

Sacramento Employment and Training Agency (SETA)
WIOA, Title I, Adult/Dislocated Worker
Request for Proposals (RFP)
Offeror's Conference
March 12, 2020
Questions and Answers

1. What is the average cost per participant for SWJC Career Services?

The average cost per participant for Basic Career Services for the current program year is \$181. For example, an applicant proposes to serve 1,429 clients with Basic Services for a proposed amount of \$258,637; the average cost per participant is \$181 (\$258,637 divided by 1,429).

*On page V-2, paragraph 4, Funding Request and Activity, proposers are to indicate the **Basic Career Services** number to be served, as well as the cost per participant. Individualized Career Services will be based upon a system-wide percentage that will be applied at funding.*

2. How do we list or record leveraged resources on the budget documents, pages 3-6?

Leveraged resources should be listed by budget category in the 'Leverage' column on page one of the proposed budget form. There is no need to include this information on pages 3-6.

3. If travel is out of Sacramento County, do proposers include the amount in the Travel line-item? Will a separate approval by SETA be required, and if so, by whom?

Travel outside Sacramento County should be clearly listed and included in 'Part C. Other Costs' of the budget. There is no need to submit a separate approval request. If your agency is awarded funding, the approval for this cost is included as part of the contracting and budget approval process.

4. In the budget summary line 'D1. Other Participant Costs', what costs are allowable under this cost category? Are supportive services included?

You may include any direct participant costs that are not included under supplies. This does not include scholarships or supportive services. If your agency is awarded funding, the final budget will include an amount for Individual Training Accounts (ITA)/Scholarships. All training and supportive services costs are handled through the ITA/Scholarship process.

5. If services are provided in more than one location, will SETA provide additional card scanners, or should proposers budget for this equipment cost?

No, proposers do not need to include the cost of card scanners in their proposed budgets. SETA will provide additional card scanners, as needed.

- 6. Are multiple copies of the proposal no longer required for submittal? Are proposals submitted by email acceptable? If submitting a copy electronically, are proposers also required to deliver a hard copy to SETA?**

*Proposers are only required to submit **one copy** of the proposal to SETA. The preferred method of submission is via email to Monica.Barber@seta.net, however, proposers may deliver a hard copy of their proposal to SETA's Administrative Office at 925 Del Paso Blvd., Sacramento, CA 95815. Either submission is acceptable.*

- 7. Will a receipt be provided upon submission of proposals whether submitted by email or delivered?**

Yes, hard copy proposals will be time stamped by SETA's front desk and a receipt will be provided immediately. Proposers that submit proposals via e-mail will be e-mailed a confirmation of receipt.

- 8. Please provide the points breakdown for the various response sections.**

The specific points breakdown will be determined by the Evaluation Team. To guide proposers, we anticipate the following approximate points breakdown:

- I. Executive Summary/Synopsis – 5 points*
- II. Allowable Activities – 25-35 points*
- III. Collaborative Partnerships/Program Management – 15-20 points*
- IV. Budget Information – 15-20 points*
- VI. Performance Measures*

Additional points will be added to proposal scores based on past performance and information provided by references.

- 9. Are follow-up activities required to be provided monthly for 12 months? Some providers have had success with monthly follow-up for the first 3 months, then transition to quarterly for the remainder of the year.**

Under WIOA, Title I, follow-up activities must be provided at least monthly for 12 months following job placement. Proposers are encouraged to follow-up more frequently as needed.