UPDATED: BWIB YOUTH COUNCIL

RFP BIDDERS CONFERENCE QUESTIONS & ANSWERS

(responses as of Monday, January 30, 2012)

***Please review the REVISED Evaluation Criteria point scale. ***

Program Description and Operations [questions 1-2]	20 Points
Program Components [questions 3, 4, & 5]	40 Points
Outcomes and Evaluation [question 6]	25 Points
Budget [question 7]	15 Points
Bonus Points	5 Points
TOTAL	**105 points**

1. Does graduating senior mean those that are on track for graduation in 2013, 2014, or both?

   ANSWER: If awarded a contract to begin July 2012 a graduating senior is someone on track to graduate in June 2013.

2. Concerning the project for in-school youth there is reference toward certification, will post secondary education count toward that metric?

   ANSWER: No, post-secondary education would count towards a placement. For programs that select the "in-school" program, the certification that would meet "the attainment of degree or certificate" measure is the high school diploma (traditional high school curriculum or through the General Education Development exam) if they are an in-school youth.

3. The schools use an assessment other than the TABE to compute grade level reading and math scores. Is this an acceptable alternative for MOED or must the TABE be used?

   ANSWER: All youth (in-school or out-of school youth) enrolled in a WIA Program must take the Test for Adult Basic Education (TABE 9/10, Level D, complete battery) to determine their numeracy/literacy levels.

4. If a public school operates on a trimester system, January 3- April 22; May 2- August 26; and September 6- December 16. These dates do not mesh with the WIA program year. How does this affect when we would enroll and exit participants?

   ANSWER: The WIA program year is July 1-June 30. Awarded providers are expected to begin the delivery of services on Monday, July 2, 2012 and complete all services by June 30, 2013.

5. Is there any school limitation when it comes to participation? Can students attend both private and public schools and still participate in the program?

   ANSWER: WIA programs target youth that meet the definition of neediest youth. If a youth is a Baltimore City resident, in a public or private school and meets any of the WIA barriers they are eligible for service.

6. Program participants will need to take the TABE test at One-Stop Centers? Is this something that needs to be part of the budget or is it a council sponsored mandate of the program?

   ANSWER: **All** youth enrolling in a WIA program must take the TABE. Programs applying for WIA funds are responsible for purchasing and administering the Test of Adult Basic Education (TABE) and answer sheets. We are required to use the TABE Level 9/10 D complete battery version. If a youth does not meet the literacy/numeracy level of 9.0 they must be post tested using the same version.

7. How many participants is the council hoping would be served by any program? Minimum? Maximum?

   ANSWER: Programs should not serve less then 50 youth.

8. Where would I find a list of those who have received previous funding? Or can it be provided?

   ANSWER: A list of previous funders was distributed at the January 9 Bidders Conference.

9. Will this be renewable funding?

   ANSWER: Programs will be reawarded based on the previous year's performance and funding.

10. If a program works with young people 16-21, some of whom have formally withdrawn from school; some of whom are still technically enrolled. All are back in school trying to earn a diploma. Does WIA consider these youth 'in school' or 'out of school' for purposes of eligibility and contracting?

    ANSWER: WIA would consider an "in-school" youth a youth who has not formally withdrawn from school. An "out-of-school" youth would be defined as (A) an eligible youth who is a school dropout; or (B) an eligible youth who has received a secondary school diploma or its equivalent but is basic skills deficient, unemployed, or underemployed.
    For reporting purposes, this term includes all youth except those who are attending any school and have not received a secondary school diploma or its recognized equivalent, and except those who are attending post-secondary school and are not basic skills deficient.

11. If a program is fixed entry/open exit program that allows students to graduate during any of the schools' trimesters. For purposes of meeting WIA outcome numbers, which of these youth should we propose to work with? Only those on track for graduation? All of them? Only those whose initial testing was 8th grade or better? Something else? A lot hangs on the answer to this one.

    ANSWER: It would be program effective to work with those youth on track to graduate in 2012 and those who TABE at a 9.0 or higher. Youth that test at an 8.0 and better will have to be re-TABED prior to exit to meet the proficiency

12. We're not quite clear on how the 'common measures' define outcomes. Must all three be met or are they applied according to what kind of program you are running?

    ANSWER: A program participant must meet all three measures to be considered a positive program completer.

13. In the common measures, the 'placement' category appears to emphasize either full time work or school. Do youth who work part time and go to school part time help or hurt in the calculation of this standard?

ANSWER: Youth who are working part-time and go to post secondary education part time will be included positively in the WIA measure.

14. As we understand things, a new 'cohort' of youth must be enrolled every program year. No carryins or carryovers. The cohort that has completed the program would be tracked and provided additional services as needed for one year afterwards. Is that correct? If true, it seems like we should focus only on that subgroup of participants determined at the beginning of the program year to be most likely to graduate by the end of it. True?

ANSWER: Programs are required to recruit new youth to serve each year. Youth that successfully meet all of the performance measures the first year are positively exited from the program. If youth do not meet all measures the first year and the program is reawarded for a second year, it is still the responsibility of the WIA provider to service this youth until they meet the measure. Funds from the second year cannot be spent on youth from the first year who have not completed services.

15. For a cap in cost of $5,500 per youth, how are year-round employment/internships feasible?

ANSWER: Providers are encouraged to partner with other organizations that can provide additional funding and or in-kind services. We realize that youth need at a minimum of 1-3 months of intensive preparation prior to entering an employment or internship environment.

16. Must these internships be paid and are there a set number of expected hours?

ANSWER: The internships do not have to be paid. The program should dialogue with the potential internship site to determine the scope and length of the internship that would be most meaningful to the youth.

17. Would shorter, time-limited internships be acceptable or is year-round a requirement?

ANSWER: Time-limited internship of 3 months would be acceptable. The goal of the provider is to identify long term employment and or placement in post-secondary for positive program completions.

18. What is the administrative cost?

ANSWER: The administrative cost should not exceed 10%.

19. Is an organization still eligible to apply for funding if they don't necessarily serve "Neediest Youth" according to the DOL's definition of school youth, foster care, and incarcerated youth in Baltimore City Schools who reside in high needs and failing schools? Can you please define what it means for high risk/potential dropouts?

ANSWER: In addition the DOL neediest youth definition, eligible youth for enrollment in a WIA youth program include those who (A) are not less than age 14 and not more than age 21; (B) are low-income individuals; and (C) are one or more of the following:
  (i)   Deficient in basic literacy skills
  (ii)   A school dropout
  (iii)   Homeless, a runaway, or a foster child
  (iv)   Pregnant or a parent
  (v)   An offender
  (vi)   An individual who requires additional assistance to complete an educational program, or to secure and hold employment.

20. Can the service of youth be limited to a geographical area?

ANSWER: The target population for this RFP is Baltimore City youth. A proposal does not have to target a specific geographic area of Baltimore City.

21. Whom do we contact to get a copy of previously submitted proposals

ANSWER: We are unable to distribute previously submitted proposals to organizations seeking to be selected as a WIA Vendor. The RFP Bidders conference is used as a technical assistance tool to share best practices with organization interested in submitting a RFP.

22. If two groups are served, the 2012 cohort and the 2013 cohort, how is the follow-up year (July 2014-June 2015) for the second cohort supported?

ANSWER: If funding is available, a new RFP will be distributed in December 2014 for the 2015-2016 fiscal years. If a previously selected providers applies and is reawarded they will be expected to provide follow-up services for any youth served in the program. If they are not re-awarded the participant case load will transition to the MOED Career Navigator.

23. Is the $5,500 award maximum per participant for each of the fiscal years, or is the $5500 maximum for both fiscal years?

ANSWER: The $5,500 per participant is for each fiscal year. Awarded providers are required to submit a new budget before the beginning of the fiscal year.

24. Is the list of pre-proposal conference attendees available for distribution?
ANSWER: Yes the pre-proposal list of organizations that attended will be posted on the website http://www.oedworks.com/aboutus/index.htm.

25. What are the minimum allowable employment hours for a participant to be considered to have met the performance measure?

   ANSWER: Youth should be placed in full time employment in order to meet the performance measure.

26. What is the expected extent of the Entrepreneurship and Microenterprise training that is to be provided?

   ANSWER: The Entrepreneurship and Microenterprise training is one of the required fourteen elements. All youth might not need to take part in each of the elements but each element must be made available in the program in a substantial way if the service is needed by a participant.

27. If our program operates year round is there a summer employment requirement?

   ANSWER: Summer employment is one of the required fourteen elements. All youth might not need to take part in each of the elements but each element must be made available in the program in a substantial way if the service is needed by a participant.

28. If we are looking to serve 100 youth, does that mean 50 in each cohort can be served or do we need to serve 100 in each cohort?

   ANSWER: The number of youth depends on your program model. If your program wants to serve 50 youth in year one and then an additional 50 youth in year 2 to give you 100 youth that is fine. If your program model requires you to serve 100 youth in year one and an additional 100 in year two then you will serve a total of 200 youth.

29. In the General Program Operations section, item J, are the standards and expectations referring to academic performance or behavior performance?

   ANSWER: In Section J the standard and expectations are referring to behavior performance.

30. Is there a format in particular necessary for the ongoing quality assurance process for services or is our departmental evaluation process valid?

   ANSWER: A format will be developed and shared with awarded providers that capture the required information.

31. What is accepted when it comes to admitting youth based on the need "requires additional assistance to complete an educational program, or to secure or hold employment

    ANSWER: A large majority of youth have not been exposed to career readiness training (resume writing, on-line job search, interviewing techniques, etc.) that would prepare them for securing employment. In addition, some youth are in need of one-on-one tutoring in order to complete educational programs successfully.

32. According to page 22, operating budget may include space rental and staff training, but there is no categories for these two items as listed on page 29. Should we add categories and forms for these categories or should they be included in other categories. Please clarify. Also operating budget should not exceed $5,000, but if the space rental is over $5,000, is it okay?

    ANSWER: Space rental and staff training can be included in other categories. If the space rental is over $5,000 the additional fees can be an in-kind resource from the organization.

33. On page 28, should the projected follow-up costs be included in the total proposed budget or be listed as additional cost as this cost may only for the second year?

    ANSWER: Youth can be positively exited from the program once all measures are met. Follow-up services begin immediately at time of exit. Follow-up cost should be included in Year One & Year Two.

34. On page 28, these four categories do not include indirect cost, should we add a line for Indirect Cost as appears on page 29 to calculate the Total Project Budget?

    ANSWER: No you do not have to add a line for indirect cost.