

Workforce Innovation and Opportunity Act (WIOA) Youth Program Bidders Conference

Questions and Answers

Date: January 21, 2016
Time: 9:30 AM – 11:30 AM



Sacramento Employment and Training Agency
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I. PROPOSAL QUESTIONS

Question 1): The "Special Instructions When Submitting Proposals" section specifies black ink on white paper for the proposal. For the original document, do you want signatures in black or blue ink?

Answer: Either blue or black ink is acceptable.

Question 2): The format specifies a 1" margin. Is it acceptable to have the header and footer inside the 1" margin?

Answer: Yes, it is acceptable to have the header and footer inside the 1" margin.

Question 3): Are color graphics allowed within the proposal or do you want all black and white?

Answer: Yes, color graphics are acceptable.

Question 4): May we add attachments to our proposal?

Answer: Yes, but it will not be evaluated for this grant.

Question 5): Is there a page limit for the proposal?

Answer: There is no page limit for the proposal.

Question 6): Can you provide further clarification of what is being requested in number 3 of Section IV, page 7 (Under B. Individualized Services)?

Answer: Youth programs are normally July 1st – June 30th. Based on the youth's individualized plan, the provider must provide services that match the plan. The plan should or will vary over the program year.

II. PREQUALIFICATION and CONTRACT QUESTIONS

Question 1): There is an "s" on the board resolutions requirement. However, there is only one mention of a required resolution. Are there any others that need to be submitted?

Answer: One board resolution is submitted authorizing the agency to submit the proposal. At this time that is all that is required for proposal submission.

Question 2): On attachment number one, are the agency's board member names required if there were no contributions made?

Answer: No, they are not.

Question 3): On attachment number three, is the information on the form required if no lobbying activities have been conducted?

Answer: If no lobbying activities have been conducted, write N/A on the form and sign it.

Question 4): For attachment number eight, our CPA indicated that they will not be able to sign the form. They indicated that it is against the law, and that no CPA firm would be able to sign this form.

They also stated that it is an ethical violation for any firm to offer such an opinion as being requested on the form.

Answer: If an agency is unable to have attachment eight signed, an audit can be attached in lieu of attachment eight. Any agency in this situation should contact Heather Luke in SETA's contracts unit.

Question 5): What if an agency is of a size that it does not have a previous audit?

Answer: A modified attachment eight that is acceptable to the CPA, the agency, and SETA's fiscal department may be submitted for consideration. The agency's CPA can write a letter stating they will assist the agency in establishing internal controls. SETA's fiscal department will make the final prequalification determination on the document.

Question 6): On attachment number six, the address and phone number fields do not allow you to type in individualized information. When text is entered into one field, it is replicated in the other field, not allowing you to enter correct data on the second field.

Answer: SETA currently does not have electronic, fill-in enabled prequalification documents. Agencies must hand write or type in any information. Adobe Pro can also be used to type onto the form.

Question 7): Under subcontracting, subcontracting for specialized, technical portions of training services may be permitted. What is considered specialized and technical?

Answer: Examples of this would be specialized portions of an agency's training. For example, an agency could train someone for climbing utility poles, but does not have access to utility poles. That portion of the training could be subcontracted out to another agency that possesses the necessary equipment and facility. Subcontractors must also prequalify and must possess all of the required insurance.

Question 8): Will you give feedback on prequalification packets? For instance, if a document requires additional information and/or forms, will SETA contact the applicant to submit that information or will applicants be disqualified?

Answer: Heather in SETA's contracts unit will alert the applicant right away, by phone or email, if additional documentation or information is needed. Agencies are encouraged to get paperwork in with ample time for review in case more documentation is needed. Agencies will receive an email or hard letter copy listing all of the items that are needed. Agencies should let Heather know specifically what needs to be completed and the deadline will be extended.

Question 9): If we received funding from SETA in 2010, but have not applied for funding since, how many references are required?

Answer: At least three references are required. There is no maximum limit for references.

Question 10): Can SETA provide information about the current contracted youth providers as follows:

- a. Name of provider
- b. Amount of contract
- c. Number contracted to serve
- d. Of that number, how many are In-School Youth and how many are Out-of-School Youth?
- e. Performance against common measures for each provider

Answer: Contact Heather in SETA's contracts unit for a copy of the SETA's Subgrantee list.

Question 11): The Applicant Prequalification documents include as Attachment #3 the Disclosure of Lobbying Activities (OMB 0348-0046), which seems to apply to direct Federal Awards. Can you clarify our understanding of how we should respond to each:

- a. Type of Federal Action-we assume a. contract
- b. Status of Federal Action-we assume a. bid/offer/application
- c. Report type-we assume a. initial filing
- d. Name and Address of reporting entity-we assume that is the applicant
- e. Congressional District-do you want that of our corporate office or of SETA?
- f. If reporting entity is sub-awardee, name and address of prime is requested. Is SETA the prime?
- g. Federal Department/Agency-assume USDOL
- h. CFDA Number-can you provide?

Answer: If an agency has lobbying activities, Heather should be contacted and she will provide a walkthrough of the form with the agency. If there are no lobbying activities, please write N/A on the form.

Question 12): The Applicant Agency prequalification requirements state that each applicant, as well as each member of a joint venture or consortium proposal, shall comply with "the appropriate section". Please clarify---does "appropriate section" refer to Page ii-3 Administrative Prequalification requirements and appropriateness as to whether they are public, non-profit, or for-profit?

Answer: Yes.

Question 13): Section I, item #18 of the RFP prohibits the use of subcontracts except for very specialized or technical training/services. Can you clarify the difference, from SETA's perspective, of a subcontract versus a joint venture or consortium member relationship?

Answer: The differences are as follows:

- Subgrant – SETA funds one agency to provide services.
- Joint Venture – SETA funds two agencies, who have applied under one proposal, to provide services. The B.O.D. of each agency is equally liable for the actions of both agencies and each agency is equally responsible for performance outcomes. This is very unusual and not encouraged by SETA.
- Consortium – Agencies are welcome to partner with other organizations to leverage resources.

Question 14): On Attachment #4, page 11-22 of the PreQualification Requirements, the form asks for the site(s) for the performance of work done in connection with the specific

subgrant. As we do not yet have a specific site for performing work for any agreement that may result from this solicitation, do we mark place of performance "to be determined"? Or are you interested in seeing all locations throughout the US where we do perform work for other funders?

Answer: For Attachment #4, only provide worksites that are associated with this grant in Sacramento County, as SETA is interested only in worksites in Sacramento County. Agencies that do not have a worksite in Sacramento County should begin looking for one. List corporate office and site addresses. Underneath indicate "all sites".

III. INSURANCE QUESTIONS

Question 1): Do joint venture or consortium members also need to submit the insurance information?

Answer: If the partner is going to jointly provide services under a joint venture contract and receive funding (all parties will be equally liable for contract performance and all terms and conditions of contract), they must prequalify and meet all insurance requirements. If an applicant is utilizing a subcontractor for specialized, technical portions of training services (please refer to Section I, item #18 of the RFP), subcontractor will be required to prequalify and meet all insurance requirements. For non-SETA and in-kind resources that will be used as match to support activities or enhance the program services, SETA does not require them to submit insurance requirements.

Question 2): For the unpaid work experience such as job shadowing can an organization expend staff salary time to this category for transporting, coordinating, and executing job shadowing activities.

Answer: Yes. However, transportation of participants is not allowed. Transporting of participants in the agency van or in a personal vehicle is not allowed. If there is interest to transport participants, there are additional insurance requirements that must be met prior to the transporting of participants. If the transportation is subcontracted out, the subcontractor will need to meet insurance requirements. If all of the additional insurance requirements can be met, it is allowable. This information is not in the RFP; however, more detail can be provided. Any agency that is interested should contact Marianne Sphar in SETA's contracts unit.

Question 3): Should agencies obtain additional coverage?

Answer: No. SETA does not encourage agencies to obtain additional insurance coverages to meet SETA requirements until the agency is funded.

Question 4): Are the transportation requirements slated for this particular grant or have these regulations always been in place?

Answer: These requirements have been in place. If SETA finds out that an agency is transporting youth without the sufficient insurance coverage met, SETA will ask the agency to suspend all such activities until the appropriate coverages are in place. There may be agencies that are providing transportation from a separate funding source. SETA can work

with providers that have one time field trips. Agencies need to contact SETA if that is the case. Any transportation of youth is a liability so SETA needs to know.

Question 5): When referring to transporting 'youth', are these individuals under the age of 18?

Answer: The transportation policy refers to any participant that is served.

IV. FISCAL QUESTIONS

Question 1): Can you please provide the budget forms in Excel?

Answer: The budget forms are not available in Excel. Please use the word version of the budget form.

Question 2): Is it permissible to add lines to the budget forms?

Answer: No, please use line items marked “other”. If you want to provide additional information or detail please attach additional pages at the end of the budget form.

Question 3): What is reasonableness of cost? Does SETA have a standard for reasonableness?

Answer: There is no set standard. Federal regulations state that “a cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost”. (2 CFR 200.404-Resonable costs)

Question 4): Is there a suggested per participant cost?

Answer: No, your cost should be based on your costs in providing services. Your costs will be compared to other proposers’ costs and historical costs in prior program years.

Question 5): What do you expect agencies to provide in the way of match? Would the existing requirement be acceptable?

Answer: No in-kind or match is required, however, it is encouraged. Adding in-kind or match to your proposal can make your organization more competitive when comparing to other proposers.

Question 6): Is there an established indirect rate or cap?

Answer: Your organization must have a pre-established indirect cost rate. To charge an indirect cost rate you must provide your approval letter from your cognizant agency, unless you are a school district which has published rates.

Question 7): For the 20% expended to paid or unpaid work experience (such as job shadowing) can an organization expense staff salary time to this category for transporting, coordinating and executing job shadowing activities?

Answer: Yes. However, transporting participants requires additional insurance requirements. If you plan to transport participants, whether they are adult or youth, you must inform SETA so that we can be sure that you have the proper insurance coverage. Please contact Marianne Sphar, in the Contract unit, at 916-263-3762 for further information.

Question 8): For the unpaid work experience such as job shadowing can an organization expend staff salary time to this category for transporting, coordinating, and executing job shadowing activities?

Answer: Yes. However, transportation of participants is not allowed (see *Insurance Questions* for more information).

V. WIOA YOUTH PROGRAM QUESTIONS

Question 1): Do all activities the youth participate in as part of a program funded by this grant have to take place in Sacramento County? Can we take youth to participate in meaningful work in Yolo County for example?

Answer: Yes. SETA's interest is to ensure WIOA funds support Sacramento County activities. If an agency is working with a youth that has an OJT or work-site experience in a neighboring county, that is allowable.

Question 2): For out of school youth, is there a minimum number of Basic Skills Deficient participants that must be served?

Answer: No. At the time of eligibility, the provider assesses the youth in Reading and Math and that is when the determination for Basic Skills Deficiency is made. If an agency has youth that it has determined as Basic Skills Deficient, then under the performance measures there is a certain percentage requirement that agency needs to fulfill. There is no specific number, but is based on how many youth an agency has determined as Basic Skills Deficient.

Question 3): Given the many testing options, is there a SETA preferred test for measuring literacy and numeracy gains?

Answer: Currently Out-of-School providers use GAIN – General Assessment of Instructional Need. School districts are using CASAS.

Question 4): Are any of the current youth services provided at the Career Center locations?

Answer: Yes. All Youth services are provided at all Sacramento Works Job Centers.

Question 5): Is the contractor required to be the Employer of Record for purposes of the internship or workplace experience?

Answer: SETA currently contracts with the Community College Foundation for payroll services. If an agency chooses not to use the Community College Foundation, then the agency/provider is responsible to make arrangements to ensure that those services are taken care of.

Question 6): Is there space to co-locate youth services in the current Centers?

Answer: Yes. Agencies should begin discussion with the Sacramento Works Job or training Center Supervisors they would like to work with.

Question 7): Is it possible to have a program that includes work-based learning and other services stated in the proposal but youth are not paid by the WIOA grant?

Answer: Is it acceptable if an agency would like to leverage costs. It needs to be identified in the budget under in-kind costs so that SETA knows that the youth is receiving payment.

Question 8): Can you give an example of 20% of budget spent on youth unpaid work opportunities? Is job shadowing an acceptable activity as part of this 20%?

Answer: With unpaid work opportunities, there is money that is expended on other budgeted items while completing the work opportunities. Job shadowing can be a part of the 20% unpaid work opportunities.

Question 9): WIOA service providers are required to be located on site at the Sacramento Works Centers on a frequent basis. How does this work? Define frequent.

Answer: The frequency is up to the service providers and the site. Due to the flexibility, providers should discuss this with the Job Center.

Question 10): How many Out-of-School youth per case worker is recommended?

Answer: It depends on many variables including how many participants providers are planning to serve and what the provider's capacity is. An estimate would be forty youth. For In-School Youth the current average caseload is 70 youth. For Out-of-School Youth the current average caseload is 49 youth.

Question 11): Do all seven WIOA measures have to be met for positive performance starting July 1, 2017?

Answer: At this time, SETA is waiting on additional guidance regarding the implementation of WIOA performance measures.

Question 12): What are universal services? Is there a list of them somewhere that defines them?

Answer: Universal Services are core services that are provided at the Sacramento Works Centers. These services include job searching, resume assistance, and workshops. The Universal Youth Specialists work with youth 14-24 years of age.

Question 13): Can all or some youth services under this proposal be delivered at a Training Center instead of a Job Center?

Answer: Yes.

Question 14): Since subcontracting is allowable for specialized services, does this include diploma, HiSet, and GED? We are determining whether to submit as a joint venture or with one of our entities as lead and one as a subcontractor. Additionally, if subcontracting is not allowable for educational services, can you give an example of what kinds of specialized, technical services can be subcontracted?

Answer: Subcontracting is only allowed for the provision of “specialized, technical portions of “training services”. Educational services, such as High School Completion, HiSet, and GED are not considered “training services”; therefore, subcontracting for these educational services is prohibited. An example of a specialized, technical training component of a training service is as follows:

A training provider offers a Utility Line Worker course, which includes a module for learning how to climb poles. The training provider subcontracts with another entity for the pole climbing instruction, and/or subcontracts for the use of a facility, which offers poles for climbing.

Applicant agencies interested in partnering with entities offering Adult Literacy (e.g., High School Completion, HiSet, GED), may encourage them to apply to SETA’s Vendor Services List Request for Qualification (RFQ) to become a contracted vendor.

Question 15): In Section 4a, what are secondary school completion services?

Answer: Secondary School Completion Services include tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized post-secondary credential.

Question 16): In Section 4d, what are the 12 months of follow-up services? What are the specific requirements?

Answer: When a youth is exited from a program, the provider will follow-up with that student at least once per quarter. The follow-up consists of the provider finding out what the youth has been doing since the time of their exit. The provider will enter that information in the case management system. Specific requirements for follow-up in the new program year are being determined.

Question 17): What are the expected or requested ratios of costs for participants?

Answer: This is dependent on numerous factors.

Question 18): With two sets of performance measures, do we need to address both in our proposal or just the ones that apply to the 2016-2017 program year?

Answer: Please address both performance measures that are in the RFP.

Question 19): If you are currently an OJT provider, can you dovetail services by referring qualifying youth into Adult or CalWorks OJT slots?

Answer: Yes, providers can refer youth.

Question 20): When is attainment of diploma or credential at 64% determined? If a significant portion of youth continue on to community college, the attainment of a credential may take multiple years.

Answer: The attainment of diploma or credential is determined at the time of eligibility. If youth obtained their high school diploma or its equivalent at time of enrollment, youth is not in the measure. If youth has not received their high school diploma or its equivalent then youth is in the measure. The 64% is determined from those youth needing a high school diploma or its equivalent.

Question 21): If training services not provided by the agency is “in kind”, does it have to be deemed a subcontractor?

Answer: No.

Question 22): Please give an example of the 75% expenditure for intensive services. Does this include staff?

Answer: Yes it can. This links back to the definition of work experience. The definition of Work Experience includes the personnel and other operating costs incurred in delivering Work Experience. Also, the 75% expenditure requirement applies to Out-of-School youth. Proposals for In-School, Out-of-School or both will be submitted and SETA may be funding In-School, Out-of-School or both separately. The 25/75 % split at the allocation stage would happen at SETA’s level as it is a requirement of the County wide program.

VI. GRANT and FUNDING QUESTIONS

Question 1): What is the maximum that can be requested by an entity applying for a grant?

Answer: SETA will be providing a copy of different contract allocation amounts that are available. The award amount is dependent on a number of factors including funds available, the proposal, costs included, and the geographic target area.

Question 2): Are all the funds in this grant federal funds or are state dollars included? We are asking to see if there is the potential to include Americorps Youth Investment Center participants in this grant.

Answer: All funds in this RFP are federal. That would impact the involvement of Americorps, as they look for a non-federal match. Therefore it would have to come from another source.

Question 3): How many awardees will be granted funding? How will SETA divide up the county to ensure that all major geographic areas are covered? What will the average award amount be?

Answer: The award amount and the number of attendees granted funding depends on a number of factors. In regards to the geographic areas, it is SETA intent to cover the target areas where disadvantaged youth reside, which are in areas typically with higher poverty rates and unemployment.

Question 4): Is the \$2.6 million that is mentioned in the proposal the total amount that will be awarded to the subgrantees? Is there a specific amount of the \$2.6 million that SETA will retain in order to manage the program?

Answer: The \$2.6 million that is mentioned in the proposal is the estimated amount that will be available for allocation. There is an additional amount that SETA retains to administer the program and provide program support.