



**FY23 WIOA Out of School Youth Programs WDBRFP-004
Question Submissions**

1. What are the requirements of a Tier I member of the AJCCN?

Tier I members of the AJCCN are Service Providers/Affiliated sites that include all mandatory WIOA partners, Workforce Development Board Subcontractors/Service Providers and EPG sub-contractors. Tier I members must attend AJCCN meetings and participate in opportunities for networking, professional development and exchanging referrals across the partnership network.

2. Are all staff working on your services employees of the current contractors or are all or some employees of Employ Prince George's.

Employ Prince George's currently has three Youth Career Service Providers. There is one internal subgrantee and two external subgrantees.

3. Currently, what are the locations for youth services? Are they provided in the AJC? Other locations? And if there are other locations, are they leased and will winning applicant be responsible for assuming those leases?

Youth Services are currently offered at the AJC through the internal youth career services program, Knowledge Equals Youth Success (KEYS). Proposers should include their estimated costs to rent and operate physical space for youth services or propose their plan to occupy space through a Resource Sharing Agreement or MOU with a community partner.

4. How many out-school youth were served in PY21 and to date in PY22

The chart below illustrates enrollments in PY21 for the three Youth Career Service Providers. Please note, the covid-19 pandemic and smaller contract values contribute to lower-than-average service numbers. Proposers should consider cost-per-participant when proposing their enrollment goal based on their service delivery plan. Historical enrollment information should not be the only factor considered when proposing your enrollment goal.

| | <i>PY21</i> |
|--------------------|-------------|
| Service Provider 1 | 46 |
| Service Provider 2 | 35 |
| Service Provider 3 | 37 |
| Total: | 118 |

5. While the Youth Service Provider(s) is expected to coordinate the development of MOUs or contracts with partners (p. 14) will the MOUs and contracts be between the partners and Employ Prince George's?



Proposing Youth Service Provider(s) are expected to coordinate MOUs and contracts with community partners and agencies that memorialize the partnership and create a clear understanding of expectations related to how the partners will interact to accomplish specific service delivery goals. These agreements are specific to the proposing Youth Service Provider(s) and are separate and distinct from any MOUs or contracts executed by Employ Prince George's.

6. What is the organization's records retention policy?

Electronic Record are maintained in the Maryland Workforce Exchange. In accordance with the Code of Federal Regulations, Maryland required participating programs to retain records for at three years (Maryland Policy Issuance 14-21).

7. Do participants need to reside in Prince George's County?

Participants must reside in and provide proof of Prince George's County residency.

8. Is the contractor expected to be the employer of record for any wages or stipends issued, or can funds for this line item be used to reimburse employers?

Service Provider(s) may serve as the employer of record, or they may engage with a third-party processor to issue wages or stipends for Work Experience. Service Provider(s) may also choose to reimburse employers directly through the On-the-Job Training service activity.

9. Does EPG Plan to continue to Operate KEYS? If so, is the contractor expected to provide complimentary services to participants enrolled in KEYS, or rather serve a separate caseload from entry to exit?

Service Provider(s) should propose to operate an innovative service delivery model that includes all services from entry to exit. Employ Prince George's will continue to operate KEYS, which is a separate and distinct service delivery model.

10. How many WIOA Youth Participants have been enrolled in PY19, 20 and 21? If possible, can you break this down by provider?

Enrollments by Provider

| | PY19 | PY20 | PY21 |
|--------------------|-------------|-------------|-------------|
| Service Provider 1 | 49 | 46 | 17 |
| Service Provider 2 | 18 | 35 | 4 |
| Service Provider 3 | 32 | 37 | 11 |
| Total: | 99 | 118 | 32 |

11. Are there existing computers in good working condition that can be used by the next contractor?



The proposing Service Provider(s) should budget for technology, including computers, that is required to operate the planned service delivery model. An explanation of these costs should be reflected in the budget narrative.

12. **Page 17 of the RFP references a “budget summary of costs worksheet.” Please provide, if possible, in an editable format such as Excel or Word.**

The budget summary of costs worksheet will be posted in an editable format after the bidder’s conference.

13. **Please provide the “Attachment Submittal Form” as stated on page 18 of the RFP.**

This document is labeled as the “**Required Attachments List**” and is located on the website for your reference only. It is not a form that needs to be submitted.

14. **What is the anticipated award date?**

The anticipated award date is on or before May 20, 2022

15. **Please advise how a bidder should complete the “state” field on the Organization Information tab of the portal if their headquarters is not located in DC, MD, or VA (the choices in the dropdown list).**

This is an error. The portal will be updated accordingly.

16. **Please advise if the portal fields contain character or word limits.**

There are no character or word limits in the portal, however, we do encourage clear and concise responses.

17. **Please provide copies of the forms listed on the Attachments tab of the portal including**

- a. **Certified MBE Utilization and Fair Solicitation Affidavit (if applicable)**
- b. **Certificate Regarding Lobbying**
- c. **Debarment and Suspension Certification**

The attachments have been uploaded to the website.

18. **Would the board be open to having all attachments provided/uploaded in one PDF document, providing bidders were to include a Table of Contents with page numbers to assist with easily finding all proposal parts? If yes, will the portal allow bidders to upload only one file?**

Required documents must be uploaded individually as requested and outlined within the online application.

19. **Please provide details on the performance measures for 2018-2019 (pre-COVID) by:**

- a. Number of youth served



Number of Youth Served by Provider (calendar years)

| | <i>2018</i> | <i>2019</i> |
|----------------------|-------------------|-------------------|
| Service Provider 1 | <i>65</i> | <i>99</i> |
| Service Provider 2 | <i>58</i> | <i>70</i> |
| Service Provider 3 | <i>12</i> | <i>49</i> |
| <i>Total:</i> | <i>135</i> | <i>218</i> |

b. Number of OJTs

Number of OJTs by Provider

| | <i>2018</i> | <i>2019</i> |
|----------------------|-----------------|-----------------|
| Service Provider 1 | <i>0</i> | <i>0</i> |
| Service Provider 2 | <i>0</i> | <i>0</i> |
| Service Provider 3 | <i>0</i> | <i>0</i> |
| <i>Total:</i> | <i>0</i> | <i>0</i> |

c. Number of pre-apprenticeships

Number of Pre-Apprenticeships by Provider

| | <i>2018</i> | <i>2019</i> |
|----------------------|-----------------|-----------------|
| Service Provider 1 | <i>0</i> | <i>0</i> |
| Service Provider 2 | <i>0</i> | <i>0</i> |
| Service Provider 3 | <i>0</i> | <i>0</i> |
| <i>Total:</i> | <i>0</i> | <i>0</i> |

20. What is the current staffing structure? If possible, please provide a salary range for each position.

We encourage Proposing Service Provider(s) to pay a market competitive wage to all staff working on the contract. Admin positions should be paid a minimum of \$52,000, front line job seeker facing staff \$56,000, Supervisors, \$62,000 and managers at least \$75,000. The proposing Service Providers should propose a staffing structure that will support the service delivery model proposed.

21. Is equipment available for future use? If yes, how many computers, printers, copiers, etc. are available? Is there a cost associated with using these items? Is there an expectation that additional equipment will be needed or for existing equipment to be replaced?



Proposing Service Provider(s) should budget for technology, including computers, printers, copiers, etc. The selected Service Provider(s) may have access to existing technology and budgets may be adjusted during the negotiation process.

22. Is furniture available for use? If yes, how many desks, etc. are available? Is there an expectation that additional furnishing will be needed or for existing furniture to be replaced?

Proposing Service Provider(s) should budget for furniture, including desks. The selected Service Provider(s) may have access to existing furniture and budgets may be adjusted during the negotiation process.

23. If the service provider purchases any equipment (office furniture, computer, etc.) who is expected to take ownership as the end of the program?

Equipment with a useful life exceeding the duration of the contract belong to the program and the Local Board reserves the right to keep equipment purchased with grant funds.

24. To use funds for wages and stipends, does the provider need to be the employer of record?

No, the provider has the option contract that out to a partner organization or Professional Employment Organization or work that out with the employers. However, note that EPG and the Prince George's Workforce Development Board will not be the employer of record.

25. Is the proposer allowed to charge a line item for indirect costs or profit?

Yes, indirect and profit are both valid budget line items. The rate or amount should be consistent with how the organization charges other grants, contracts, or customers and the organization should include a cost allocation plan with their submission that describes how indirect costs are allocated to their grants, contracts, and customers.

26. Is there a cap on profit percentage if proposer is a for-profit entity?

No, there is not a hard cap but be aware that a higher number could create a competitive disadvantage compared to other bidders and we do want assurance that we are being charged consistently with how they charge other grants, contracts, and customers.