



MEMO

To: Jeannie Brantley, Planning Director

From: Dawn Burgess, Office Administrator

Date: March 13, 2019

Re: BIDDERS QUESTIONS/RESPONSES

Attached below are questions In the Door Company submitted for the TRWDB Youth Services RFP.

1. Question: Does the selected vendor need to be a pass-through entity of work experience funds, supportive services, GED cost, or skill credential attainment cost?

Answer: No, you do not have to be an entity of pass-through funds for work experience funds, supportive services, GED cost, or skill credential attainment cost.

2. Question: Who is your current provider of Youth Program Services?

Answer: The providers across all 10-counties: *Goodwill, Paxen and West Georgia Technical College. Goodwill and WGTC are currently serving Carroll, Coweta, and Troup Counties. Paxen is serving the remaining seven counties, which includes Butts, Lamar, Spalding, Meriwether, Upson, Heard, and Pike.*

3. Question: Does the selected vendor need to purchase VOS licenses for their team, or will that be provided?

Answer: No, the contractor will complete a portal request and Workforce will set the system up. This will not be an additional cost.

4. Question: Is a USDOL approved indirect rate above the 10% Admin cap allowable?

Answer: *No, the administrative cap is at 10%*

5. Question: What was the allocated budget for Youth Services in the 2018-2019 fiscal year?

Answer: *The 2018-19 fiscal year budget for all three providers was just under one million dollars – appx. \$909,000*

6. Question: Is there a possibility of the vendor being housed at the Three Rivers Worksite, or will the vendor need to obtain its own MOU or rental space?

Answer: *No, we do not have space to house any vendors at our facility. However, yes you can go out and do in-kind cost for a rental space and/or room in different locations. The Contractor could include the rental space (office space) in their budget for facilities cost. We will not fund some extravagant number, but as long as it's a responsible cost that's going to be beneficial to the youth and your contract, then we do not have a problem with reimbursing for the bill for your facility and/or any utilities that you may incur to operate in that location.*

7. Question: How many current work experience sites are set up for youth participants in the counties served?

Answer: *Across all 10-Counties, there are roughly 30-35 worksites. There are not youth in every worksite, but there are contracts in place for them. The information can be shared with any new providers that are coming in for the past worksites we have used.*

8. Question: Are there currently any affiliate sites of the One-Stop specifically set up for youth services in the 10-county area?

Answer: *No, not outside the facilities the providers currently have setup to use. Paxen have facilities set up in Spalding, Butts, and Greenville. Paxen had a site set up in Upson County but it was closed due to an incident. West Georgia Technical College uses their own building to provide youth services. They are a partner of ours so that maybe an option later on down the road to use WGTC facility if they chose not to bid on Youth Services. Other than the One-Stop, WGTC is the only place that will offer any services to the Youth Program. The other contractors' facilities are designated to the individuals providing the services.*

9. Question: Considering Three Rivers provides service to ten (10) areas. Will the contractor be required to serve each area equally (35 participants per area or is there flexible if one area serves 30 and another serves 40)?

Answer: *Currently, there are no requirements in place with the number of youth served per county; it is up to the individual contractor. However, we would want you to divide your program equally to be able to serve all counties. If you are looking at smaller*

counties, we cannot expect the same numbers. However, we expect all counties to have an equal presence of staff and access to services.

Example: Compare Pike and Spalding County. Spalding County has a larger population than Pike County. We do not expect your numbers to be serving 60 and 80 in Pike County.

10. Will the grantee be required to attend Board Meetings, Youth Committee meetings, submit status reports or a combination of all three?

Answer: You are not required to attend the Youth Services meetings and/or the Three Rivers Workforce Development Board meetings (TRWDB). You are welcome to attend the TRWDB meetings because they are open to the public. All Youth Services Contractors are required to attend the Youth Contractors' meeting twice per year. The first Youth Contractors' meeting is to introduce the new contractors' to the Youth Committee members, and the second meeting is to discuss the contractors' performance. This meeting is usually done mid-way in the contract period.

11. Considering the State of Georgia utilizes the WorkSource Georgia brand, what are the timelines for submitting marketing materials so that the grantee properly represents The Three Rivers Regional Commission.

Answer: The Contractor is responsible for sending the information to the Youth Services Manager for approval. The WorkSource Three Rivers brand must be on all marketing material.

12. Question: Will the grantee have the ability to complete case management and data entry for recruiting, case management, exits, performance, and follow-up or will access be limited?

Answer: In the VOS system, you will be able to perform all task and have access to the system. When it comes to exits, we do not allow any of our providers to perform this task. We need to make sure that all the information is in the system. You will submit an exit form, and we will actually go in and make sure that all the information is in the system. However, you will still enter the information in the system the day before the closure. If the participant is enrolled in employment and/or post-secondary education, you are indicating that you are closing out this individual and will input this information in. We will take care of the case closures in-house, to ensure that all the performance data is captured for the state.

13. Question: How soon and how often will Three Rivers Regional Commission share updated policies and procedures so that the grantee may remain in compliance? Will

Three Rivers Regional Commission allow hybrid-learning platforms (i.e., in person and online)?

Answer: The policies and procedures we develop in-house, will go before the Youth Committee for approval, and after the Youth Committee takes a vote on it, it goes before the Three Rivers Workforce Development Board for approval. If there is a policy approve, we will submit the information to the Youth Providers as soon as possible. The board meetings usually takes place on a Thursday. Therefore, it is the following week, that we could get the information out to the providers. Generally, when we are proposing a policy or procedure change, you would know on the front end that it is coming but we cannot set anything in stone or provide an effective date, until the committee and board pass it.

Yes, hybrid learning has been incorporated into the program designs for certain individuals. The hybrid learning goes with the training piece and it is nothing that we are against but it is something that you will need to propose to get approval prior to doing it.

14. Question: Will the grantee be working with newly recruited participants, current participants or both?

Answer: Yes, if you are stepping into a program where there is an active caseload, you will inherit those students on the active caseload, because we do not want to exit those students from the program when they still need the program. However, you will have the opportunity to meet with the individuals, when you inherit that caseload. For any reason that you cannot contact an individual, and you have used all the avenues for reaching out to them, we will exit the individual from the program.

Question – Curtis Ward, SCTC asked if that were the case, would that negatively impact the provider if the participant has not being around for the last two months?

Answer: Yes, it will be reported in your numbers, however, we will take into account for that because we will know what happened and it will be documented.

15. Question: The RFP states 350-375 participants are expected to be served in the next 2 years. What is the expected amount per participant?

Answer: The cost per participant changes across the program. In the Youth Program we have seen low numbers depending on how many youth you are actually serving and that dollar amount. Over this course of this program year, we have spent anywhere from \$100 - \$500 per participant. You are looking at this on a per month basis, and you will multiply this by twelve, so you are looking at \$1,000 - \$4,000 per participant. This is one program year, which is a twelve-month period. The program year begins on July 1 through June 30 of the following year.

Question: Pamela Johnson, ResCare asked, when you mentioned the \$1,000 - \$4000 for individuals are you including the rest of the components in this cost as well per participant cost?

Answer: Yes, when we are looking at the participant cost we are looking at everything. The cost is factored in the facilities, training material and staff time is factored in the participants cost. When we receive an invoice on a monthly basis, which are normally due by the 15th of every month. We look at your entire invoice and compare it to the number of individuals you are serving and add that up to see what it is costing per participant.

16. Question: For the RFP submittal is the proposal and a USB flash drive of the proposal needed to be submitted or are additional copies of the proposal needed?

Answer: This is only stated in the actual RFP. A hard copy with the original signatures and a USB flash drive needs to be submitted.

Career Services/Case Management Questions/Responses – ResCare

1. Question: Can the Board please provide the budget forms in Excel format?

Answer: Yes, we would provide copies to the contractor.

2. Can the Board please provide the current staffing levels?

Answer: We currently have a Resource Specialist or a Program Assistant in some areas. This position is responsible for basic career services. We have a Career Facilitator or Career Advisor in some areas. This position is responsible for more in-depth training.

WGTC's contract has a different staffing level that includes the Resource Specialist, Career Facilitator/Case Manager, and they have a third level of oversight which could be a Coordinator if you gave it that title.

3. Question: Will the Board provide any existing equipment and/or furniture?

Answer: Yes, will provide equipment that you could use and/or you could purchase new equipment if it is included in your budget.

4. Question: Please confirm if the Board wants a separate budget prepared for Adult, Dislocated Worker, and Youth, or one combined budget?

Answer: Yes, if you are doing your RFP for Career and Training Services it would be the budget for Adult and Dislocated worker. If you are doing the RFP for Youth Services, you will need to do a separate budget to show the breakdown of the Work Experience component, and what you will actually be doing with the services.

In the budget, you could include staff trainings, rental space, and equipment such as scanners, laptops, etc., that are needed to operate the program successfully. If you are awarded the contract, you could amend your contract if you see you need additional funds before the program year ends.

When you are creating your line items, the contract amount you are awarded does not change. We can shift funds across your line items for any reason. You could move your money around for any reason without getting permission from us in house. The only time we will come back and review where you are in your budget, is when you are about ready to exhaust your funds, or if your spending is slow and effecting performance targets for spending in work experience. We do not want to bring any money back in-house either.