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November 3, 2011

**HCJFS REQUEST FOR PROPOSAL
WIA YOUTH SERVICES RFP#SC0411-R**

ADDENDUM 4

Questions Received After the RFP Conference:

Q1. If a response to the RFP is selected that includes both out-of-school youth and youth aging out of foster care, when outcomes are determined, will the two populations be reported separately?

A: Yes.

Q2. Can HCJFS provide information on the number of youth who exited foster care last year and who did not have a diploma or GED? Are the youth the RFP wants to serve in their final months of foster care, or have they already exited foster care?

A: In 2010 114 youth emancipated from foster care or similar HCJFS custody. We do not have data immediately available regarding their barriers at emancipation.

The service population for this proposal scope would include youth who meet the three criteria below.

1. A youth who is not in school at the time of WIA enrollment who is either a high school drop-out or has a GED/Diploma but is still basic skills deficient, unemployed or under-employed;
2. A youth who is in the legal custody of HCJFS at the time of WIA enrollment subsequent to 7/1/12 or a youth who has emancipated from HCJFS custody at any time prior to or following 7/1/12; or
3. A youth enrolled in WIA on or after 7/1/12.



Q3. On page 21 of the RFP, Section 2.2, last sentence: "Provider must describe in detail all information set forth in Section 2.3 B-4." I believe the Section reference may be an error as I cannot find a section with that number.

A: Please refer to Addendum 3, Question 5. Answer repeated below:

Please disregard the referenced Section 2.3 B-4. The referenced sections should be Sections 2.2.1 and 2.2.2.

Q4. The chart from Addendum 2 shows an In-School outcome of Employed/military 1st quarter after exit/retain 3rd quarter. This comes from page 12 of the RFP, 3rd bullet. Upon further reading, it appears this only applies to out-of-school youth. If this is correct, there are only two system outcomes for in-school youth:

1. *Earning a diploma or GED; and*
2. *Youth who exit with a diploma or GED enter a degree granting or certificate granting program.*

Is this interpretation correct? If not, please provide the correct interpretation.

A: In-School proposals should explain in-detail how they will secure the following outcomes:

- 75% of exited youth shall earn a GED or diploma at exit or within three quarters of exit.
- 65% of exited youth shall earn a GED/Diploma and enter a post-secondary degree/certificate program within three quarters of GED/diploma.
- 70% of exited youth shall be employed or in the military within the first quarter after exit and be employed or in the military in the third quarter after exit.

Q5. Sec. 2.3A Budget and Costs Considerations requests three budgets: one for 2012-2013, one for 2013-2014 and one two year budget summary for the entire contract period (7/1/12-6/30/14). In the meeting on Oct. 25, Lisa commented that we should submit 4 budgets: which include the 3 mentioned in the RFP (Sec. 2.3A), and a fourth for the renewal period. Shall we proceed with the four budgets as instructed verbally in the RFP Conference as opposed to only three as mentioned in the RFP?

A: Providers should submit four (4) budgets.

- One (1) budget that shows the entire initial 2 year period of 2012-2014;
- One (1) budget that breaks down the first 12 months of the initial term 2012-2013;
- One (1) budget that breaks down the second 12 months of the initial term, 2013-2014; and
- One (1) budget for the One (1) year "Optional Renewal Period" of 2014-2015.



- Q6. Service Components** Section 1.2.3, B, 5 bullet point 2 (P. 13 & 14) refers to military, employment and apprenticeship programs placement – does placement in college count towards this placement outcome?
- A:** See addendum 2, Q4. This placement is not an applicable measure. However, the question is helpful. Regarding the out-of-school measures on Q4, the 70% measure for Employed/military 1st qtr after exit/retain 3rd qtr (12) would include apprenticeship as a positive outcome.
- Q7.** To whom should letters of reference and support be addressed? The SWORWIB or JFS?
- A:** Either.
- Q8.** Attachment C, Budget user Guide – Professional Fees & Contracted Services, should professional development fees and materials be included in this area?
- A:** Yes please, and be specific in the budget narrative regarding what is included in the category.
- Q9.** P. 16, paragraph 2 and the 3 bullets – elements 3, 6 and 10 that follow. Is the expectation that any proposal submitted will ensure these 3 elements are addressed?
- A:** Each proposal should address each of those three needs. Follow up for twelve months must be provided by the vendor directly. The other two must be provided for youth who need the service, but a referral to another community resource may be sufficient.
- Q10.** Attachment M shows ITAs for youth as well as self-attestation and approved eligibility documentation, which looks like parts of Attachment J. Should some portions of Attachment M in the RFP be removed or ignored?
- A:** Each part of Attachment M is accurate at the time of publication and related to the RFP. You are correct that Attachment J and parts of M are redundant.
- Q11.** Attachment I, bullet point C refers to Attachment B. Where is Attachment B located? The Attachment B form in the RFP is the signature page for all authorized parties. Please share the title and information on the Attachment B referenced in Attachment I.
- A:** See attachment O for a definition of “Low Income Individual.”
- Q12.** Section 2.2.1 C, Program Components on page 24; the dates on this page state 7/1/2011. Are these dates correct?
- A:** No. All youth enrolled prior to 7/1/12 are disregarded in any contract performance measures. The correct date for this reference should be 7/1/12.



- Q13.** Section 2.2.1 C, Program Components, page 24, 25 – the top of page 25 appears to be duplicate phrasing of paragraph C 1 on page 24. Is this true? If so, can we disregard it?
- A.** Please do not disregard. It is listed twice to be sure that all in-school and out-out of school proposals do provide this data in their submissions.
- Q14.** What is (or will be) the total number of youth served between the 2009-2012 program years?
- A.** In 2009-2011, 924 youth were served. The goal for 2011-2012 is 343 youth served.

