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October 28, 2008

**HCJFS REQUEST FOR PROPOSALS
YOUTH SERVICES UNDER THE WORKFORCE INVESTMENT ACT (WIA) RFP08-011**

ADDENDUM 4

Questions received after the conference

Q1. (p. 6) What are SWORWIB's local priorities?

A: In general, they are high growth/wage/demand jobs. For the purposes of youth services, the priorities are more specifically outlined in the RFP in section "1.2.3 Service Components – A. SWORWIB Area 13 System Outcomes."

Q2. (p. 7) Do we have to cost allocate concerning youth we serve who are not receiving services from the program implementing? Can you provide a sample of such a plan?

A: If you are delivering the same or similar services to non-WIA youth that you do for WIA youth, you must identify the funding source devoted to those non-WIA services/youth. I can not provide an example of an appropriate required format or documentation tool. Whatever format you use should be adequate to survive a subsequent state or federal audit in as much as your tracking and reporting standards will document that WIA funds are used exclusively to serve WIA enrolled youth with small and well documented exceptions for otherwise permitted expenses related to outreach and advertising.

Q3. (p. 8) Is this particular component absolutely limited to one provider, or will funder still reserve the right to award to multiple vendors?

A: SWORWIB reserves the right to award multiple contracts for these services to multiple providers and to award contracts for any or part of the services requested.

Q4. (p. 8) Do you have any high-demand, high-growth industries/sectors in mind?

A: No, we do not intend to limit your focus of occupations by making recommendations. We would expect you would tap into all high growth and industry recognized positions your population can aspire and become recognized as a part of.



Q5. (p.8) Who are eligible training providers of ITAs?

A: There is a list of currently approved and active eligible training providers that can be accessed via the following link: <http://jfs.ohio.gov/workforce/>

Q6. (p. 10) How many youth were served in FY 07-08? Was that the first year this funding was available, or was this funding even related to that? When/how long has SWORWIB been serving WIA youth? Who were previous collaborators? Previous funding amounts?

A: Below is baseline data reflecting on the volume of youth we currently serve in as much as it will help you to frame our goal of increasing these figures by 30% over the next three contract years.

Volume of youth served from 7/1/07 to 6/30/08 490

Volume of youth enrolled from 7/1/07 to 6/30/08 319

Volume of youth exited from 7/1/07 to 6/30/08 275

Funding has been available for many years under a variety of federal labels and service priorities. We are not sharing funding amounts at this time, in this context.

Q7. (pgs. 10 – 11) Any idea on the #s of at-risk youth dropping out, have dropped out, or are offenders?

A: From 7/1/07 to 6/30/08, served 159 drop outs, 67 identified as youth offenders.

Q8. (p. 12) Is #3 the only expected outcome for the Juvenile Court component?

A: No. Refer to pages 20 through 23 for a list of all vendor and juvenile court specific outcomes to be achieved.

Q9. (p. 16) Will the SWORWIB review meeting be quarterly?

A: Currently meetings are held (on average) quarterly. However, a yearly calendar is circulated and guests are welcome to observe the meetings.

Q10. (p.19) Where on cover page do we include # of each target group to be served?

A: The cover sheet has been revised to include a place to list the target group(s) you plan to service. (See Attachment)

Q11. (p. 25) Explain weighted incentive dollar purposes?

A: Our intention is two-fold. By asking vendors to identify their own outcome goals for each of our priorities we hope to encourage vendors to design their service delivery models to match those priorities. Those same committed goals will later serve to both distinguish one candidate from another and then to incentivize a strong focus on those priorities throughout the life of the contract.

Q12. (p. 29) Are CEOs, CFOs really considered workers with the program?

A: If a CEO/CFO salary is going to be allocated to the program, then it needs to be included in the budget. If they provide direct service, then it would be a program cost. If they are allocated as part of administration/finance costs, then it would be included in the management and indirect cost section of the budget. If, upon an award of a contract, Provider plans to bill for part of their CEO/CFO's salary, then this should be included in their budget. This is true for all costs. If it isn't in the budget at the time the proposal is submitted, it will not be reimbursed if a contract is awarded.

Q13. (Budget Guide, p. 1, and budget pages) Discrepancies in the columns indicated (2 – 3), budget pages categories aren't reflective of titles in User Guides and does not have same references (can this be clarified?).

A: Please refer to Addendum 2, Language Changes to Budget Instructions for RFP08-011.

Q14. In several places (especially in section 1.2.3, several places throughout 2.0, and on p.1 of the Budget), there are discrepancies in the number of years for which the program is being funded (2 – 4?).

A: The correct number of years for this contract is initial term of 24 months with an option renewal year of 12 months.

Q15. When completing the Budget Narrative, should we provide the narrative in terms of each line-item or by budget category?

A: The Budget Narrative should describe each line item.

Q16. The Budget Guide outline does not coincide with the actual outline of the budget form (should there be 3 blank columns? Which titles in the Guide correspond to which titles on the actual budget form?).

A: Please refer to Addendum 2, Language Changes to Budget Instructions for RFP 08-011.

Q17. Can any pages be reproduced/duplicated? (i.e. Cover Page, Explanation Page of Budget, etc.)

A: All forms that require provider to submit with their proposal(s) were sent in Addendum 1.

Q18. What percentage is each outcome worth? (in the conference you mentioned 1% of...)

A: The weight tied to each at committed contract goal for both at-risk and incentive dollars is dependent on the number of committed goals each proposal has. For example, traditional WIA In-School proposals are required to have three committed goals as defined in the "Contract Outcomes" portion of the RFP. WIA Youth Services Connected to Hamilton County Juvenile Court on the other hand are required to have six committed goals.

Please see section "2.3 Budget and Cost Considerations A. Incentives and at-risk dollars"

"Proposal budgets should include a budget line labeled available incentive funds equal to the total value of the budgeted actual cost multiplied by five per cent (5%). This line item will reflect the maximum available incentive dollars. These dollars shall be paid to the provider in full only if all performance goals are met.

If a provider proposes multiple committed goals, the weight tied to each for incentive dollar purposes shall be equally divided. For example, a contract with five (5) committed goals shall have one percent (1%) of the contract value available as incentive funds tied to each of those five goals. As a result, it will be possible to achieve, fail, or exceed on one measure regardless of performance in any other measure tied to the same contract.

Failing the committed goal(s) by greater than ten percentage (10%) points will result in payment of incurred expenses at a rate of ninety-five percent (95%) of billed costs. The effect of this is to place five percent (5%) of incurred costs at-risk.

If a provider proposes multiple committed goals, the weight tied to each for at-risk dollar purposes shall be equally divided. For example, a contract with five committed goals shall have one percent (1%) of contract dollars at-risk tied to achievement of each goal. As a result, it will be possible to achieve, fail, or exceed and one measure regardless of performance in any other measure tied to the same contract."

Q19. On page 10/ bottom, it states that "by the end of FY 2010-2011, 75% of WIA out-of-school youth who have dropped out of high school.....will earn a high school diploma or GED during participation or by 3rd quarter after exit." On page 12/top it says "(WIA out of school proposals) Identify the percentage of WIA out-of-school youth that you will work with who have dropped out of high school that will earn a high school diploma or GED during participation or by 1st quarter after exit.....This number cannot be less than 55%." It would seem that a 75% expectation defies what we know about success with drop-outs. Please clarify your expectation.

A: List the percentage of WIA out-of-school youth that were actively enrolled in your program as high school drop outs that will have attained a diploma or GED will enroll and participating or at least 90 days after exiting the program.

Q20. In the question above, one measure is by 3rd quarter after exit and one is by 1st quarter after exit. On Page 20/3rd bullet it states “Follow-up activities for no less than three months (after exit).” Are you expecting follow-up for 3 months or 9 months?

A: Follow up is expected to be provided for no less than 3 months after completion of participation.

Q21. What is the basis for selecting a minimum of 85% for out-of school youth who are high school drop outs to be employed, in an apprenticeship program or in the military in the 1st quarter after exit (page 12)? This seems extremely high.

A: As stated, we are seeking vendors that can reach to attain increased performance and greater outcomes. Thus, 85% which is very comparable to last program year’s over 70%.

Q22. On page 11 it states “Identify the cost per youth exited that your organization will commit to through each contract year of this contract. Specifically, divide the total cost of your proposed contract by the following number. What volume of youth will you enroll on or after 7/1/09, serve and subsequently exit in year one of this contract.” Do you plan to use this number to assess comparative costs per youth by providers? If so, this formula is biased toward providers of short term services, i.e. a provider who repeats a 4 week program 12 times a year will have lots of exits, few carry-overs, and probably a very low cost per youth. A provider who provides longer term programming, e.g. 12 months, which is needed to comprehensively serve this population, will have fewer exits, lots of carry-overs, and probably a much higher cost. Perhaps I am misunderstanding your formula. If so, please clarify. If not, will you reconsider a formula absent this bias that “gives longer term providers” credit for keeping youth engaged? What is the reason for changing the current formula of program cost divided by youth served?

A: Our intent is to seek out providers who are committed to achievement of relatively higher “priority system outcomes” in increased volume while reducing or maintaining the cost per outcome.



Q23. Please clarify your expectation of the interface between the Youth Services at the One Stop Super Jobs and the Youth Employment SSN since the former appears to be for out of school youth and the latter is in school youth. Can the One Stop serve in-school youth also?

A: No. The One Stop selected provider will not deliver in-school services. They will be prepared to act as a referral hub for a wide variety of services. This is not necessarily dissimilar to the role we expect of any WIA provider. Two factors distinguish the referral role played by this WIA provider. The first is the wealth of referral options available at the One-Stop in general. The second is that we expect the resulting contract to include specific language requiring active and ongoing collaboration between this WIA service provider and the YESSN. Because YESSN and Super Jobs are as dominant in the local service industry as they are, an active collaboration is appealing to the SWORWIB.

Q24. This was discussed at the bidder's conference – The RFP indicates that only youth enrolled after 7/1/09 will count as youth served. If a provider currently serving WIA youth is selected under this RFP the youth they are serving on 7/1/09 from the previous contract need to be counted as youth served under the new contract. Can the current language be modified?

A: Please refer to Addendum 2. Language modification has been provided.

Q25. What occupancy costs, if any, need to be built into the Youth Services at the One Stop? Will the computers, tables, desks and other equipment left by the Youth Zone be available to the selected provider?

A: Please refer to Addendum 2, Language Changes to Budget Instructions fro RFP08-011 for guidance on calculating occupancy costs. As for use of computers, tables, desks and other equipment left by the Youth Zone, please anticipate needing to purchase new equipment and computers. Budget accordingly. Our hope is that we may be able to avoid those expenses, but we can't be certain of that at this time.

Q26. Page 11, third bullet – is this in-school, out-of-school, or both?

A: This is for out of school youth.

Q27. Page 21 states "Traditional WIA Services – In School." Does "Traditional WIA Services" also include out-of-school services?

A: Yes, language modification has been provided to state specifically in and/or out of school.

Q28. What is the reasoning behind the expectation that WIA eligibility should be completed in 10 days? What is the average number of days for current WIA providers?

A: Answered in Addendum 3, question 33.

Q29. What is the reasoning behind the expectation that enrollment in SCOTI and beginning framework services promptly after eligibility determination (e.g. in two weeks) is the best practice? On page 8 an expectation of “suitable and eligible” is stated. Current WIA providers have been encouraged by ODJFS and local JFS to spend time in the engagement process to ensure the youth is sufficiently motivated to be a suitable WIA enrollee. That seems to have helped improve outcomes. Why are we changing course?

A: As stated previously, this has been identified as best practice therefore requested.



**ATTACHMENT A
PROPOSAL COVER SHEET FOR
YOUTH SERVICES UNDER THE WORKFORCE INVESTMENT ACT (WIA)
Bid No: RFP 08-011**

Name of Provider: _____

Provider Address: _____
Include city, state and zip code

Contact Person: _____
(Please Print or type name) *Title*

Phone Number: _____ Fax Number: _____ E-Mail: _____

Additional Names: Provider must include the names of individuals authorized to negotiate with HCJFS

Person(s) authorized to negotiate with HCJFS:

(1) Name: _____ Title: _____
(Please Print) *(Please Print)*

Phone Number: _____ Fax Number _____ E-Mail: _____

(2) Name: _____ Title: _____
(Please Print) *(Please Print)*

Phone Number: _____ Fax Number: _____ E-Mail: _____

LOCATION OF PROPOSED SERVICE: () In the community () at the One Stop

Initial Term for twenty-four (24) Months 7/1/09 - 6/30/11	Renewal Year One for Twelve (12) Months 7/1/11 - 6/30/12
Number for each target group _____	Number for each target group _____
Projected Cost of each youth served \$ _____	Projected Cost of each youth served \$ _____
WIA Funds Requested \$ _____	WIA Funds Requested \$ _____
Value of leveraged resources \$ _____	Value of leveraged resources \$ _____
Total Projected costs: \$ _____ (Excluding any Incentive dollars)	Total Projected Costs \$ _____ (Excluding any Incentive dollars)

Certification: I hereby certify the information and data contained in this proposal are true and correct. The Provider's governing body has authorized this application and document.

Signature - Authorized Representative Title Date

Signature – Financial Officer Title Date

++Please see back of form for checklist to verify everything required to be submitted is included.

Proposal Submission Checklist
For
YOUTH SERVICES UNDER THE WORKFORCE INVESTMENT ACT (WIA)
Bid No: RFP 08-011

Please use the checklist below to ensure all items and actions necessary to have your proposal accepted are completed.

- _____ A) Registered for RFP Process on or before November 7, 2008 by 3:00 p.m.
- _____ B) Proposal is to be submitted by 11:00 a.m. on November 21, 2008
- _____ C) Cover sheet is to be signed and all sections are to be completed in full, Section 2.1
- _____ D) Responses to Program Components, Section 2.2.1 are included
- _____ E) Responses to System and Fiscal Administration components, Section 2.2.2 are included
- _____ F) Budget completed correctly, Section 2.3 (hard copy included with proposals)
- _____ G) Soft copy of the budget sent to the Contact Person on or before due date of proposals (November 21, 2008). Soft copy completed in Excel format, Section 2.3
- _____ H) Budget Narrative explains the cost and their relationship to proposed services. It must justify cost and give the formula by which they were derived. All costs in the narrative should match the line items in the budget, budget narrative must be completed for initial contract term and one for one year renewal option. (total of 2) Section 2.3
- _____ I) Customer Reference Letters are included, Section 2.4 (Do not include any HCJFS Personnel)
- _____ J) Personnel Qualifications are included, Section 2.5