Lancaster County Workforce Development Board

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**NOTICE TO PROPOSERS**

**Addendum #2 – August 9, 2022**

# Re: Request for Proposal #22-05-WIOA\_OSY

# **Workforce Innovation and Opportunity Act Title 1: Out of School Youth**

Responses to written questions submitted by 8/8/22:

1. **Question 1** of the FAQs states that “The PY21 WIOA OSY contract was $505,000. This amount included $165,000 specifically for work-based training including Individual Training accounts. ITA’s are **not** included in the PY22 WIOA Youth RFP.” Follow up questions include:
2. Was there a second contract to another provider for OSY services and if so, what was the dollar amount?

  **1A Answer:** T**here was a second contract to another provider for $250,000.00**

1. What does it mean that “ITAs are not included in the PY22 WIOA Youth RFP?” The RFP describes the need for ITAs, so how should we plan for those ITAs if they are not included in the PY22 WIOA Youth RFP?

 **1B Answer:** **ITA’s for OSY will require collaboration with the WIOA Title I provider as co- enrollment into the WIOA Adult Program will be required to allow ITA’s to be paid for through the adult funding stream.**

1. How many youth were served with the $505,000 and what was the cost per learner? Were additional youth served through the second contract?

 **1C Answer: There were 80 active Out-of-School young adults served in PY21****. No young adults were enrolled within the second contract. The cost per learner was $4,244.**

1. The $505,000 was for 12 months but the new contract is for 8 months. Should we prorate the available dollars to determine the amount of funds available for the 8 months of the new contract?

 **1D Answer:** **The budget should be prorated for an 8-month contract period.**

1. The chart in section 4.5.7 of the RFP includes 4 quarters and the expectation that 200 youth will be served. The chart also states the number of youth who need paid work experiences in each of the 4 quarters. Can we adjust the overall number served and the number of paid work experiences in each quarter since the contract is for less than 3 quarters?

 **Answer: The performance goals in the RFP are for 12 months. The proposer may prorate the Year 1 performance goals to align with an 8-month initial contract period****.**

1. If we think that the outcomes in section 4.5.7 are unrealistic (E.g., It can take years to obtain a HSE diploma and 90% of enrollees will not be able to complete the program within the year), can we provide different outcomes that we believe are attainable?

 **Answer: You may propose what you believe to be attainable. There is also a section in the response to add alternative proposals/solutions.**

1. What is the required hourly rate for paid work experience?

 **Answer: Please refer to the LCWDB Work-Based Learning Policy (attached).**

1. Section 4.5.9 Incentive Policy states that incentive plan and structure must be aligned with both WIOA and LCWDB policies. Could you share the LCWDB incentive policy with us? Does the Lancaster WDB differentiate between stipends and incentives? Is there a separate stipend policy?

 **Answer: Please refer to the LCWDB Incentive Policy (attached). Stipends are different from incentives. There is not a stipend policy.**

Under 2.3.1, it is noted that you intend to award a 2-year agreement with the option to extend for another year. However, under 4.1.1, the RFP notes that the program duration is November 1, 2022 to June 30, 2023, with one, one year (July 1, 2023 to June 30, 2024) renewal option. Can you please clarify the term that is to be awarded?

  **Answer:** A correction is made to 2.3.1 to indicate a 1-year contract for OSY Youth.

 The initial award will be one partial year: November 1, 2022 to June 30, 2023

1. Can you please clarify for which time period or periods we should present our budget?

 **Answer:** Proposer should submit a prorated budget to cover the term listed above.

1. The EARN, Business Services and Adult/Dislocated Worker RFPs note that we should not include the following items in our budget: rent, utilities, cleaning and telephone. However, we should include a portion of shared copier costs. We did not see this information in the Youth RFP. Should we exclude these items from our Youth budget as well? Should we include shared copier costs and or internet costs and if so, can you please provide the appropriate monthly amount we should budget for these items?

 **Answer:** Proposer should not include rent, utilities, cleaning and telephone. Proposer should not budget for internet. Proposer should not include copier costs at this time, however a cost may be added during budget negotiations.

1. Can you please provide the amount of direct participant costs that were included in the most recent contract budget?

 **Answer:** The total Youth *Program* costs for PY21 contracts include:

Contract #1 = $470,000.

Contract #2 = $220,645.

1. Section 6.4 of the RFP indicates proposal sections will be evaluated using a points system and refers to Ability (Resource Commitment), Competence (Qualifications of Personnel), Past Performance, Quality and Feasibility (Technical & Organizational approach). Based on the prompts in the portal can you provide more detail about which items will be scored and their point values?

 **Answer:** All questions are weighed equally

1. Will attachments be scored? If yes, how will they be scored?

 **Answer:** Attachments will not be scored on their own but may assist the reviewer in scoring the proposal.

**The information following this text was issued previously in Amendment #1 issued on 7/15/22.**

Lancaster County Workforce Development Board (LCWDB) hereby amends the above-noted Request for Proposal (RFP) as indicated herein. All other details of the RFP remain unchanged.

A pre-proposal conference was held on July 15, 2022 at 9:30am AM via Microsoft Teams. The following firms/agencies were represented at the meeting:

* Valerie Hatfield Lancaster County Workforce Development Board
* Carissa Pinkard Lancaster County Workforce Development Board
* Melissa Van Dorn Educational Data Systems, Inc
* David Genero Equus Workforce Solutions
* Robert Knight Equus Workforce Solutions
* Susan Foran Eckerd
* Faith Lex Educational Data Systems, Inc
* Caroline Hudak Eckerd
* Amanda Paveglio Lancaster-Lebanon IU13

Following is a list of questions asked at the pre-proposal conference or submitted in writing and the LCWDB’s response to each question. **The responses to these questions form an integral part of the RFP package and these responses may alter a Proposer’s responsibilities in submitting a proposal.** Where a conflict exists between these responses and information in the original RFP package, these responses shall prevail.

The following sections were referenced at the start of the pre-proposal meeting:

* In accordance with Section One, Clause 1.5, Proposers shall carefully review this RFP for defects, inconsistencies, or ambiguities. Comments concerning defects, inconsistencies, or ambiguities must be made in writing and received by the RFP’s point-of-contact (see cover page), at least ten (10) business days prior to the Proposal Deadline. This will allow for

the issuance of any necessary addenda. All questions must be in writing and directed to the support@lancastercountywib.com. This RFP cannot be modified except by a written

addendum issued by LCWDB. The decision on whether an addendum is required shall be made by LCWDB in its sole discretion. If an addendum is issued, it will be posted on the LCWDB website at <https://www.lancastercountywib.com/organizational-integrity/opportunities/>

* An addendum will be issued to respond to any and all questions and clarifications submitted and/or identified as needed by the LCWDB.
* Follow the instructions in Section 5, which will identify all the proposal submission requirements. Remember that requested changes to the terms and conditions are considered within the evaluation committee members scoring during the evaluation process.

**Question 1 – Prior-year contract amount**

Q: Can you disclose the PY21 Out of School Youth contract amount?

A: The PY21 WIOA OSY contract was $505,000. This amount included $165,000 specifically for work-based training including Individual Training accounts. ITA’s are **not** included in the PY22 WIOA Youth RFP.

**Question 2 – GED Goal**

Q: Can you clarify the 90% goal for GED completions?

A: Of those enrolled in a GED program, 90% will successfully complete.

**Question 3 – Subrecipient**

Q: In section 4, scope of work, the term Subrecipient is used. Can you confirm the context of “subrecipient”?

A: Subrecipient in this context is interchangeable with “Proposer”.

**Question 4 – Contract Term**

Q: Can you clarify the start and end dates of the Year 2 term?

A: Year One is November 1, 2022 to June 30, 2023 and Year Two is July 1, 2023 to June 30, 2024.

**Question 5 – Certifications**

Q: Can you give more context regarding item 5.3.1.6 All certifications required or sought after for the services being provided and how this differs from 5.4.1.9 Identify any related certification held by staff, if staff to be assigned are known, or your organization’s intent with respect to encouraging achievement of relevant certification.

A: 5.3.1.6 refers to any certifications held by the organization that is relevant to the scope of work. 5.4.1.9 refers to any certifications held specifically by staff.