



*workforce* **CONNECTIONS**  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

**Notice: Request for Statement of Qualifications (SOQ)  
Workforce Transitioning Services  
For  
Out-of-School Youth Training & Employment Services**

**Questions and Answers # 1-7**

**Publication of Request for Proposal  
July 3, 2013**

**Submission of Request for Proposal Deadline  
August 12, 2013 @ 4:00 pm**

*workforce*CONNECTIONS is an  
Equal Opportunity Employer/Program  
Auxiliary aids & services available upon request for individuals with disabilities  
TTY (800) 326-6888 or Nevada Relay 711



workforce **CONNECTIONS**  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

## **Workforce Transitioning Services for Out-of-School Youth Training & Employment Services**

### **Questions and Answers #1-5**

**July 11, 2013**

**(Please note that questions and answers must be directed related to the RFP)**

**Question #1:** Is it the intention of workforce CONNECTIONS to contract with many (more than 5) youth service providers or to limit the number of contracts for youth services to just small number (2-3) to provide the youth services?

**Answer #1:** We do not have a predetermined amount of service providers we intend to award. That is to be determined.

**July 23, 2013**

**Question #2:** ON the ETPL which is the source of required training providers in the RFP, there is a program cost associated with each approved training provider. Is this the cost of the training per individual youth that the grantee would absorb in the budget? EXAMPLE: Dental Assistant – program cost \$3,950 for 8 hours per week for 12 weeks. (this would equal \$41.15 per hour, well over the subsidized wage) Would the grantee have to include this full cost \$3,950 for each individual sent to a Dental program on the budget “G”?

**Answer #2:** Yes this means that the cost is \$3,950 for each participant sent to the training. Yes you would determine how many youth you anticipate attending this training at \$3,950 and place on the correct line item.

**July 24, 2013**

**Question #3:** In response to the answer provided for question # 2; The training cost for the ETPL is clearly identified. However, are subsidized wages included in the tuition costs, or

should the budget reflect additional funding requests for subsidized wages in addition to the tuition costs?

**Answer #3:** The budget should reflect subsidized wages (work experience, OJT Training) as an additional funding request in addition to tuition.

### **August 1, 2013**

**Question #4:** Does the applicant have to allocate funds to implement the mandated STEM program?

**Answer #4:** Workforce Connections (WC) is providing all materials required:

- Participant Textbooks and Instructor Guides
- Interactive Lab Kits with Lab Guides
- Participant Worksheets and Exam

The applicant is responsible for budgeting:

- Appropriate staff time to administer the mandated program
- Cost of printing Guides, Worksheets and Exams in-house
- Replacement cost for damaged or lost equipment and/or textbooks
- Youth Incentives (at discretion of the applicant)
- Cost for any additional/supplemental STEM activities and equipment (at discretion of the applicant)

Replacement cost for all interactive labs provided by WC is approximately \$1,200.00. An itemized list of materials and costs will be provided during contract negotiations.

**Question #5:** “What is meant by “Budget Requirements for Adult/DW contractors only”?”

The proposals are required by the RFP to use training providers listed on the ETPL which logic indicates it goes under “participant training” Is this area for participant training for the 18-21 year old youth only outside of the ETPL? Please provide some examples of what is expected in this field.

Budget Requirements for Adult/DW Contractors Only:

**OCC Training and Supportive Services at least 25% of Budget (tab A, line 1 + tab B) MUST INCREASE : This does not apply to youth.**

**Answer #5:** There is only one budget template. The **25% requirement is only for Adult/DW contractors.**

Youth providers do not have to adhere to this requirement and should ignore the statement.

Only youth 18-21 can be enrolled in occupational skills training or placed on an On-the-Job Training. All training youth are placed in must be listed on the ETPL.

You don't have to provide an example of the training the youth would be attending. You only need to estimate how much and how many youth you anticipate entering training and put an amount in the line item for OCC training.

Remember, there is no % requirement.

### **August 5, 2013**

**Question #6:** On page 27 of the RFP under the Respondent Proposal Checklist the section that reads, Program requirements i.e., Scope of Work, Program Design, and all other required components...

Is there a specific section for the Scope of Work and Program Design in the Scoring Elements?

**Answer #6:** The Scoring Elements are listed on pages 14 through 17.

**Proposed Services** are generally written in your scope of work and the **Program Components** are the Program Design.

**Question #7:** Are agreements and letters of collaboration with partners required for partners (mentioned in the proposal) that provide resources and/or services to the community at large such as Clark County School District, Clark County Health District, or Division of Welfare and Supportive Services, food banks, shelters, or community centers?

**Answer #7:**

As stated in the proposal:

“Applicant must present a list of partners, or potential partners, appropriate to carry out the program as it is described. Applicant must describe the roles, responsibilities, and commitments of each partner, appropriately fulfilling all functions in a manner that is likely to ensure successful outcomes. Include the appropriate MOU from each confirmed partner, on organizational letterhead, that identifies roles, responsibilities, and commitments.”

Not to the community at large. **However**, please understand, if your agency has an agreement with said entity to serve WIA qualified youth specifically, that agreement is required as stated in #4 page 16 of the proposal.