CORRECTIONS

1. **Page I-6, paragraph 11, Proposal Deadline and Submittal Procedures**: *To be considered for funding, agencies must submit one complete reproducible copy of their proposal developed in response to this RFP. Proposals may be submitted electronically or via ground mail.*

2. **Page II-7, paragraph VI(A)(c), Allowable Activities, Vocational English-as-a-Second Language/Employment Services (VESL/ES):** *Job Readiness program, which includes:*

    - *Job search assistance*
    - *Job seeking skills training*
    - *Upward mobility*
    - *Job interviewing/resume writing*
    - *Job retention skills training*
    - *Employer rights (layoff)*
    - *Employee rights*

3. **Page II-7, paragraph VI(B)(c), Allowable Activities, Employment Services (ES) Stand Alone:** *Job Readiness program, which includes:*

    - *Job search assistance*
    - *Job seeking skills training*
    - *Upward mobility*
    - *Job interviewing/resume writing*
    - *Job retention skills training*
    - *Employer rights (layoff)*

QUESTIONS AND ANSWERS

Q: Please provide an example of what can be covered/paid under "training registration fees" indicated on page II-13, paragraph VI(F), Supportive Services?
A: *An example of "training registration fees" would be the registration fees applied during enrollment for a class, or classes at a Community College, State College, etc.*

Q: Do proposers need to add exhibits labels (e.g., corporate resolution-Exhibit A and letter from cognizant agency that shows our Indirect percentage)?
A: *Yes, exhibits provided by respondents must be labeled and can be added to the back of the proposals.*

Q: Please clarify what is meant by proposed budgets will be evaluated for "realistic" staffing structures?
A: *The proposal evaluation team will assess whether or not the proposed staffing is adequate to operate the proposed program. For example, if a program proposes to serve 200 participants and proposes to do so with only one case manager, the team would determine this to be*

"unrealistic", or inadequate to operate the program, and would score the budget, and budget narrative accordingly.

Q: Do page limits indicated include the response template?
A: *No*

Q: If the VESL curriculum is a large attachment, do respondents have to include the entire curriculum?
A: *No, respondents may submit a course outline that indicates the accompanying hours of instruction per module in lieu of the full curriculum.*

Q.   Are letters of support allowable?
A: *No, however, if submitted by error, the attached letter or letters will be removed prior to forwarding to the evaluation team for review, and the respondent will not be penalized.*

Q: For electronic submission, can multiple proposals be submitted in one email, or should they be submitted in separate emails?
A: *SETA's preference is that separate proposals be submitted under separate emails, however, if a respondent submits multiple proposals under one email they will not be penalized.*

Q.   Can proposals be submitted as pds, in zip folders, or as a Word document?
A: *SETA's preference is pdf, however, will accept proposals in either of the other forms.*

Q.   Are respondents required to budget 5 percent for supportive services?
A: *Yes. A*t a minimum, *SETA's is requiring all respondents to the employment activities to budget 5 percent for the provision of supportive services.*