1. Page 17—states *All staff funded with this grant are expected to provide some level of direct customer service or customer support such as data entry.  The WDB is not interested in supporting layers of management staff.*Can you provide the current staffing structure and organizational chart?  How would out-of-state support staff be categorized in the budget? **An organizational chart is attached. Proposers can include indirect costs to cover support staff in line with their negotiated indirect cost rate.**
2. Page 9—required to serve a minimum of 30 participants.  Will we be required to enroll a minimum of 30 new participants or will there be any rollover participants? **This contract will not be responsible for any rollover participants and will enroll 30 new participants during the contract period.**
3. Can you provide performance data for the past 2 years.  **WIOA Performance data for PY19 and PY20 can be found on our website at https://www.lancastercountywib.com/data-and-trends/**
4. Page 15--30 percent minimum expenditures of program funds on work-based learning.  What expenses other than participant wages and fringe can be counted toward the 30% allocation?  Can staff time be included?  **Please refer to TEGL 21-16 for allowable work-based learning expenditures**
5. Was the 30% Work Experience requirement met during the past 2 years? **Yes**
6. Page 7 states the contract term is 8 months from November 1, 2021 to June 30, 2022. Page 9 states the Youth Council has $250,000 to serve at least 30 youth.   Our line item budget should total $250,000 over this eight month term correct? **Yes, your line item budget should total $250,000 over contract period. Additional funds will be included for Individual Training Accounts (amount to be determined upon award)**
7. Will the WDB provide staff computers or should a proposer include those costs in their budget? **Staff computers will need to be provided by proposer or can be budgeted into proposal. All equipment purchased with WIOA funds becomes property of WDB.**
8. Page 30 indicated the Line Item Budget and attachments were included in Section IV.  We did not find them attached. Can you please forward these documents? **Budget form is attached.**
9. Is a budget narrative also required and if so is there a specific format? **Not required.**
10. I’m sorry for the follow-up question, but I cannot locate the Assurances and Certifications listed on the last page of the RFP. Are those posted on the website somewhere? **Rewording of this question should indicate the proposer should attach (rather than complete) requested assurances and certifications with their proposal.**
11. The RFP (page 9) says that we don’t need to budget for space at the Lancaster CareerLink. However, Page 13 of the RFP says we should contribute to the RSA as a partner. Should we budget RSA costs based on FTEs? If yes, what dollar amount should we budget per FTE? **RSA costs are withheld at the board and will be applied appropriately based on FTE. This cost does not need to be included in the proposal.**
12. What type of space is available for youth at the CareerLink? **Cubicles can be provided for staff use, private meeting rooms can be reserved for intakes and meetings, and classrooms of various sizes, including a dedicated youth room, can be reserved as needed through the Site Administrator. All rooms are equipped with AV. Shared resources in the CareerLink® such as career resource center are also available.**
13. Up to $250,000 is available to serve at least 30 youth. Is it ok to request less funding and serve fewer than youth? Will there be more than one award? **The WDB is seeking a single provider to serve 30 youth and will be awarding one contract.**
14. Page 9 of the RFP says, “additional funding for training services will be identified by the WDB and will be required to be in the final budget.” Is this funding above the $250,000? If yes, why is additional funding needed since the RFP already includes funds for training services? **Funding specifically for Individual Training Accounts in accordance with the WDB’s Work Based Learning policy will be additional funding above the $250,000. The proposer is expected to budget funds for alternate training services such as paid work experience or other training services.**
15. EDSI is the current youth provider. How will it be determined which provider serves new OSY since there will now be more than 1 provider in the region? **Providers will be expected to conduct their own recruitment and coordinate with other CareerLink® partners to provide comprehensive, deduplicated services.**
16. Page 13 of the RFP references. the Ready2Work certificate. What about Journeys? **Journeys is an approved soft-skills curriculum.**
17. Page 14 of the RFP says the provider can be located at the CareerLink or at an off-site location. However, page 17 of the RFP says a staff member must be dedicated to the PA CareerLink. Does this mean that services must be provided at the CareerLink? **The roles and responsibilities of the required One-Stop partners are stated in 20 CFR § 678.420**
18. Page 17 of the RFP says that at least one half of an FTE will be required to participate as an active member of the Business Service Team. What will the job responsibilities be for the BST member? **Activities and responsibilities of BST members can be found in our local plan https://www.lancastercountywib.com/wp-content/uploads/2021/07/Local-Area-Plan-2021-2024\_clean\_with-attachments.pdf**
19. Page 19 of the RFP, item 10, states that “all customer documents must be maintained in secure locked file cabinets at all times, with limited staff access.”  What is the security expectation/required standard for digital files? **Security for digital files must comply with local policy #209 – PII (Personal Identifiable Information). The policy is attached for reference.**
20. Page 22 of the RFP says the RFP is issued for a 2-year period. For the purposes of this proposal, should we only focus the budget and outcomes on the first 8-month period ending June 30, 2022? **Yes, contract may be extended for additional years based on performance.**
21. When the larger OSY contract goes out to bid for the 2022-23 year, will you maintain this $250,000 contract as a separate agreement? **This contract may either be renewed, or all proposers may need to apply for future years funding. That determination has not been made yet.**
22. Please clarify the statement on RFP page 29 about “Proposals must be stabled in the upper left-hand corner,” if proposals are supposed to be submitted electronically via email. **Proposals can be submitted by email (preferred) or other methods using a secure delivery system that protects confidential information.**
23. Out of school youth is an individual who is (a) not attending any school (as defined under state law) – what is our state law? Is it number 2) in the next section -a youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter. School year calendar quarter is based on how a local school district decides its school year quarters. One of the many goals is to get a kid their diploma or GED? That leads me to believe that the kid does not have to be completely out of school just missing a significant amount of time Because 1) in the next section is – a school drop out – that would not include kids not attending any school. Right?  **Please refer to TEGL 21-16 for youth eligibility requirements.**
24. Location at Career link: is that negotiable? Or do we have to put a staff there? **Services may operate out of alternate locations in Lancaster County, however all Title 1 WIOA partners must comply with the roles and responsibilities of the required One-Stop partners as stated in 20 CFR § 678.420**

25. For the application you want submitted you say answer the questions – do you mean address all of the requirements that the proposal outlines. **Proposal contents should be based upon the inter-related components and services found in this RFP**

26. Do you have access to the “assessments”? or is that something we can bring to the table? Is a pre and post test ok? Occupational assessments and literacy assessments. Would we use what they have given us from school? **Please refer to TEGL 21-16**

27. What happens to the kids currently in the OYS program, are they rolled over to a new provider or do they stay with EDSI? **This is an additional contract. Participants currently enrolled will remain with current provider.**

28. Do you have any guidance on how to give money to a kid so they don’t require a 1099? For incentives. **All tax requirements must follow IRS rules and regulations.**

29. Every adult and place we try to place 16-17 year olds will need to have the adults clearances. This limits where we can send kids**. All contractors must comply with Child Protective Services Law (CPSL) https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/default.aspx**

30. We would work with referrals from agencies and schools to help identify kids that need services and we have the space to have traditional and non traditional hours but we don’t want to create a program that encourages kids to stop going to school and come to the center for this program. If we can get them back into school that would be our primary goal. Is that ok? **Please refer to TEGL 21-16, and required youth element Alternative Secondary School services or dropout recovery services.**

31. Is it encouraged to us a variety of services for our youth: refer them to other programs while maintaining a mentorship relationship, refer them to a job outside of our employment as long as they are making $12 an hour; hire them at the club and then work with them on school, skill, life skills while working and learning employable skills including shadowing people at jobs and going on group tours to companies? **Youth providers under WIOA are required to develop strategies for innovative, comprehensive programs based on principles such as preparation for post-secondary opportunities, linkages between academic and occupational learning, and connections to the local job market in their programs.**

32. It says that other costs to the program can be developed at a later date: how much support will you be providing to help support the program with equipment ie computers, copiers/printers, vans, ipads? **Funds may be available based on the needs of the approved proposer**

33. This grant is for 8 months, we will be submitting a budget that has prorated salary assuming the entire grant is closer to $375,000= $250,000 + $125000 ($31250 a month) = $375,000. In year 2 does the contract take a 3% increase to adjust for cost of living? And in year 3? **This is an RFP for the time period of November 2021 to June 30, 2022.**