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## **Notice: Request for Proposal**

### **Workforce Innovation and Opportunity Act (WIOA)**

#### **Title I Youth Services**

### **RFP Questions and Answers**

**Publication of Proposal**

**November 8, 2018**

**Submission of Proposal Deadline**

**January 18, 2019 2:00pm**

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## **Workforce Innovation and Opportunity Act (WIOA)**

### **Title I Youth Services**

**UPDATED 12/28/18 for questions that came in 12/21/18**

#### **Questions and Answers**

**Question 1:** Question: How do I go about obtaining a past-performance evaluation for WC?

Answer 1: WC will complete a Past Performance Evaluation Form for all entities that have received WIOA Title I funds from WC on or after July 1, 2015.

**Question 2:** Question: Can partners submit Past Performance Evaluation Forms along with the fiscal agent applying for the funds?

Answer 2: Yes, partners of the Fiscal Agent/Respondent can have Past Performance Evaluation Forms submitted. The Past Performance Evaluation Form has been revised as of November 26, 2018, requesting the name of the Fiscal Agent/Respondent.

**Question 3:** On the Proposed Performance Metrics form, all of the categories are not listed for all of the enrollments we plan to propose. Are we allowed to modify the form in order to accurately propose all of our enrollments? If so, can you provide the form in an editable format or can we create our own? Thank you.

Answer 3: The Proposed Performance Metrics Form indicates target populations that WC has a high interest in serving. The respondent can speak to other populations they would like to serve in the narrative response.

**Question 4:** My question is when subcontracting with another partner. How or which tabs on the budget templet - would I use to account for their wage and fringe. On the Wage and fringe tabs. Or would they go under support personal, or Contract consultant?

Answer 4: Contract consultant.

**Question 5:** When programs partner for an RFP, do both programs need to submit budgets or just the primary fiscal agent?

Answer 5: Just the primary fiscal agent – but you may want to have them fill out a budget form so you know how their total cost would be split out. And we may ask for it during negotiations, but not with the proposal submittal...

**Question 6:** If an agency had WIOA grants that ran through July 1, 2015 (ended on September 30, 2015), would the performance measures evaluations form be completed by a Workforce Connections representative as well?

Answer 6: Yes.

**Question 7:** It is encouraged to submit Performance Measures from other funding streams within the agency. Would this include out of state performance measures as well?

Answer 7: Yes.

**Question 8:** While completing the budget template, the formula to calculate the Cash and In-Kind Match is not picking up the WC Provider Paid portion on the Summary tab. The formula is only calculating column C14, C15, and C16. Should it be calculating columns D14, C15, and C16?

Answer 8: Yes. The revised budget form has been posted on the RFP page.

**Question 9:** Section 3.6 Spending Requirements, with 30% minimum for of funds required to be budgeted/expended for WBL and a maximum of 30% being comprised of salaries and fringe, would cost of third-party administering the WBL (staffing agency) count toward salaries and fringe? We utilize a procured staffing agency to process payroll and serve as the employer of record.

Answer 9: Yes

**Question 10:** Can you provide (1) current caseloads as well as (2) customers served and (3) services provided during the previous program year for each Center Cluster, broken out by In-School and Out-of-School Youth?

Answer 10: The Cluster model is a new strategy for this local workforce development area, so caseloads are not available for each Center Cluster at this time. Overall, all the local workforce development area had the following caseloads in PY17:

- **In-School**
  - **Enrollments 113**
  - **Active 200**
- **Out-of-School**
  - **Enrollments 712**
  - **Active 1,067**

<b>Services</b>	<b>Youth</b>	<b>Grand Total</b>
Assessments	2,580	2,580
Employment Plan	838	838
Guidance and Counseling	1,734	1,734
Occupational Skills Training	261	261
On-the-Job Training	12	12
Pre-vocational	37	37
Supportive Services	8,151	8,151
Work Experience	904	904
LMI	760	760
Leadership	1,418	1,418
Other	1,113	1,113
Job Search and Resume Assistance	185	185
Tutoring and Educational Services	1,528	1,528
<b>Grand Total</b>	<b>19,521</b>	<b>19,521</b>

**Question 11:** Can you provide expenditures by Center Cluster for the previous program year for WIOA Youth?

Answer 11: The Cluster model is a new strategy for this local workforce development area, expenditures are not available for each Center Cluster at this time. During Program Year 2017, WC awarded \$5.4M in nine (9) total Youth contracts. Please refer to public meetings link at insert link [https://nvworkforceconnections.org/?post\\_type=tribe\\_events](https://nvworkforceconnections.org/?post_type=tribe_events)

**Question 12:** Can you clarify the staff training and support that WC Board staff will provide to the selected service provider?

Answer 12: WC provides extensive training, especially to new providers. First-time sub-awardees receive intensive in-person programmatic and fiscal training over multiple days. There is ongoing training for all sub-awardees in the form of monthly programmatic meetings, weekly fiscal training emails, and training activities throughout the year on a regular basis. WC provides ongoing support to sub-awardees by

assigning a Program Manager to each sub-awardee, and fiscal staff is available to provide guidance and technical assistance as needed.

**Question 13:** Can you share the last two years of performance for the local benchmarks and for WIOA Youth measures?

Answer 13: Please refer to the charts below.

Indicator	Actual		Negotiated	
	PY16	PY17	PY18	PY19
Youth Employed 2nd Quarter	53.6%	59.1%	60.0%	61.0%
Youth Employed 4th Quarter	54.9%	62.8%	48.0%	49.0%
Youth Median Earnings	\$2,699	\$3,100	N/A	N/A
Youth Credential Rate	N/A	45.6%	40.0%	41.0%

Benchmark	PY15	PY16	PY17
Entered Employment **	52.3%	42.0%	
Avg Wage **	\$9.93	\$10.07	
Training Starts	32.2%	17.1%	12.9%
Training Completion	71.2%	77.6%	88.5%
Work Experience (% of Enrollments)	49.1%	57.9%	48.7%
Work Experience Completion Rate	65.9%	63.6%	70.1%

\*\* PY15 data represents the PY15 enrollment cohort measured at the end of PY16 and PY16 data represents the PY16 enrollment cohort measured at the end of PY17.

**Question 14:** What, if any, ancillary services will the selected service provider be responsible for providing? For example, assisting in the resource room, facilitating workshops, etc.

Answer 14: The respondent should be prepared to provide all services needed at the North and South Center Cluster location. All partners in the Center Cluster Seat will be expected to share in providing these services as negotiated with WC.

**Question 15:** Are tables allowed to be included in the narrative response?

Answer 15: No, tables are not allowed per Section 4.

**Question 16:** Can tables included in the narrative include text that is single spaced?

Answer 16: No, tables are not allowed per Section 4.

**Question 17:** Can tables included in the narrative include text smaller than 12-font?

Answer 17: No, tables are not allowed per Section 4.

**Question 18:** Are graphics/diagrams allowed to be included in the narrative response?

Answer 18: No, graphics/diagrams are not allowed per Section 4.

**Question 19:** Can graphics/diagrams included in the narrative include text that is single spaced?

Answer 19: No, graphics/diagrams are not allowed per Section 4.

**Question 20:** Can graphics/diagrams included in the narrative include text smaller than 12-font?

Answer 20: No, graphics/diagrams are not allowed per Section 4.

**Question 21:** Is the Executive Summary required to be double-spaced, or can it be single spaced?

Answer 21: The Executive Summary must be double-spaced.

**Question 22:** Can illustrative attachments be included with the proposal? If so, please confirm that they will not count toward page count.

Answer 22: Per Addendum #1, the proposals must not include any attachments not expressly required in the RFP.

**Question 23:** Can the service flowchart contain text that is less than 12-font?

Answer 23: Yes.

**Question 24:** Can the service flowchart include text that is single-spaced?

Answer 24: Yes.

**Question 25:** Can the organizational chart contain text that is less than 12-font?

Answer 25: Yes.

**Question 26:** Can the organizational chart contain text that is single-spaced?

Answer 26: Yes.

**Question 27:** Can you provide details regarding how each Center Cluster geography is defined (i.e. zip code, census tract, etc.)?

Answer 27: The Center Clusters are a group of locations and do not define service areas. Each Center Cluster is expected to serve all eligible participants seeking services. Outreach activities should be proposed by the respondent according to target populations served.

**Question 28:** Are WC provided facilities (i.e. Comprehensive One-Stop, Library sites, and Job Connect sites) fully equipped with necessary computers, equipment, furniture?

Answer 28: Computers, equipment, and furniture will be provided at the One-Stop Career Center location. The respondent will need to provide computers, equipment, and furniture at other locations.

**Question 29:** Can you provide a list of the current staff functions/positions (preferably by location) for the current Title I Youth contractor(s)?

Answer 29: Typical positions include career coaches, job developers, program managers, support staff, fiscal, and other indirect staff. The staffing structure of each program is unique to the program design.

**Question 30:** Is there a minimum enrollment requirement for each category in the Proposed Metrics?

Answer 30: No; however, WC reserves the right to negotiate enrollments for targeted populations during the negotiation/project period.

**Question 31:** Is there a minimum enrollment requirement for the proposed program?

Answer 31: No; however, WC reserves the right to negotiate enrollments during the negotiation/project period.

**Question 32:** What are the current Dept. of Labor Performance Indicator Rates/Percentages for each cluster?

Answer 32: Please see the attachment on the RFP page identifying the performance indicators for WIOA Title I and Wagner-Peyser Levels of Performance for Program Years 2018 and 2019. WC reserves the right to negotiate performance indicators for all sub-recipients during the negotiation/project period.

**Question 33:** If we intend to deliver programming at sites located in both clusters, do we need to submit proposals for both clusters?

Answer 33: Yes, a separate proposal must be submitted for each cluster.

**Question 34:** If an applicant is an approved vendor through CCSD and receives Title I funds for contracted services, are those funds considered federal or local funds?

Answer 34: If the contract through CCSD specifically states the funds are federal under a specific CFDA number, then yes, otherwise no.

**Question 35:** What is the definition of “New Cash” that is required for the match?

Answer 35: “New Cash” is non-federal cash expended on allowable items or services for the WIOA program during the contract period.

**Question 36:** If the applicant is under a vendor contract that renews annually, would those funds be considered new cash each year that the contract is renewed?

Answer 36: For the funds to be considered new cash, non-federal cash must be expended on allowable items or services during the contract period.

**Question 37:** Because WIOA would be a new funding stream for our organization, would any matching cash that we bring to the grant be considered new, since this is a new grant?

Answer 37: If the funds are non-federal and expended on allowable items or services during the contract period, then the answer is yes.

**Question 38:** Can the subcontractor bring in the required match?

Answer 38: Yes. The lead applicant may use any resources contributed to the program as match as long as it meets the match criteria described in section 3.5. It does not matter who contributes the match.

**Question 39:** Are the budget forms submitted in Excel file format?

Answer 39: The forms on the WC website are in excel format and should be completed in Excel. After completion, they must be printed and submitted in paper format in a separate sealed envelope.

**Question 40:** Are tables, charts, headers, etc. subject to the double-spacing requirement? Additionally, are they subject to the 12 point font requirement?

Answer 40: Please see questions #15 -20.

**Question 41:** The Technical Review requirements were updated, does this override the formatting guidelines found on pg. 23-24 of the RFP?



Answer 41: The formatting guidelines in the RFP are required, they were unchanged.

**Question 42:** Are we required to include question prompts or just section headers? If required to include question prompts, may we truncate them?

Answer 42: It is not required to repeat the question prompts within the narrative body. If prompts are excluded, the section headers should be clearly labeled.

**Question 43:** Are we allowed to attach an appendix with additional information?

Answer 43: Please see question and answer #22

**Question 44:** Per the RFP on use of the revised 12/7/18 , cell D25(Total Project Expense) minus C13(Participant Training) and C14(Supportive Services) equals the amount the 5% match is calculated. However, cell G27 is calculating the 5% on cell C and D25. The cash match cell is not calculating correctly. Do we have the correct budget form or is there a revised form that should be used?

Answer 44: A new budget form has been uploaded to the website.