

**RFP #09-02 WIA Youth Program Services
For Younger In-School Youth
Questions and Answers
Corrections to RFP Specifications**

Date of Changes – April 9, 2010 Additional Change – April 14, 2010, see page 2.

Q - Page 19 Section 6.5.4 states: Proposals that do not follow the format prescribed in Section 5 of this RFP will not be considered. Is Section 5 correct?

A - No, the statement should read: Proposals that do not follow the format prescribed in *Section VII* of this RFP will not be considered.

Q - Page 22, second paragraph states: Bidders' total proposal submissions (both the Technical Plan and Financial Plan in all required copies must be received by WCJP complete no later than 12:00 noon on May 2, 2010. The cover page states deadline for submission of proposals is April 23, 2010. Which date is correct?

A - The correct deadline for submission of proposals is 12:00 noon on *April 23, 2010*.

Q - The appendices are listed in the RFP document as 8.1 through 8.10. The actual appendices attachments are listed as 7.1 through 7.10.

A - The appendices/attachments have been corrected to *8.1* through *8.10*.

Q - Do applicants need to submit separate applications for each county?

A - Not if the program activities for both counties are identical. It would be necessary to submit separate financial packets for each county in the event the bidder is accepted in one county and not the other due to a higher ranked proposal from another bidder.

Q - What is the grant amount for a Lawrence and Mercer County program and/or the amounts allocated for each individual county?

A - The grant amount is intentionally not included in the RFP. Bidders should propose the actual cost it will take to run the program activities for the number of youth identified in section 1.4 of the RFP. WCJP has not received allocation amounts from the Commonwealth for program operations for the new program year beginning July 1, 2010. The amount available will also be dependent on the amount of Individual Training Account (ITA) contracts with local training providers that carry over into the program year.

Q - Section 4.1.7 “Referral to other services” references the co-locating of staff in the Career Link. Is this all direct service staff or would one staff suffice? and, Must there be a staff there every day?

A – Yes, all direct service staff should be located at the respective CareerLink® for the purposes of interacting with WCJP, CareerLink® and other partner agency staff and services. Staff should be present at the CareerLink® daily unless providing **direct services at the schools or attending meetings at the agency home office (added 04/12/10).**

Q - Are student incentives an allowable expense?

A - Yes, student incentives are allowable and may be included in the bidder’s proposal. All incentives should be explained in detail as to the criteria to be used to award the incentive, how often the incentive will be awarded, etc.