep program onsite in your One Stops, or do you rely on a specific community-based program for this service beyond the school systems' programs? (If Yes) Is this program Adult focused and/or does it include youth?

ZH - Moore Mickens provides the GED classes on Monday thru Thursday from 5:00 until 8:00. Classes are not held during summer months.

NPR - GED classes are held on Monday, Wednesday, and Friday. Pre-tests and classes are held from 9 a.m. to noon. Services are provided by Marchman Technical Education Center.

SH - HEART LITERACY provided the G.E.D Monday and Wednesday from 5:30pm -8:30 pm.

These classes are adult focused.

2. Is a youth-specific GED preparation program a component to the summer youth activities that the Board is interested in the selected provider bringing as a component?

Yes, we are interested in a meaningful component for the summer youth program in regards to certifications and outcomes beyond work experience. That may be a work readiness component, etc.

3. In the section PROPOSAL FORMAT, section "D", 5. Could you explain in more detail about the payroll and Stipends? The service provider is required to calculate payroll projections. In calculating the number of hours X min wage, and at what rate is worker's compensation calculated?

Clerical jobs are .28 per \$100 in pay. We also receive 10% discount for our drug and safety program which this amount does not include.

4. Question: How many youth are currently in program?

Answer: H&M currently have 300 active youth.

5. Question: How many youth do you anticipate serving with SYEP funds?

Answer: Approximately 400 total (300 in Pasco County and 100 in Hernando County).

6. Question: When is anticipated timeframe for delivery of program services?

Answer: April 15, 2009 – September 30, 2009.

7. Question: Is third party contracting allowable and should it be included in the proposal?

Answer: Proposers must identify third party or in-house procurement and must abide by Federal, State and WIA procurement policies. If the proposer is a public educational

institution or government entity, procurement policies do not need to be described. If the proposer is a for-profit or non-profit incorporated organization, procurement guidelines should be described and can be submitted as an additional attachment to the proposal.

8. Question: Is this a cost reimbursement contract or can it be a cost reimbursement plus contract?

Answer: A percentage of the award can be advanced for start up costs and remainder will be on a cost reimbursement. Procurement regulations (627.422) provide that awards are to be made to organizations with demonstrated ability, including consideration as to whether the organization has:

- a. Adequate financial resources or the ability to obtain them
- b. Satisfactory record of integrity, business ethics and fiscal accountability
- c. Necessary organization, experience, accounting and operational controls

9. Question: Can the following be sent as an attachment?

Section E. ADMINISTRATIVE CAPABILITIES

a. Describe your organizations history and experience in administering employment and training services, providing policy interpretation and other related items for WIA programs; or, if no WIA experience in the services proposed, describe other experience which is comparable for the activities requested.

b. Provide any reports which may include an annual report to document past performance and outcomes of previous programs administered by your organization which are related to employment and/or training related activities.

Answer: Yes

10. Question: Can you put page numbers on the RFP?

Answer: Yes, we will send you a new copy via email.

11. Question: Will bidders be invited to answer questions from Youth Committee?

Answer: If Youth Committee feels it is necessary, you will be invited to answer questions or clarify proposals on an individual basis. This meeting will be held on April 7, 2009.

12. Question: Can youth be dual enrolled?

Answer: We believe it to be problematic but are awaiting clarification from Tallahassee.

13. Question: What is the definition of work readiness?

Answer: In Training and Employment Guidance Letter No. 14-08, page 27, you will find the following definitions that apply to work readiness goals.

When setting work readiness goals, local areas should follow the definition for a Work Readiness skill goal as specified in TEGL No. 17-05, Attachment B Definition of Key Terms found at http://wdr.doleta.gov/directives/attach/TEGL17-05_AttachB.pdf. The key part of the definition is the need for local areas to determine whether a measurable increase in work readiness skills has occurred. States and/or local areas should establish a methodology for determining work readiness skills upon beginning and completing the summer experience in order to determine whether a measurable increase has occurred. Although local areas are not required to use a specific assessment instrument to determine pre- and post-work readiness skills, local areas should choose from a variety of assessment tools including worksite supervisor evaluations, work readiness skill checklists administered by program staff, portfolio assessments, and any other relevant forms of assessing work readiness skills.

14. Question: Is there a cutoff date for submitting questions concerning the RFP?

Answer: 24 hours prior to deadline which is March 30, 2009 at 4:00pm but would encourage all questions to be submitted as soon as possible. Please submit via email: bgause@CareerCentral.jobs.

15. Question: Is there a deadline for expenditures of funds?

Answer: 100 % of funds must be expended by September 30, 2009.

16. Question: Will bidders need to add office space, supplies, etc. in their bid?

Answer: We will supply an office space for Contractor's Youth Program Staff as well as the use of office equipment and supplies. We will not pay for items such as cell phone. We also do not have the available space to host the youth participants for classroom activities.