

Youth Services Request for Proposal Bidder's Conference
Workforce Development Board, Inc. of Oswego County
February 20, 2020, 9:00 a.m.
121 East First Street, Oswego, NY 13126

Q & A

1. **Question:** If a program bids to develop work experiences for youth who may be referred to another program within the same agency is it compliant with WIOA guidelines if both programs operate independently and have separate funding streams?

Answer: Update: March 9, 2020: A response has been received by the NYS Financial Oversight and Technical Assistance (FOTA) office regarding this question. Please see below:

"...there is no problem if a proposal is submitted for a service provider to develop Work Experience work-sites outside of their organization. This would, however, require the staff of the service provider to develop supporting documentation showing the WE program development that then Oswego WDB staff would evaluate for payment for the vouchered staff costs. The expenditures would be for the development of an outside Work Experience for the participant the Service Provider staff is working with that needs placement.

If the proposal is to just develop the WE program within the organization, this would not be considered a reasonable or allowable use of WIOA funds, since the Work Experience would already be available within the Service Provider organization, with no outreach needed to find a placement location. The provider who has a readily available WE program and is proposing to offer this to eligible youth participants would be a worksite at that point and a contract is not necessary. Per our recent Procurement letter, "For future contract development for Work Experience, the Oswego WDB must ensure that work experience related staff costs are not written for the contractors or their subsidiaries or businesses where youth are placed for work experience."

"Additionally ...WIOA funds from any contract award would not be available for paid WE, which brings up another issue of fair treatment to the participants. We do not consider availability of funds to be a reasonable criteria for unpaid WE, since a contractor can request WIOA funds through the proposal to pay WE wages. Funding should be readily available during the budgeting/contract negotiation time period and potential bidders may include youth work experience wages as part of the proposed budget. The local Board should make it known that WIOA youth funds are available to pay for youth Work Experience wages."

This question has been referred to the NYS Financial Oversight and Technical Assistance (FOTA) office for further guidance. A response will be posted after the question has been reviewed by NYS.

Update: March 6, 2020: Due to additional time needed for further guidance on this question, the Completed RFP Proposal Due Date has been extended to Wednesday, March 11 at 4:00 pm.

Hard copies should be delivered to:
Workforce Development Board
121 E. First Street
Oswego, NY 13126

All proposals must be in accordance with the format specified below. Applicants should follow all instructions in this document and must include all completed forms and budget pages. The narrative should be double-spaced in 12-point Arial font and printed on 8 ½" by 11" white paper. Margins, in all directions, must be at least one inch. These requirements apply to all sections of a proposal. **All proposal documents should be printed single-sided only.**

2. **Question:** (RPF page 4) – Work Experience Element (#3) – WIOA
This section references four categories of work experience but seven are listed. Which is correct?

Answer: Training and Employment Guidance Letter WIOA No. 21-16 refers to four categories of work experience. However, NYS reporting guidelines require reporting on seven categories. Therefore, the RFP has been revised to "WIOA identifies *the following* categories of work experience" upon the recommendation of state oversight officials. The revised RFP can be viewed at: <http://www.oswego.edu/about/centers/obcr/wdb.html>.

3. **Question:** (RFP page 12) – B. Target Population - Youth to be served in these programs must be between the ages of sixteen (16) and twenty-four (24).

(RFP page 13) – IN-SCHOOL YOUTH - IN-SCHOOL YOUTH - "in-school youth" means an individual who is attending school (as defined by State law) not younger than age 14 or (unless an individual with a disability who is attending school under State law) older than age 21.

Are we able to serve youth 14 and 15 years old IF they are In-School?

Answer: Only proposals that seek to serve targeted youth (between the ages of sixteen (16) and twenty-four (24) will be considered under this RFP.

4. **Question:** Attachment C: Budget (Template); If we keep the same format (table), are we allowed to make some tweaks to give a neater appearance? Could we make this an Excel document to help organize the info in a clear manner, making it easier to differentiate from OUT-OF-SCHOOL and IN-SCHOOL info?

Answer: Conversion to an Excel spreadsheet is acceptable as long as the submitted document mirrors the current format as it appears in the RFP.

5. **Question:** (Attachment C) - The first item is numbered but not any of the others (and they are not all indented the same) – we would number them (unfortunately, they are not in the same order as the Element #s in the RFP – so maybe we would letter them?)

There is an extra line in Adult Mentoring separating the Out-of-School from In-School.

Alternative Secondary School Services is listed twice but Work Experiences is missing.

Answer: The budget (Attachment C) is now numbered 1-14 to correspond with the 14 program elements, the extra line has been removed between Out-of-school and In-School youth in the Adult Mentoring section, the additional “Alternative Secondary School Services” has been removed and a “Work Experience” section has been added. The revised RFP can be viewed at: <http://www.oswego.edu/about/centers/obcr/wdb.html>.

6. **Question:** The Program Description in the RFP (Page 22) and the Program Description in the RFP Attachment B (Page 29) do not match, which do we follow?

Program Effectiveness in the RFP (Page 23) and the Program Effectiveness in the RFP Attachment B (Page 29) do not match, which do we follow?

Answer: These sections have been revised to be consistent throughout the RFP. The revised RFP can be viewed at: <http://www.oswego.edu/about/centers/obcr/wdb.html>.

7. **Question:** For Adult Mentoring Program Element- Can the mentor be a paid staff out of this funding?

Answer: Per USDOL TEG 21-16, it is strongly preferred that case managers not serve as mentors, however, the final rule allows case managers to serve as mentors in areas where adult mentors are sparse. If case managers or other paid staff are the mentors, it is recommended that the LWDA’s resource mapping shows an inadequate number of agencies in the area that can provide adult mentoring services. During the LWDA’s Resource Mapping, no agencies were identified that provide adult mentoring services in Oswego County.

8. **Question:** Do you want the WIOA application and attachments to be single-sided copies or double-sided?

Answer: All five copies (original and four additional copies) of the WIOA application and attachments should be printed single-sided.