CSS WORKFORCE RFP for YOUTH SERVICES

DUE & Bid Opening: **OCTOBER 30th at 4:00 pm**

CSS Workforce 23 West Main Street, Corning

Written Question Follow Up

Follow up questions were submitted electronically asking what the turnaround time for payments from this RFP is and how rapidly the selected bidder will be able to receive reimbursements. In addition, it was asked if a bidder can request an advance?"

It was confirmed that bidders cannot request an advance and that reimbursements with back-up documentation are due to the Fiscal Director by the 10th of the month, reimbursement is within 2 weeks.

1. What is the total amount of funding available for this RFP**?** **$300,000 for full year. $170,000 for half year depending upon available funding.**
2. Is there a special format required for the narrative? NO
3. Will double-spaced, 12-point font, Arial Narrow work? YES
4. How many FTE staff are currently on this contract? 3 FTE
5. What are the job titles of staff working on this project? -Currently, 1 Program Lead and 2 Emerging Workforce Navigators
4. What are the required outcome/performance measures? We will work with the service provider to finalize these. Our goal, in full performance, is to have 7 work experiences started each month.
5. Will there be an opportunity to add partners and build new partnerships upon award? Absolutely.
6. Is there a recording or transcript of the Virtual Bidders Conference available? Yes. Recording
7. "First Year: At least 50% of new program enrollments (195) should occur within the first twelve (12) months." Based on this language, it appears that a total of 390 enrollments may be expected over the contract period. This seems inconsistent with the stated expectation of maintaining a caseload of 45 active participants.

   Could you please clarify whether:

The 195-enrollment benchmark is correct**; the 195 enrollment is a goal for the first year is being REMOVED from the requirements**

The anticipated total enrollment target is 390 participants; and

How this enrollment expectation relates to the requirement of maintaining a minimum active caseload of 45 participants?

The benchmark is to have 45 participants actively engaged in training or work experience. The total enrollment target is desired and not required.

8. What are you considering to be the average length of engagement after enrollment should be? **We would like the proposer to submit their plan for follow-up on enrollment.**
9. With regards to Work Experiences, under the Interim Outcome Measures

It is expected that after June 30, 2027, a minimum of 7 new work experiences will be started every month, with an 80% successful follow-up after program exit.

Elsewhere, it is noted that Work Experience should be 30% of the total budget. If the annual budget is $300,000, then Work Experiences wages would be minimally $100,000.

7 new work experiences starting each month would equal 84 new work experiences with a budget of minimally $100,000. This would be $1190.48 per work experience. In calculating only wages of $16 per hour the work experiences would only be for a total of less than 74 hours. Are you expecting the work experience to be 2.5 weeks or less?

We require a minimum of seven (7) active work experiences with a minimum of four (4) new successful completions a month. We expect to see how well proposers will accomplish this goal. Our goal is to have the funds used for work experiences rather than administrative services, including staff salaries where possible. We expect it will be through the creative leveraging of other resources.

10. With regard to the Budget Expense Line-Item Category

    #4 Program Operational Supplies and Office Rent

    During the bidder's conference, it was clarified that the budget amount is expected to cover staffing, fringe and youth work experience. Is it now expected to cover Operational Supplies and Program Rent?

    Yes, this will be included within the administrative costs. The CSS Workforce will cap the administrative costs covered by the WIOA funds to 15%. This is to enable funding to be used primarily for the training and work experiences for the youth we are serving. CSS Workforce looks forward to proposals that

demonstrate an ability to leverage outside resources to help support youth employment efforts while maximizing the funding used for training and successful exits.