DEPARTMENT OF FINANCE

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PURCHASING DIRECTOR

COMMONWEALTH OF VIRGINIA

COUNTY OF HENRICO



**RFP # 16-1264-9CS**

**REQUEST FOR PROPOSAL**

**THE WORKFORCE INNOVATION AND OPPORTUNITY ACT**

**OUT OF SCHOOL YOUTH WORKFORCE**

**CAREER PATHWAY PROGRAM**

**LOCAL WORKFORCE AREA #9**

**COUNTY OF HENRICO, VIRGINIA**

**Questions & Answers**

**October 13, 2016**

**Q1. On page 12, D. - States "The Successful Offeror shall submit a complete itemized invoice with receipts on each delivery or service that is performed under the Contract. Payment shall be rendered to the Successful Offeror with the Contract within forty-five (45) days after receipt of proper invoice.**

**Page 18, Z, Pursuant to Virginia Code 2.2-4354:**

**1. The Successful Offeror shall take one of the two following actions within seven days after receipt of amounts paid to the Successful Offeror by the CRWP for all or portions of the goods and/or services provided by a subcontractor:**

**(a)  pay the subcontractor for the proportionate share of the total payment received from the CRWP attributable to the work performed by the subcontractor under that contract;**

* **On its face, the two sections appear to contradict one another.  Can you please explain the scenarios where both are applicable?**

**A.1 (a), Yes. Virginia Code 2.2-4354 applies only when subcontractor(s) are disclosed in the Program Narrative Section E.2.c.&d. and therefore the payment processing will meet that standard. Otherwise all other customer related payment must meet the standards outlined on page 12, D.**

* **Does the first requirement supersede the second that is the Code of Virginia?**

**No it only applies if the Offeror’s proposal indicates a subcontractor.**

**Q2. Will Independent Financial Review suffice in Lieu of an Audit?**

**A2. Yes**

**Q3. How many individuals were served during the previous grant period?**

**A3. During Program Year (PY) July 1, 2015- June 30, 2016 the provider enrolled approximately 112 young adults ages 17-24.**

**Q4. How much money has been allotted for this funding period (December 1-June 30, 2017 & July 1-June 30, 2018)?**

**A4. The proposal allows for the Successful Offeror(s) to establish the cost (budget) for service delivery based on demographic and need related research and analysis, innovation, the proposed number of participants to be served and staffing levels to meet the obligations.**

**Q5. During the funding period (December 1-June 30, 2017 & July 1-June 30, 2018) how many individuals should be served?**

**A5. The proposal allows for the Successful Offeror(s) to establish the service level based on demographic and need related research and analysis, innovation, and proposed funding, for both periods.**

**Q6. What were some key issues that were raised during the previous grant period?**

**A6. Some key issues identified were attributed to understanding and applying federal, state and local rules and regulations to program delivery, administrative oversight and fiduciary responsibility.**

**Q7. Additionally, we would like to see the proposals from the finalists from the last grant period, is there a formal FOIA request process?**

**A7. Offerors may contact Cecelia Stowe** [**sto05@henrico.us**](mailto:sto05@henrico.us) **in order to set up appointment to review the file.**

**Q8. Is performance data available for the last complete program year and the current program year?**

**A8. At the end of this question/answer document you will find the Workforce Investment Act (WIA) final program performance issued by Virginia Community College System (VCCS)**

**Q9. What is the proposed allocation?**

**A9. The proposal allows for the Successful Offeror(s) to establish the cost (budget) for service delivery based on demographic and need related research and analysis, innovation, the proposed number of participants to be served and staffing levels to meet the obligations.**

**Q10. If the proposed allocation is not available, what is the current allocation?**

**A10. The fiscal agent is not or has enrolled any new participant this program year.**

**The fiscal agent (Henrico County) is providing continuity of services and cannot provide a true cost allocation; however the previous provider’s allocation was approximately $900,000 to serve 150 new and carryover out school youth.**

**Q11. What are the current enrollments and carry-ins at each center?**

**A11. On July 1, 2016 the fiscal assumed responsibility of 121 active and follow-up (carry-ins) participants. The Successful Offeror(s) will not be expected to serve current or carry-ins as part of this award. Additionally, the fiscal agent is not or has enrolled any new participant this program year.**

**Q12. We do not have an approved indirect cost rate as we do not receive funds directly from the federal government. Will we be allowed to use the de minims indirect cost rate of 10% as indicated in the Uniform Grant Guidance?**

**A12. Yes**

**Q13. What is the proposed slot level?**

**A13. Unable to respond to the question as a definition of slot level was not provided.**

**Q14. Who is the current provider of these services?**

**A14. Henrico County as the fiscal agent for continuity of service**

**Q15. How long has the current provider provided these services?**

**A15. The fiscal agent (Henrico County) has served as the provider for approximately 4 months.**

**Q16. Is the current provider fulfilling their entire contract term?**

**A16. The fiscal agent (Henrico County) is providing services until a provider can be established.**

**Q17. Will you provide current staffing by job titles and salaries?**

**A17. The fiscal agent (Henrico County) has hired part-time direct line staff for case management, contract coordination and program direction. Their salaries range from $19 – $36 an hour.**

**Q18. Do we need to budget for facilities costs?  If so, is there an estimate of operational costs and what expenses are included?**

**A18. No the Successful Offeror (s) does not need a budget for facilities cost. CRWP provides space, equipment and supplies. It is expected that the provider have services in all Resource Workforce Centers.**

**Q19. What were the supportive services costs for the last complete program year?**

**A19. Last year’s supportive services cost was approximately 31K.**

**Q20. RFP states, at first, that the narrative should not exceed 30 pages, and then later that it cannot exceed 12 single-sided pages.**

1. **Can the Board clarify the page limitations for the narrative portion of the proposal?**

**b.  Will the Board establish what the statement, "Typed and cannot exceed 12 single-sided, single spaced pages," refers to?**

**A20. (a) (b). The proposal should not exceed 30 single-sided pages and typed in a 12’ font.**

**Q21. Can the Board clarify the specific criteria by which customer satisfaction will be measured?**

**A21. The criterion is currently under review by the Workforce Development Board. However the Successful Offeror will be evaluated on criteria collected from job-seekers (young adults), partners and employers.**

**Q22. Can the Board clarify the methods and specific indicators by which the "In Program Skills Gain" performance goals will be measured?**

**A22.  Percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains toward such a credential or employment.**

**Q23. Does the county have an award ceiling in mind, or any guidance in how to build a budget for the application?**

**A23. The proposal allows for the Successful Offeror(s) to establish the cost (budget) for service delivery based on area research, innovation, the proposed number of participants, and staffing.**

**Q24. Also, is there a target number of participants?**

**A24. No**

**Q25. What is the amount of funding?**

**A25. The proposal allows for the Successful Offeror(s) to establish the cost (budget) for service delivery based on area research, innovation, the proposed number of participants, and staffing.**

**Q26. Are we required to provide staffing to work out of each respective office space listing in table 1-page 10?**

**A26. Yes.**



