

Request for Qualifications

YOUTH DEVELOPMENT AND TRAINING SERVICES

QUESTIONS & ANSWERS

1. The RFQ encourages collaborations and partnerships. Would it be acceptable to provide new or additional services for the youth already being served by other agencies serving youth through Career Source Programming? (Covenant House, Children Home Society etc.)

RESPONSE TO QUESTION 1: The intent of this solicitation is to provide additional services to be offered to youth currently engaged through the contracted agencies. Services should augment current activities.

2. Will the clients served by the vendor be provided through Career Source by the Youth Program Staff, or will we (the vendor) need to be recruiting the participants?

RESPONSE TO QUESTION 2: The services proposed could be offered to youth currently enrolled in programming offered by current program contractors OR may be offered to new clients the vendor would like to serve. The new clients must meet WIA eligibility and suitability criteria established by CareerSource Central Florida. The new clients will be case managed by CSCF staff.

3. Use of funds. Can funds authorized under this contract be used to:
 - a. Purchase vehicle(s), such as 15-passenger van(s), to transport youth to and from programs and youth development activities.
 - b. Pay salaries/stipends to employed youth.
 - c. Provide college/post-secondary assistance for participants, including tuition assistance, room and board, books, transportation to and from college, computers, application fees, high school graduation fees, and the like.

RESPONSE TO QUESTION 3:

- a. No, funds from this procurement cannot be used to purchase vehicles, but can be used to rent transportation to transport youth to and from program activities.
- b. Yes, funds can be used to compensate WIA eligible and enrolled youth participating in work based learning activities.
- c. Yes for the following: tuition assistance, books, high school graduation fees, SAT/ACT testing fees, college admission. Transportation assistance in the form of bus passes or gas cards can be provided as a support service for WIA eligible and enrolled youth participating in the program. No for the following: room and board and computers

4. Program timelines. Given the potential for a 2-year, 5-month program, and considering the need to spend all funds within the CareerSource fiscal year:
- a. If funds from our contract are left over at the end of the first 5-month period, and if we are approved for contract continuation in FY15-16, can left over funds be rolled past June 30, 2015?
 - b. We see this as an opportunity to scale up and enhance our pilot youth employment program. Can our project plan and proposed timeline reflect the entire 2 year, 5 month period (with the first 5-month period described in greater detail), or should it only describe the work we propose to do up to June 30, 2015?

RESPONSE TO QUESTION 4:

- a. All awarded funds will expire June 30, 2015; however, based on performance outcomes FY15-16 funds could be utilized.
 - b. Yes, your plan can outline the entire 29 months; however, the plan will be evaluated on the services and outcomes proposed for the 5 month period.
5. Collaboration with CareerSource Central Florida. Our organization has tested several methods/curricula for training youth in the areas of soft skills/career success/job search, including measuring knowledge gained via training. However, since our primary role is recruitment, retention, and long term wrap-around support of youth, including intensive academic/educational support, we would most likely partner with another entity to provide soft skills/career success/job search training services. Since CareerSource has strong capabilities in this type of training, can CareerSource train our participants? If the answer is yes, then:
- a. Can CareerSource deploy staff to our location to provide the training on-site?
 - b. In a related question, CareerSource has strong relationships with area businesses, including the priority industries of Hospitality/Culinary, Healthcare/Medical, Advanced Manufacturing, Construction and Logistics/Warehousing. While our organization aims to develop job placement capabilities, to what extent can we utilize CareerSource staff/relationships to leverage job placements for our participants?
 - c. While we have strong capabilities in the areas of recruiting and employing youth, we have not yet instituted a process for conducting career/aptitude assessments. If awarded a CareerSource contract, we plan to begin conducting career/aptitude assessments. Can CareerSource provide us with technical assistance/tools in this area?

RESPONSE TO QUESTION 5:

- a. No, but we support partnership models with other entities who offer soft skills training for young adults.
- b. We are seeking organizations with existing employer and business partnerships to connect youth and young adults. However, CSCF staff will be able to provide labor market information, job matching and career opportunities listing in the Employ Florida Marketplace (EFM) system.
- c. Contract awardees will have access to Employ Florida Marketplace (FM) for career/aptitude assessments.

6. In determining WIA eligibility, can you please elaborate on what meets the definition of “foster child”? Specifically –
- Does it include youth placed in relative caregiver situations, assuming those youth have open DCF cases?
 - Does it include youth who are 18+, not enrolled in extended foster care, but are receiving Independent Living services (i.e., Postsecondary Educational Services & Support, aftercare support)?
 - Does it include youth who are 18+, are not enrolled in extended foster care and are not receiving other IL services, but did turn 18 while in licensed foster care?

RESPONSE TO QUESTION 6:

- Yes
- Yes
- Yes

7. Based on the proposal format on pages 5-6 of the RFQ: Are the price proposal (#3) and the past performance (#4) included in the 10-page limit of the narrative (#2)?

RESPONSE TO QUESTION 7: Yes

8. Are we able to include additional attachments, such as MOU’s or support letters from relevant partners?

RESPONSE TO QUESTION 8: Yes

9. Can current youth services providers be included as partners and/or subcontractors, if they are providing a service beyond their existing scope of work?

RESPONSE TO QUESTION 9: No, existing youth contractors cannot be sub-contractors or partners for this solicitation.

10. Will the awarded vendor(s) be considered, for the period of the contract, a CareerSource Youth Services Provider, with the ability to identify and enroll new WIA-eligible youth? Or, will the vendor be required to utilize one of the five existing providers to enroll new youth?

RESPONSE TO QUESTION 10: The awarded vendor(s) are not classified as youth services providers. The contracted services could be offered to youth currently enrolled with our current youth contractors or new clients the vendor(s) identify who are not currently enrolled in the WIA youth program. Please note that all new clients must meet eligibility and suitability criteria established by CareerSource Central Florida and will be case managed by CSCF staff.

11. Are incentives an eligible expense under this RFQ?

RESPONSE TO QUESTION 11: Yes, incentives are eligible expenses with this RFQ.

12. How many companies will be funded?

RESPONSE TO QUESTION 12: Unknown at this time.

13. What time during the day can services be offered to clients, especially those 16 - 18 still in HS?

RESPONSE TO QUESTION 13: This should be clearly outlined in the respondents' proposal as to how and when services will be offered and abide by the Child Labor Laws

14. Can we provide late afternoon or evening seminars?

RESPONSE TO QUESTION 14: Respondents should clearly outline in the proposal when and where services will be offered to include dates, times and locations.

15. How many approved participants expected to be service in targeted areas Can we have a maximum minimum?

RESPONSE TO QUESTION 15: The respondents should indicate in their proposal how many participants they are seeking to serve in the targeted areas.

16. Will all training have to be offsite of your facilities?

RESPONSE TO QUESTION 16: Respondents should plan to offer services in facilities other CSCF locations.

17. For the Parramore area....currently I have approved location near Rio Grande and 33rd Street will that be close enough to targeted area?

RESPONSE TO QUESTION 17: The respondent should clearly indicate in their proposal how and where youth will be served in the targeted area. The Parramore area includes the following zip codes 32805, 32808 and 32811.

18. Can program create a business to hire clients as 1099 consultants if they choose?

RESPONSE TO QUESTION 18: The respondent should clearly explain their program design and outcomes in the proposal response.

19. Will our program be eligible for other RFQ's if we are accepted?

RESPONSE TO QUESTION 19: Respondents are eligible to respond to future solicitations if and when they become available.

20. Will budget allow for rent of facility, and reward stipend for clients?

RESPONSE TO QUESTION 20: Yes

21. How many days per week are expected to provide services?

RESPONSE TO QUESTION 21: The respondents should clearly indicate the days and times the proposed services will be offered to youth in their proposal.

22. What are the targeted goals, outcomes, and objectives for this program? [How do you define vendor/contractor success concerning this program?]

RESPONSE TO QUESTION 22: The goal of the WIA Youth program is to provide skill-building activities to young people 16-21 that assist them in obtaining industry recognized credentials, entering into an apprenticeship program and entering employment, including military or post-secondary education.

23. Is there an estimated headcount of the targeted youth population?

RESPONSE TO QUESTION 23: The respondent should clearly identify in their proposal the number of clients they will serve and identify the targeted population.

24. Has a location been targeted to administer/ facilitator the services?

RESPONSE TO QUESTION 24: The respondent should indicate in their proposal location(s) and addresses where services will be delivered.

25. **We are finalizing our response but noticed the attachment labeled Attachment D should be your Attachment C, as there doesn't appear to be an Attachment C. Would you like us to rename this Attachment C, or submit as originally labeled?**

RESPONSE TO QUESTION 25: **Proposers are encouraged to submit attachment as originally labeled.**