

PY21 Youth/NEXTGEN RFP Q&A

1. Page 23 of the RFP under section 3-1 *Submittal of Proposals* states that “Proposals should be uploaded in ‘sections’, in the order shown.” However sections are not noted. Can you please provide clarity as to what should be included in each section upload.

The RFP includes five sections and should be uploaded by:

- *Section A- includes WIOA response package cover sheet and narrative*
- *Section B- Budgets*
- *Section C- Program and Financial Management Section including financials, audit, and federal ID number*
- *Section D- Assurances and Certifications*
- *Section E- Job Descriptions, Resumes, agency grievance procedures, bond coverage, org chart, charter and bylaws, cost allocation plan*

2. Are we required to use the RFP document when responding to our questions, or may we create a separate proposal document and package provided we stay within required page limits?

Yes, all bidder’s are required to use the RFP document. However, additional pages can be added for additional responses.

3. Are there any restrictions related to font or font size? Can the font size for tables and charts be less than 12-point font?

There are no restrictions on font or font size for the document, tables or charts.

4. Are the Job Description forms required for any positions outside of the direct services staff team for the proposed program? For example, are we required to complete forms for the operational team that will provide administrative oversight of the proposed program?

Job descriptions are required for any team member that will be permanently assigned and directly charged to our Region.

5. During the bid conference, TABE and Traitify 6 Skills were discussed as regional assessments. Are there any other required assessments in use throughout the region?

We currently provide TABE, Traitify and eSkill, which are purchased and provided by the board. Additional assessments/tools may also be provided by the board, but no others are required at this time.

6. Current service levels were discussed during the bid conference. Is there an anticipated minimum service level for the region as well as a per-county projected service level?

It is expected that each Career Advisor will maintain, at minimum, 40 on each of their caseloads. The board is open to other staffing models.

7. How many staff currently have the NCRC certification?

All Title I Career Advisors are required to obtain their NCRC within 30 days of hire. Total number as of June 14, is 9.

8. Is the estimated funding of \$821,755 for the first 9 month period or is the \$821,755 an annual amount?

The amount provided is a reference point and is representative of the entire fiscal year.

9. Since the contract period is from 10/1/21- 6/30/23, do we complete a separate budget for the initial period of 10/1/21-6/30/22 and another separate budget for 7/1/22-6/30/23?

At this time, we would only need the initial budget for 10/1/2021 to 6/30/2022.

10. It was mentioned at the bidder conference that bidders should complete separate budgets by county and separate budgets for ISY and OSY. Is there specific amounts by county of the \$821,755?

No, it is the bidder's responsibility to request the funds needed to successfully operate the program according to the proposal.

For reference, PY20 initial allocations were:

<i>County</i>	<i>Youth-In</i>	<i>Youth-Out</i>
<i>Beaufort</i>	<i>\$27,803</i>	<i>\$118,943</i>
<i>Bertie</i>	<i>\$16,348</i>	<i>\$70,338</i>
<i>Hertford</i>	<i>\$20,501</i>	<i>\$88,349</i>
<i>Martin</i>	<i>\$25,032</i>	<i>\$107,860</i>
<i>Pitt</i>	<i>\$69,445</i>	<i>\$268,786</i>

11. Please confirm that bidders complete the budget summary form that was provided in the RFP and that bidders may use their own budget detail forms.

Yes, bidders are required to use the budget summary forms emailed with the RFP. However, they can use their own budget detail/budget narrative forms.

12. Are we guaranteed space in each of the NCWorks centers? Are there any costs associated with this? If we do not need to include costs associated with the centers, do we need to provide costs for space outside of the centers?

Yes, there is adequate space provided in each NCWorks location. All costs are covered by the WDB as part of infrastructure cost sharing. There should be no additional occupancy costs under the Youth contract.

13. Is the WDB providing computers for staff?

Yes, laptops are currently utilized which will follow WIOA program operations.

14. Do we need medical accident insurance for participants or do we just need to ensure participant worksites are appropriately insured? If we are required to provide costs for space outside of the NCWorks centers will we need to provide this coverage for participants?

Medical accident insurance is not required.

15. Do you have virtual TABE options? Or strictly in-person?

We utilize online/virtual TABE.

16. What is the average OST cost per youth? What is the average cost per work-based learning?

The average cost per OST will differ depending upon the class being offered in Continuing Education or in Curriculum. We anticipate OST training being significantly less this coming program year, due to all the money being given to the Colleges to offer free tuition and fees.

The average cost, per hourly wage, for work-based learning will differ based on job titles. On average, we see hourly wages in the \$9 to \$10 range. The prevailing wage is calculated based on local labor market information for that job title.