

Pima County Community Services, Employment & Training
2011-2012 Workforce Investment Act Youth Services
RFP CSET-WF-2011-01



Questions and Answers

1).Q: The RFP package under the Basic Education has 2 subsections, 1 for Summer BE and 1 for After School/Dropout BE. Does this mean you need 2 technical proposals, 1 for Summer BE and 1 for After School/Dropout BE? The same applies to the Work Experience.

A: Yes, in that instance you would need to write one technical proposal for Summer Basic Education and one for After School/Dropout Basic Education. The same applies for Work Experience proposals. Also, keep in mind that separate budgets for Summer Basic Education and for After School Basic Education would need to be submitted.

2). Q: Is # 5 (Credentials of staff providing instruction) fit into the technical proposal or is it part of the supplemental 20 pages?

A: Please include one-page resumes for staff in the technical proposal section that corresponds to that staff person's role. However, additional resumes and/or resumes exceeding one page can be added to the attachments section within the set page limit.

3). Q: When we are talking about the resumes are we talking about 1 cohort? or multiple cohorts?

A: Include one resume per instructor or job developer that will be involved in the particular program (i.e., Summer Combo). Thinking of this as "one resume per cohort" may not be accurate since there *could* be a situation where a single staff member works with more than one cohort, and of course there could be a situation in which more than one staff member could be working with the same cohort.

4). **Q:** Can you clarify whether the [RFP in] pdf is a fillable form?

A: It is not "fillable". Please request a copy (by e-mailing dana.katbah@pima.gov) of the RFP document in MS Word if needed. This request can be made until noon on Friday, February 4.

5). **Q:** Under the Basic Education, Are they asking for 1 technical proposal for After School (students still in school) and 1 for Dropout (youth who dropped out of school)?? Otherwise how can there be an After School/Dropout...

A: It depends on an agency's program design and how the proposer chooses to present it. Proposals may be submitted for afterschool programs for in-school students and/or for dropouts (out-of-school). If an agency chooses to design programs that serve students AND dropouts, then these plans may be either incorporated into one technical proposal and budget (i.e., "School-Year Basic Education for Students [After School] and Dropouts") OR into two technical proposals/budgets for that section.

6). **Q:** On the Proposer Summary Form - do we just need to place an X in front of the Category of service we are proposing and an X under Urban and/or Rural or do we need to enter prices or numbers in the Category section?

A: Yes, just mark "X" unless you prefer to put numbers (e.g. "2" Work Experience proposals).

7). **Q:** If our agency does not do any lobbying for workforce development programs - do we need to complete the Disclosure of Lobbying form (page 7 of Attachment 3)?

A: Yes. It should be stated somewhere on the form - wherever seems appropriate - that your agency does not engage in lobbying for workforce development programs.

8). **Q:** I don't have the certifications, etc. on the copy I downloaded. Do you need one set for each submission?

A: Copies of the certifications were e-mailed to all registered proposers on 2/1/2011. Only one set is required for each proposer.

9). **Q:** In order to serve the After School Youth I would need to submit under the first one, In order to do the Long term Case Management I would need to do the second one and in order to do the summer programs of Basic Ed and WEX I would have to do the third application?

A: No. One section is for Basic Education (Choose Summer and/or Afterschool/Dropout Basic Education). One section is for Work Experience (Choose Summer Work Experience and/or After School Work Experience) and one section is for "Combo" - Summer only. Think of it in terms of the TYPE of service provided (Basic Education, Work Experience or Combo). This RFP is not for staffing per se. You can build dollars into your proposed budget for staff-related costs, but this RFP is not for staffing. An RFP for ONESTOP staffing will be released in 2012.

10). **Q:** (Questions in general about the location of documents related to this RFP)

A: <http://www.pima.gov/CED/Grants/rfp.html#RFPs>

11). **Q:** Where are deadlines and other dates important to this process published?

A: In the "Timeline" section of the RFP document.

12). **Q:** Where can information on past and existing contracts be obtained?

A: <http://www.pima.gov/econtracts/>

Please note that in some cases one consolidated question has been used to represent one or more very similar questions.