

Q&A

Adult RFP Orientation PY2009

Q: How do we define in demand occupation?

A: There is a list we receive from the Office of Labor Market Information within the RFP packet. It can be found starting on page 6. You may propose a training program with focus on an area not included on the "in-demand occupations" list. However, if this is done, you must have supporting documentation that the proposed focused occupation is in demand.

Q: What would supporting documentation if an occupation is proposed that is not listed on the in demand occupation list within the RFP? (Reference the previous question)

A: An example would be letters from employers stating their need for employees in whatever occupation you are proposing. This is up to the proposer, as long as it is clear that the occupation training you propose is in fact in demand.

Q: In regards to eligibility of participants, is it required that participants reside in Delaware?

A: No. You must document the client's residency, but it does not have to be in Delaware.

Q: What is a carry-in?

A: An individual is considered a carry-in when that individual is enrolled in the previous contract period and has not completed the occupational skills training portion by the last day of the previous contract period (June 30th).

Q: If awarded a contract, is there start up money?

A: No. Sixty percent of the total award (not including direct benefits) is dispersed based on the monthly financial reports submitted by the contractor to the DOL/DET fiscal unit.

Q: How many hours of unsubsidized employment per week is considered part-time placement for outcomes? Will part-time employment counts as a performance outcome?

A: 24-29 hours per week are considered part-time employment. A client must be working no less than 24 hours per week to be considered for performance.

Q: May proposers request why they did not get funded?

A: Yes. Proposer may write a letter for the Workforce Investment Board requesting the information.

Q: How many participants and contractors are in each county?

A: In New Castle County, there are five (5) contractors serving approximately 380 clients. In Kent County, there are two (2) contractors serving approximately 99 clients. In Sussex County, there are three (3) contractors serving approximately 120 clients.

Q: Can there be a break from training to placement?

A: No, there is no break in services. Once a client completes the occupational skills training (OST), they must go right into intensive job search (IJS).

Q: Is there an average cost of training?

Clerical		\$3,357.00	
Mechanical		\$5,113.00	
Health		\$5,329.00	
Soft Mechanical		\$2,955.00	
Please Note: This cost includes Direct Benefits			

Q: Is there a minimum or maximum allowed for enrollment?

A: No, you can propose what you see fit. If funded, you may be asked to serve a specific number of clients.

Q: For performance purposes, can an employment upgrade (part-time to full-time) count?

A: Only if you specifically propose this. Currently, no contractors operate this way, but it has been done in the past.

Q: Can you limit the population you serve in your program?

A: Yes, if you propose to do so. For example, if you propose a program to work with the women at a specific prison, you may do so.

Q: What is the Delaware Workforce Investment Board's website?

A: www.delawareworks.com/wib

Q: Do the original submission of proposal and best and final offers all need live signatures on all copies?

A: Yes, all proposals submitted require live signatures.

Q: Who do I contact if I am experiencing a problem with accessing the forms on the website?

A: The Delaware Workforce investment Board at (302)761-8161.

Q: When completing the question 3.0 in the proposal data summary, what are the start and end dates?

A: The start date is 7/1/2009 and the end date is 6/30/2010.

Q: When completing the question 4.3 in the proposal data summary, who do I include as the total number of enrollments?

A: You would include the number of clients you can serve related to the budget proposed. If you have a class of 20, but are only proposing to serve 10 with this contract, then you would indicate 10 total enrollments, not 20.

Q: Are in-kind funds or matching of funds required?

A: No.

Q: When completing Target Question 1 of the proposal, will I as a contractor be held accountable if I do not get client the wage I anticipated when writing my response to Target Question 1?

A: No. For example, if in Target Question 1 the proposal stated "After completion of CNA training and certification, clients will get a job with a starting wage of \$10.00 an hour", but in fact clients obtained employment starting at \$8.00 an hour, there is no penalty for this. However, you are

held accountable to the performance measures in the RFP, which does include the adult average earnings measure.

Q: For Target Question 2A, who do I include in my answer?

A: Include only active clients. For new proposers, this would be all you plan to serve.

Q: Do I have to answer Target Question 2B of the proposal?

A: No. This as well as other corrections to the RFP have been made. The revised RFP can be found at www.delawareworks.com/wib

NOTE: Changes have been made to Target Questions 2, 3, and 4. All changes involve the elimination of questions.

Q: What should my budget reflect?

A: The budget should reflect 100% of what you are requesting through the proposal.

Q: If I am including rent costs in my budget do I indicate the total amount of rent, even though I pay a portion of rent with other fund?

A: No, you would only indicate the proposed program's cost/portion of the rent.

Q: On the Employee Listing Salary and Fringe Expenses page of the budget, what is the "other" line represent?

A: When completing this portion of the budget, you must indicate the total salary for staff who would be funded with the contract. For example, if an employee total salary is 20,000.00 and they were expected to spend 50% of their time on this BC Adult training program, then you would indicate 10,000.00 for "This Program" and 10,000.00 for "Other".

Q: What are direct benefits?

A: Direct Benefits are defined in the definitions section of the RFP as services such as transportation, child care, dependent care, housing, and needs-related payments, that are necessary to enable an individual to participate in activities authorized under this title, consistent with the provisions of this title.