

# Youth Bidders' Conference Questions

April 13, 2017

1. Technical - Career Center Coverage: The RFP alludes to Career Center Coverage, how do we account for that in our design and how does CSS allocate?
  - a. Coverage depends on where and how service design is presented. Dedicated space for staff will determine their contribution.
  - b. Cost behind the scenes:

-TDR	}	\$320,000
-Total		
-OSY/ISY		
-Work Experience		
-Career Center		

2. Due May 9, 2017. System Network and Partner Agreement forms: what level of signatures?

The Signatory should be Chief local person or demonstrate that signatory has authority to make the commitment..

3. Supportive Services for Work Experience: Can we budget for both Work Experience and Non-Work Experience Supportive Services?

a. Answer given at conference: *Yes, as long as supportive service aligns with ISS. CSS is looking for ways to broaden the definition of what is allowed. Subsequently, CSS WFNY has learned that Supportive Service expenditures may not be counted towards the required Work Experience minimum set under WIOA.*

4. Training Dollars: Are training dollars for youth incorporated into the contract?

a. Yes, suggested to make training coordinate with the Work Experience.

5. Page 9 of RFP: Wording is "Face to Face preferred. Text message – attach a hard copy of string." When would this be necessary and how would that be provided? Dan to clarify hard copy printout and what might qualify

6. How do we order supplies?

a. Order through the Career Center associated with the Navigator.

Questions asked/answered since the Bidder Conference

Q: Do you have the RFP's in Word that you could send us?

A: Yes, we do. We will post to the website as well as sending it to you. Thank you for asking!

Q: Where and how (on the provided budget form) would we show leveraged funding we may identify to invest in the youth program?

A: Thank you for the question. In each of the sub-categories in which there may be leveraged resources, please highlight the WIOA funds requested and the leveraged funds anticipated. Here is a snip-it of how it could be recorded on the budget form:

Budget Category/Proposed Budget	
Staff Salaries <i>(Describe below)</i>	\$42,000
Youth Navigator Annualized Salary - \$42,000. WIOA funds requested \$40,000, Non-WIOA funds leveraged \$2,000	

Q: What is the connection between the (RFP#1) System Operator, One Stop Career Center Operator .... And RFP # 3 Business Services.

A: The two teams will work hand in hand to coordinate services to our two primary customers; Operator – Job Seekers and Business Services – Employers.

Q: In RFP #1 when you say a minimum of 2, is 2 of your choosing or is there 2 specific ones, I thought I read something that there were 2 specific ones.

A: Yes, the RFP requires staffing be provided at a minimum in two locations – the Bath and Montour Falls Career Centers. If the applicant has enough or additional resources to leverage allowing for more sites, then please do so in your system design.

Q: For RFP#3 for Youth Services, does this also include all 3 counties?

A: The Youth RFP is for a program that covers all three Counties in our area; Chemung, Schuyler, and Steuben.

April 25, 2017 Update

Q: If awarded the Business Services RFP for 2 or 3 of the catchment areas will the funding only be allowed to be spent on the specific catchment area or can the money be blended with the other areas for better service delivery?

A: Yes, the funding can be used to cover other catchment areas if the need should arise.

Q: In the Business Services RFP on Page 6 it states that the budget is to cover supplies. At the bidders conference I believe it was stated that CSSWFNY would provide all supplies. Will you please clarify this for all of the current CSS RFPs?

A:

- Operator RFP contract, supplies will be ordered through the existing Career Center supply channels/protocols, and should not be included in the budget.
- Youth RFP contract, will vary based upon program design, but it is envisioned that supplies will be ordered through the existing Career Center supply channels/protocols and should not be included in the budget.
- Business Services RFP contract, allows for supplies to be procured through the existing Career Center supply channels/protocol, but would also allow for direct purchases by the contractor as part of the budget. If the contractor chooses to purchase directly, then they will be responsible to ensure all WIOA, NYSDOL, and CSS WDB regulations, policies, and OMB parameters are met. Failure to meet any of these may result in disallowed costs. If the contractor chooses to purchase directly, then it must be included in the budget, otherwise, if secured through existing channels, it should not be included in the budget.