

Q: Per page 8, of the RFP, separate Statements of Work are required if proposing for both in-school and out-of-school services. Does this mean that separate Budgets, Budget Narratives, and Staffing Charts are also required?

A: They are not required but there should be an indication of how the proposed costs line up with the in-school and out of school services. For example, you could add a column in the budget that is for in-school costs and another for out-of-school costs. Budget narratives should clearly articulate costs for the services proposed. The staffing chart should outline how many individuals will be part of the service strategy for each target group.

Q: Per page 7 of the RFP, a performance-based holdback will be designed to address the required performance. Can you please provide an example of a performance-based holdback that WCF has used in a similar contract?

A: Performance-based holdbacks will be based on required performance such as those that are outlined on page 10 and 11. The respondent may include proposed performance pay points in the response to be considered.

Q: Are we able to use office space at any of the WCF career centers for the provision of services? If so, can you provide the square footage available and the related costs?

A: We do not anticipate office space in any of the WCF career centers.

Q: Does WCF have any limitations for profit and/or indirect cost rates?

A: WCF has made a business decision to limit profit to 6%. Indirect cost rates will be reviewed for reasonableness and how the rate was derived.

Q: On page 2 of the RFP, it indicates that there is \$3.2 million available for services and a minimum of 30% must be allotted for out-of-school youth. When adding the \$3.2 million to the recently contracted \$2 million, the total funding is \$5.2 million. At the bid meeting, it was stated that the contracted \$2 million was allocated at 52% for out- of- school and 48% in-school. When adding this allocation to the \$3.2 million and following the 30% rule, we are targeting that current available funding would be as follows to achieve the 30%

- \$520,000 for out-of –school youth
- \$2,680,000 for in school youth

Please confirm if the above allocation is correct. If not, please provide correct allocation based on prior contracted funding.

A: As shared during the Bidders' Conference, WCF will ensure that at a minimum the 30% of its youth allocation is targeted to providing services to out-of-school youth. WCF does not have a set amount for each group (OSY/ISY) and encourages respondents to provide service strategies that they feel would be most effective in achieving performance.

Q: Page 4 of the RFP details the work experience component of the RFP and program design. Please see the following questions related to work experience

- The RFP indicates work experience should be 20 hours or more a week per week. Is there a desired duration such as 2 weeks, 3, weeks, or 4 weeks?
- Is it the intent that all youth who receive services participate in the work experience program component?

A: WCF did not outline a desired duration. However, WCF's intent is to provide for a summer employment experience. Proposers should justify the length of the work experience component and reflect the accurate costs in the budget. Not all youth are required to participate in work experience, but it is a component that must be offered.

Q: Page 6 of the RFP indicates WCF is interested in programs that offer a post-secondary component to incoming juniors in high school that could be a stipend based activity. Can you please clarify the meaning and intent of the stipend based activity?

A: WCF is interested in activities for juniors that increase their exposure to post-secondary opportunities. The activities may vary. WCF is open to stipend-based activities that assist in this exposure. Stipend-based activities cannot be based on a wage.

Incentives or stipends may be used in a training situation and are determined by the local board. Stipends should be issued through a uniform payment system. Such incentives are not required to meet minimum wage requirements, are not to be disbursed as payroll, and income tax is not to be withheld. However, a stipend may not be used as a substitute for wages and is generally limited to reimbursement for expenses such as books, tuition, or tools.

Additional guidance may be obtained in USDOL TEGL 14-08 and DEO Memorandum on Summer Youth Activities. The DEO memorandum will be posted as an attachment.

Q: In the Statement of Work questions listed on pages 9 and 10, it appears there is no item #7. (It goes from #6. Case Management to #8. Partnerships/Collaborations.)

Can you please confirm that there is not a #7? If so, do you want us to renumber the items, or should we keep them as presented in the RFP?

A: Yes, there is no #7. This was a formatting error. Please renumber the item so there is consistency in your presentation.

Q: What kind of documentation is needed to meet facilities ADA standards?

A: Proposer can provide documentation of an occupancy certificate if it indicates such. Proposers can describe the facility and how it meets ADA standards. All facilities will be checked by WCF as part of its contracting process to ensure compliance.

Q: Is there a minimum amount of hours required for workforce preparation training for each student?

A: There is not a minimum of hours required, but there should be enough time for youth to gain measurable skills.

Q: How long will it take to be paid when deliverables are submitted (payment schedule)?

A: As stated in the contract boilerplate provided, accruals are due on the 10<sup>th</sup> of the month, invoices are due on the 20<sup>th</sup> of the month, and payment is made within 30 days if all documentation presented is accurate and complete.

Q: We are still determining the specific schools we will service in the 2013-2014 school year in Osceola County. Will we be able to change the school location if necessary since the school district has not decided which schools we will be focusing on in the Osceola County?

A: If the school district is critical to your delivery model, it is recommended that the proposer include an MOU with the district that outlines their support and partnership. Named schools will be considered in the proposal, but if there is a change to the locations, WCF must be included prior to the final decision to ensure that no conflict arises with other WCF funded providers in the same school.

Q: We notice while reviewing the information provided in the two day training, it states that on page number 10 section 5, that childcare is an allowable cost, But in the RFP, on page 17 under staffing chart (Attachment E), it states that childcare is not an allowable cost under this RFP. We are wanting clarification on whether, childcare is an allowable support services under this RFP.

A: There are some areas that may provide childcare subsidies, but WCF does not provide for childcare at this time. Childcare assistance is available through WCF's Welfare Transition program for those individuals who are receiving cash assistance and engaged in employment and training activities..