



**Employ Prince George's Office of Administration
on behalf of the
Prince George's Local Workforce Development Board**

**ADDENDUM II TO THE REQUEST FOR PROPOSAL
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)
REQUEST FOR PROPOSAL
FY 2022: YOUTH CAREER CENTER/ ONE STOP OPERATOR
RFP#: WDBRFP-002**

The following will serve as Addendum Number II to RFP#: WDBRFP-002.

Questions Submittals

Q: Page 5 states: LWDB is seeking high performing organizations with demonstrated experience and performance serving as a One Stop Operator (OSO) and demonstrated experience and performance as a WIOA Title I Out of School Youth (OSY) provider. Are WIOA—Title I, Subtitle C organizations eligible for consideration and award?

A: Yes

Q: Page 6. The Prime and subrecipient must join American Job Center Community Network (AJCCN). Is there a fee involved in joining? If yes, please provide the fee amount.

A: No, there is not a fee to join the AJCCN

Q: Page 6 under The Americans Job Center Community Network it states: Because of the fiscal relationship between Employ Prince George's and said contractors, the AJCCN membership will be at the Tier I level. The Membership Agreement is required to be executed at the same time as the Sub-Recipient Agreement. Is there a cost of membership? If so, should this be included in the proposed budget?

A: No, there is not a fee to join the AJCCN

Q: The contract type is Cost Reimbursement. Are offerors allowed to include a fee as part of their Cost submission?

A: Yes, a management fee is allowable if it is a standard business practice of the offeror. Any fees should be shown on the proposal as a percentage of costs since they will be paid on a pro-rata basis consistent with reimbursable costs. The inclusion of management fees, or profit, are not a negative in the evaluation of proposals but the total cost of the proposal and cost per youth served are decision factors so rates and amounts should be reasonable and defensible.

Q: Page 9 Award Duration: The first paragraph indicates that the LWDB reserves the right to extend the award for a second and third program year. Awards may be extended through June 1, 2023. The second paragraph states this is an eighteen-month contract term. Services begin on 12/01/21. Eighteen months would end on 5/31/23. If the LWDB can extend the contract for a second and third program year would that go through 5/31/25?

A: The winning bidder would receive an eighteen (18) month contract starting in January 2022 and the LWDB as the option to extend the contract for two an additional eighteen (18) months.

Q: Page 10. Please clarify the following Minimum Contractor Requirement: Recruit and serve OSY in facilities that are geographically distributed throughout the County or on public transportation routes. Program facility for OSY participants must be identified via lease in the proposal.

- 1. Are contractors to include the lease cost of the Youth Career Center in Suitland? If so, what are the monthly costs?**

A: No, the lease will not be the responsibility of the contractor. If the LWDB decides to award more than one award then the cost of rent will be discussed during final negotiations.

- 2. Does LWDB envision that OSY services be provided in locations other than the Youth Career Center?**

A: Yes, it's possible for the LWDB to make more than one award. With that in mind bidders are encouraged to consider the cost of their current or proposed space to be used for this project and be prepared to discuss during the negotiation phase. But for consistency, it should not be included in this proposal at this time and offerors should assume they will be operating out of the Suitland Center.

Q: Page 10 under minimum qualifications it states: Recruit and serve OSY in facilities that are geographically distributed throughout the County or on public transportation routes. Program facility for OSY participants must be identified via lease in the proposal. Are the services to be provided in the Job Center and Satellite locations or are bidders required to identify appropriate locations?

A: The Youth Career Center located in Suitland is easily assessable by public transportation. All winning bidders must have a facility that is easily assessable to the youth since transportation is a barrier for them in completing the program.

Q: Page 11 Under Required WIOA Youth Program Elements it states: Follow-up service for 6 months after the completion of participation. The standard follow-up period for WIOA youth services is 12 months. Will you please explain the rationale behind the 6-month follow-up period required for the proposed services?

A: The Sub-Recipient shall perform follow-up activities for the first quarter and second quarter following the program's exit. If participants are enrolled during the end of the contract period, these follow up services will be in-kind. The Sub-Recipient shall conduct interviews to determine progress and the need for additional supportive services and shall report the activity results to the Program Performance and Data Management Team. The 3rd and 4th quarter follow-up services will be conducted by the Program Performance and Data Management Team in collaboration with the sub-recipient.

Q: On page 13, it states that at least 20% of all awarded youth formula funds be devoted to paid work experiences. Are all of the funds utilized in this project “Youth Formula funds”? Does this mean that at least \$160K of the projected \$800K budget needs to be allotted to paid work experiences for participants?

A: Yes, all funds utilized in this project are Youth Formula funds. However, to clarify, the 20% provision is the federal metric that the Local Board must achieve. Offerors must devote at least 25% of their costs to work experience (WEX) activities. WEX costs can include direct payments of wages, stipends or incentives paid to participants as part of a WEX or the portion of staff salaries & fringes related to planning, implementing, identifying, developing, conducting orientations or trainings, monitoring, or gathering success stories about WEX strategies or opportunities. A budget template will be shared that shows various cost categories can also be WEX costs. Any proposal that does not budget at least 25% of its total costs to WEX activities will be considered non-responsive and any proposal that budgets 26% or more will receive bonus points. WEX should be a core part of each offeror’s strategy and that should be reflected in the budget.

Q: On page 16, it mentions In-Kind and Cash Match Resources. It states they must directly support program activities and must be documented with Letters of Commitment. Please provide the estimated amount of In Kind and Match Resources that should be included in the proposal.

A: We are not requiring In-Kind or Match Resources however the board looks favorably on these types of contributions to further the goal of serving out of school youth and bonus points will be awarded for including them in a proposal.

Q: On page 21, it states the provider shall not issue press releases, internet postings, advertisements or any other public communications pertaining to this project without prior written approval of the Issuing Office, and then only in coordination with the Issuing Office. Does this mean that all public relations outreach, including social media, must be approved by LWDB prior to distribution?

A: No.

Q: Please provide the list of equipment and resources available to the contractor at the Prince George's County Youth Career Center in Suitland.

A: A list of equipment and resources available will be made available to the winning bidder.

Q: Will the contractor be obligated to utilize OSY funds to purchase additional equipment for the Prince George's County Youth Career Center in Suitland?

A: The Prince George's County Youth Career Center in Suitland is fully functional and equipped with computers, video equipment, and furnishing etc. The Bidder should propose any additional cost for equipment. The selected bidder will be obligated to utilize the Maryland Workforce Exchange (MWE) for case management.

Q: The Planned Performance Outcomes form states "Please project...between 3/1/22 and 6/30/23 in the appropriate columns." With a start date of 12/01/2021 the 18-month contract would end 5/31/2023. Can you confirm that you want performance for the term 3/1/22 through 6/30/23?

A: The base "year" will run from January 1, 2022, through June 30, 2023. There will a three month ramp up period for the selected provider(s). These dates may be adjusted based on the execution date of the final contract.

Q: Please provide an excel version of the Budget Summary of cost worksheet and Comprehensive Budget Narrative with Salary Detail Cost Estimate form referenced in the Form Submittal List.

A: The Cost Allocation Plan Form has been upload and can be found on the EPG (www.employpg.org/rfps/) and the AJC (www.pgcajc.com/workforce-board/) websites. The Comprehensive Budget Narrative and Salary Detail Cost Estimate form have been incorporated into this document.

Q: Please provide a copy of the Cost Allocation Plan Form also referenced in the Form Submittal List.

A: The Cost Allocation Plan Form has been upload and can be found on the EPG (www.employpg.org/rfps/) and the AJC (www.pgcajc.com/workforce-board/) websites. The Comprehensive Budget Narrative and Salary Detail Cost Estimate form have been incorporated into this document.

Q: The Minority Business Enterprise (MBE) affidavit form has blanks for goal values. Is there a targeted MBE participation goal and/or sub goals?

A: No, we do not have a targeted goal for this procurement however, consistent with the policies of the United States Government, the State of Maryland, and Prince George's County Maryland, positive, proactive efforts shall be made by EPG to utilize businesses that are local, small, and/or minority-, veteran, and/or woman-owned.

Q: Are there word or character limits in the online application cells?

A: Project title fields are 255 characters and descriptions are 64,000.

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