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**HCJFS REQUEST FOR PROPOSAL
SUMMER YOUTH EMPLOYMENT PROGRAM (SYEP) RFP SC0313-R**

ADDENDUM 2

Questions Received During RFP Conference

Q1. How much funding is being allocated for program and to how many vendors?

A: It is unknown at this time what the funding will be or how many vendors will be awarded a contract. In 2012, 4 vendors provided services at \$90,000.00 per vendor for a total of \$360,000.

Q2. Does the vendor have to employ youth up until August 31st?

A: No.

Q3. How many youth are being proposed to be served?

A: This would depend on how many youth your agency could serve. In 2012, approximately 100 youth were served.

Q4. Is the county level background check sufficient; or do we have to do the state level? Is this a reimbursable expense?

A: BCII checks must be completed for employees, which is the state background check. This is a reimbursable expense and should be placed under miscellaneous costs.



Q5. What specific documents are required to show agency/company ownership (re: Section K)?

A: No specific documentation is required. A written statement regarding agency/company ownership will suffice.

Q6. Pertaining to Professional References (Section 2.5), is that in regard to key personnel or work sites?

A: We are asking resumes to be submitted for key personnel such as Agency Director and CFO for your entire agency. We are also asking resumes to be submitted for any administrators who will be working directly with this program (SYEP).

Q7. Just to clarify: 9 proposal submissions are needed in total:
-1 original, single-sided; and
-8 copies; one of the eight copies should be single-sided.

A: Yes, this is correct.

Q8. Are fees paid to a staffing service providing specialized staffing (mentors, tutors, etc.) to augment a grantee's services considered an allowable payroll-related expense?

A: Yes, they are allowable costs, but not to be listed under employee payroll related expenses. These expenses should be listed under the "Contracted and Professional Services" line item.

Q9. If the entire staff is now working under another non-profit, but the entire staff has SYEP experience, will a letter of reference from job sites regarding working with these staff members meet the "3 letters of reference" request?

A: Yes.

Q10. When doing the budget, should it be done off of how many youth we intend to serve?

A: Yes. Currently we do not know the amount of the allocation we will be receiving. Last year we served approximately 100 plus youth between 4 Providers. If we need to renegotiate the number of youth to be served based on the amount of allocation, we will do that during contract negotiations.

