

COUNTY of KANE
PURCHASING DEPARTMENT
KANE COUNTY GOVERNMENT CENTER

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ADDENDUM 1

Request for Proposal: #07-018

Title: Workforce Innovation and Opportunity Act Youth Services

The attention of all offerors is called to the following questions received via e-mail and at the optional pre-proposal meeting on December 4, 2017. The answers follow each of the questions.

1. What is the definition of Work Experience and what can be included in the 20% expenditure requirement? *A work experience is a planned, structured learning experience that takes place in a workplace for a limited period of time. Work experiences or internships may be paid or unpaid, as appropriate and consistent with other laws, such as the Fair Labor Standards Act. Work experience may be arranged within the private for-profit sector, the non-profit sector, or the public sector. For youth, work experiences may also include: 1) Pre-apprenticeship programs; 2) Summer employment; 3) Other employment activities available throughout the school year; 4) Internships; 5) Job shadowing; and 6) On-the-job training (OJT). Examples of allowable expenditures are listed on page 15 of the Bidders Conference PowerPoint (attached) and links to Department of Labor's federal guidance (TEGLs) have also been provided which provide additional Work Experience definitions.*
2. Can Work Experiences be provided in-house and/or through an outside employer? *Yes to both, as work experiences may be arranged within the private for-profit sector, the non-profit sector, or the public sector.*
3. For a student who has completed high school and wants entrance into a local community college, but is taking remediation courses – would those classes be compensated under this grant? *Yes. Remedial education is an allowable expense as defined under the local training policy which can be found at www.countyofkane.org/Pages/ocr/WDB.aspx.*
4. What is the age eligibility? Can those with a disability over age 24 be served? *WIOA funded services may be provided to eligible youth ages 16-24 at the time of application; links to eligibility criteria can be found on slide 22 of the attached PowerPoint. Individuals older than age 24 at time of application can seek assistance from the Adult WIOA program. Application information can be found at www.countyofkane.org/WDD/Pages/Default.aspx*
5. For staff time, can existing staff be included and/or can you hire individuals? *The staffing plan is not prescribed; it can include existing staff, new hires, or a combination of both that provide a reasonable and cost effective plan to support the proposed programming model.*
6. Is there an existing format to capture an Individual Service Strategy (ISS)? *Yes, Kane County has a prescribed form which is to be utilized by all contracted service providers.*

7. Are there any resources that contain information on what a successful proposal would look like? ***Bidders can view previous Workforce Development Board action and/or Youth Committee recommendations via the Kane County website at www.countyofkane.org/Pages/ocr/WDB.aspx or review best practices as disseminated by the Department of Labor via their Workforce GPS website at <https://www.workforcegps.org>.***
8. Is there a listing of what programming the current providers offer? ***The weblinks to each providers' program is included at <http://www.countyofkane.org/WDD/Pages/youthServices.aspx>.***
9. It appears there is a decreased enrollment planned for PY16 – please advise. ***The enrollment figure presented on slide 5 of the Bidder's Conference PowerPoint represents the currently enrolled service numbers for the providers presently under contract for PY17, which reflects a gap from PY16. As such, this RFP has been released to bring additional programming to the three-county area.***
10. After proposals are submitted, who evaluates and approves awards? ***The Kane County Office of Community Reinvestment works with the Youth Committee of the Workforce Development Board to form an award recommendation(s) which will be considered by the Executive Committee and the Full Workforce Development Board. Since Kane County is the WIOA grantee, the Kane County Board must formally accept the Workforce Development Board's authorization through a Resolution to execute a sub-recipient contract.***
11. How many contracts will be authorized? ***Unknown at this time – a single provider or multiple entities may receive an award.***
12. Is a CASAS credential an allowable performance outcome? ***No, the CASAS Workforce Skills Certification would not count towards performance outcomes as a credential. However, the CASAS assessment is an allowable tool under WIOA that can be utilized to determine the reading and math levels of participants as part of initial assessment.***
13. The statement of work refers to a 5% eligibility requirement – how does that work? ***The 5% eligibility exception applies only to the Youth-In School population: as all Youth-In School are required to meet the low-income eligibility criteria, local areas are allowed 5% of youth in-school participants to be exempt from this requirement provided they meet at least one of the other barriers. Note that the 5% exception is network-wide and pre-approval for participants that do not meet the low-income criteria must be gained by individual service providers. Specific In-School eligibility is addressed here: <https://apps.il-work-net.com/WIOAPolicy/Policy/Index/124>.***
14. Is a bidder required to submit evidence of Automotive Insurance if their organization/agency does not carry a policy given that participants are not transported directly by staff? ***Kane County requires all vendors to provide proof of automobile insurance regardless of whether or not they transport participants.***
15. Is this RFP open to programs looking to operate in Kane/DeKalb/Kendall Counties, as opposed to programs which are already operating in said counties? ***Yes, this RFP is open to all potential respondents that have an interest in serving youth that reside in Kane, Kendall or DeKalb counties.***

16. What is the budget amount? ***Page 15 of the RFP notes that approximately \$275,000 is available for this bid. This amount may be supplemented by WIOA Program Year 2018 Youth funding (pending its availability on July 1, 2018), in order to ensure continuity of service through June 30, 2019.***
17. Is there an opportunity for colocation? ***While providers have access to conference room and computer lab space at the North Aurora one-stop, independent offices are maintained by the service providers often as an in-kind contribution.***
18. What are the numbers of in-school and out-of-school youth currently being served? ***Please refer to slide 5 of the attached PowerPoint for this information.***
19. What are the current performance outcomes? ***Program Year 2017's current negotiated performance goals for three of the Youth measures (Placement into Employment or Education, Retention in Employment or Education, and Credential Attainment) are at 70%. Program Year 2018 performance thresholds, which will begin July 1 2018, have not yet been negotiated.***

Please acknowledge receipt of this addendum in the space provided on Page 30 of the Proposal document. Thank you for your interest in the Kane County procurement process.

Sincerely,

Maria C. Calamia

Maria C. Calamia, CPPB

Assistant Director of Purchasing