

# Questions and Answers

Summer Youth Employment Services for  
American Recovery and Reinvestment Act

Question 1. Will costs incurred in preparation for this project prior to the anticipated contract award date of June 23 be reimbursable under this contract?

**Answer 1. No. RFP page 8 “Mendocino County and the Mendocino County WIB shall not pay for any costs incurred by the responding agency in the preparation of proposals.”**

Question 2. Item V.D.5. (page 7) of the RFP says "In order to assist the efforts of the Local Workforce Investment Board (WIB) in marketing its programs, the WIB will require that all recipients of funds from the WIB publicize the fact that the program it operates is funded, in whole or in part, by the WIB. All contracts will contain a provision requiring the contractor to abide by this requirement."

This appears to be in conflict with contract terms and provisions 32. which states that "CONTRACTOR shall not use the name of County or the WIB, their officers, directors, employees or agents, in advertising or publicity releases or otherwise without securing the prior written consent of COUNTY and the WIB in each instance."

Does the provision of the RFP constitute written consent or will there be an addendum to the contract to allow this?

**Answer 2. No. It is the intent to comply with the contract language requiring submittal of media drafts to the WIA Coordinator to obtain written consent prior to publication.**

Question 3. Page 11, section 1.b., first paragraph – What does private mean?

**Answer 3. Any private sector business.**

Question 4. Regarding question number 1. Will costs incurred for preparation of the program previous to being awarded be reimbursable?

**Answer 4. That is a question that county counsel will have to answer.**

Question 5. In addition to the age range noted in the RFP are there an other eligibility requirements?

**Answer 5. Yes. Individuals must be low income AND have one of the seven barriers listed on page 5 and 6 of the RFP.**

Question 6. What is the definition of low income?

**Answer 6. Low income as defined by the most recent Lower Living Standard Income Level Guidelines (LLSIL) by the Department of Labor is addressed in the Table below.**

**2008 70 PERCENT LOWER LIVING STANDARD INCOME LEVEL (LLSIL)  
AND POVERTY GUIDELINES**

The LLSIL and poverty guidelines are used to establish low-income status for Workforce Investment Act (WIA) Title I programs. Local Workforce Investment Areas (LWIA) use the LLSIL to determine eligibility for youth, eligibility for employed adults for certain services, self-sufficiency, and eligibility for the Work Opportunity Tax Credit. The LWIAs should consult the WIA and its regulations, and preamble for more specific guidance.

Tables 1 through 5 show the 70 percent LLSIL and the poverty guidelines for western metropolitan and nonmetropolitan areas, and for three specific Metropolitan Statistical Areas in California. In addition, each LLSIL table includes the 100 percent LLSIL that establishes the Department of Labor's minimum self-sufficiency levels. The last column in each table shows the amount to be added to the figure for a family of six for each additional family member.

Since the income received during the six-month period immediately prior to the individual's application for WIA funded services is used for income determination, each chart below shows the six-month, as well as the annual, figures for each family size. A comparison of the applicant's actual family income during the six-month income determination period with the six-month figures on the charts enables the reviewer to immediately determine an individual's eligibility.

**Effective Dates:** LLSIL: April 25, 2008  
Poverty Guidelines: January 23, 2008

<b>Table 5—Nonmetropolitan Areas</b>							
<b>LWIAs</b>	Humboldt County Mendocino County			Mother Lode Consortium			
<b>Family Size</b>							
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>Each Add'l add</b>
<b>70% LLSIL</b>							
Annual	\$ 8,924	\$ 14,626	\$ 20,081	\$ 24,786	\$ 29,252	\$ 34,212	\$ 4,960
6 Months	\$ 4,462	\$ 7,313	\$ 10,041	\$ 12,393	\$ 14,626	\$ 17,106	\$ 2,480
100%	\$ 12,749	\$ 20,894	\$ 28,687	\$ 35,409	\$ 41,789	\$ 48,875	\$ 7,086
<b>Poverty Guidelines</b>							
Annual	\$ 10,400	\$ 14,000	\$ 17,600	\$ 21,200	\$ 24,800	\$ 28,400	\$ 3,600
6 Months	\$ 5,200	\$ 7,000	\$ 8,800	\$ 10,600	\$ 12,400	\$ 14,200	\$ 1,800

**Question 7.** What is meant by pre-employment skills training on page 11, and can it be shorter or longer than one to two weeks in duration?

**Answer 7.** Pre-employment skills training is soft skills training such as work ethic, self development/life skills management, math, English and writing training, basic computer training, resume writing and interview techniques.

**Pre-employment training for this project has a one week minimum and time the participant spends in this training can be a paid activity.**

Question 8. How do we determine if job readiness is necessary?

**Answer 8. This will be up to the discretion of the provider. Please be sure to address this in your narrative (attachment 4 question 4 in the RFP).**

Question 9. How do we document success?

**Answer 9. Pending state guidance certification by worksite supervisor will be minimum requirement.**

Question 10. How flexible and creative can the worksite options be?

**Answer 10? Worksites are open to private business, non-profits, community services. Worksites are pretty flexible as long as there is a supervisor, there is a bonafide list of skills to be learned by the job, and there is someone to monitor the actual hours worked.**

Question 11. Do all training sights options have to be determined prior to turning in the RFP?

**Answer 11. No. It is not expected.**

Question 12. Is subcontracting allowable.

**Answer 12. (RFP page 9) Yes.**

Question 13. Will responses that total above the allotted amount of funds be acceptable, especially if all responses come in over cost?

**Answer 13. (RFP page 2) The WIB reserves the right to reject any or all proposals, waive irregularities, or to award contract(s) in whole or in part, if deemed in the best interest of the WIB to do so. The County will award contract(s) to the firm(s) whose proposals are determined by the WIB to be the most responsive and responsible proposals and of the best advantage to the WIB. The final decision for the award of this contract shall be made with the concurrence of the Mendocino County Board of Supervisors.**

**(RFP page 9) All applicants will be evaluated based on the reasonableness of the cost of their proposal as compared to the historical cost of similar programs. The WIB will review budgets for the reasonableness of cost items in relation to the type and length of service.**

Question 14. What is the average cost per participant are you looking for?

**Answer 14. This is not being dictated.**

Question 15. In regards to Attachment 8, what is supposed to be filled out?

**Answer 15. In regards to Attachment 8, the county of Mendocino Standard Service Agreement, Exhibit C and D, and Appendices A, B, and C need to be completed for submittal and will be inserted into the final contract. Exhibits A and B will be part of the contract negotiations so will not be completed for submittal of this RFP.**

Question 16. Are there a minimum of hours a participant must work?

**Answer 16. No. There is no minimum number of hours a participant must work, however the maximum is 40 hours in a week. No overtime is allowed.**

Question 17. Is there a requirement that all age groups be represented?

**Answer 17. Yes. And at least 30% of the funds must be expended on out of school youth. Out of school youth is defined per TEG 14-00 as "all youth except those who are attending any school and have not received a secondary school diploma or its recognized equivalent and except those who are attending post-secondary school and are not basic skills deficient.**

Question 18. What amount of the funds can be spent on administrative vs. program?

**Answer 18. The provider is allowed 3% of \$362,907 to be spent on administrative activities (see attachment 6 Cost Allocation Guide to determine administrative vs. programmatic costs).**

Question 19. In regards to the Cost Allocation Guide, what does it mean when something is marked as both administrative and program costs?

**Answer 19. If it is marked in both columns administrative and program the item is allowable for either, depending on the nature of the item or activity.**

Question 20. What are the outcomes you are looking for?

**Answer 20. Attachment 5 Work readiness % is the only outcome that will be monitored for this program.**

Question 21. Where should supportive services go in the budget plan, and do we need to define supportive services?

**Answer 21. Put supportive services in the “other” field. It is not necessary to specify supportive services other than calling them supportive services.**

Question 22. Are all staff included in Attachment 7, even staff not yet hired but intended to be hired?

**Answer 22. Yes. Include intended hires in Attachment 7.**

Question 23. Is MEDS security part of this contract?

**Answer 23. It is not yet known whether MEDS security is part of this contract, County Council will be consulted for this answer.**

Question 24. Will Civil Rights information, specifically Americans with Disabilities Act (ADA) be a requirement for this contract?

**Answer 24. Yes. By signing Exhibit D you are agreeing to compliance within all the above.**

Question 25. What is the start date? Can the participants start any date after June 24?

**Answer 25. The program start date is June 24. Participants may start any time after the contract is signed. However, they must end work by September 30, 2009. Be aware that in-school participants who continue to work after the start of the school year may need a work permit renewed during that time.**

**If the participant’s school is closed before a work permit can be obtained, work permits may be obtained through the Mendocino County Office of Education.**

Question 26. Who is the employer of record on the work permit?

**Answer 26. The agency paying the participant.**

Question 27. Is there a regulation from the state regarding a set training curriculum?

**Answer 27. Not at this time.**

Question 28. Can the funds for this program be used after October 30, 2009?

**Answer 28. Technically yes, but the intent is to stimulate the economy through training wages for youth during the summer of 2009. Though the Department of Labor (DOL) allows dollars remaining to be spent on year round and or summer of 2010 activities, the potential for rescission is great and the WIB plans to expend all or most of the funds by October 30, 2009.**

Question 29. Will one agency be awarded all the funding or can the award be divided up?

**Answer 29. This RFP does give the WIB the option to divide the funding, to negotiate with all qualified sources (RFP page 8).**

Question 30. Can program funds go toward paying a supervisor at a designated worksite?

**Answer 30. Yes**

Question 31. If the designated worksite supervisor is a subcontractor, who pays for the supervisor?

**Answer 31. The agency who is awarded.**

Question 32. Can we be a training site for a participant?

**Answer 32. Yes**

Question 33. Can the provider start the program after May 14<sup>th</sup> when the WIB announces who shall be awarded the contract?

**Answer 33. Clarification from county counsel is being obtained.**

*Questions 34 and 35 were received via email 5/1/09*

Question 34. Are you asking for the agency's overall flow chart?

**Answer 34. Yes**

Question 35. Job descriptions for the RFP: Do you just want copies of the ones we give at the time we hire someone?

**Answer 35. Yes**