

Questions and Answers from the PY2018 OSY Bidders Conference

1. Page 6 of the RFP states that a separate proposal must be submitted for General Education Development (GED) Program and High School Diploma Program, the Occupational Skills Training Program or the Work-Based Learning Program; based on this:
 - If a contractor bids and is awarded more than one category, will there be separate contracts or will they be combined? **The contracts will be separate.**
 - If there are separate contractors for each category, how will two (or all three) contracts conduct and document exits and follow-up (will each contractor document or one point of contact for all three contractors)? **The contractor under each agreement must document and follow-up according to the agreement.**
2. The General Education Development (GED) Program and High School Diploma Program (page 18), the Occupational Skills Training Program (page 19) categories require thirty percent of the program budget to be spent on work experience. If bidding on one or both of these programs, should work experience also be included as part of the program in addition to the responsibilities listed for these categories? If so, please clarify how this will be differentiated from the Work-Based Learning category to be bid on separately in the RFP. **Both contracted programs will be responsible for meeting the 30% work experience requirement. The WBL contractor will be solely responsible for work experience under their contract.**
3. Regarding the Oral Presentations:
 - The timeline for this RFP and award include Oral Presentations April 16-20. Will there be a schedule and if so, when will this be made available to provide bidders ample time to schedule attendance? **The exact timetable is dependent upon the schedule of the Board and we will send an email to bidders of the date and time.**
 - Is the presentation timed? **Yes, 15 minutes**
 - Are there requirements for the presentation that the bidder needs to be prepared for? **Due to the limited amount of time no PowerPoints, but handouts can be distributed.**
4. Per the RFP, thirty percent of the budget is to be spent on work experience; however, WIOA requires twenty percent. Please clarify if thirty percent is a CAPTE requirement or if this was intended to be written as twenty percent. **Thirty percent is a CAPTE requirement to help in ensuring that the 20% minimum is reached.**

5. On page 20 it states that Work-based Learning is to be for 30-40 hours per week; if an employer cannot provide 30 hours or more a week of work experience will that site be ineligible to be a worksite? **Yes, the site will be ineligible.** If they are eligible and a participant only works 25-29 hours per week, will this be accepted as work experience? **No, the State has set 30 hours as a minimum.**
6. Can the participant be paid bi-weekly? **Since these are youth and young adults, the CAPTE preference is weekly.**
7. If we are currently partnered with the Community College, are they allowed to provide GED instruction and TABE testing? **Yes, if the MOU is approved and the funding is not from the WIOA OSY Program.**
8. Is there a ceiling amount? **The will board will assign amount to each contract once it has decided on which program(s) it will approve.**
9. Are matching funds required? **Yes, but they can be in-kind.**
10. If an organization bids on multiple programs and receives the award, will the organization be able to serve the same student in both or all programs and receive credit for that student in both programs or in only one?
11. Should organizations with no youth program experience apply? **No, the organization must have experience serving at risk, hard to serve youth.**
12. Will the contract pay 100% salary of the staff hired for this contract or is the expectation for staff to already be in place? **The expectation is that staff would already be in place because the organization must already be providing the service they propose to offer to the CAPTE. Of course additional staff could be hired and if that staff works solely on contracted services then 100% of salary could be charged to the grant. If staff shares time between various programs, the grant will only pay a prorated amount for the time spent on CAPTE services.**
13. Does the contract provide continued financial support during the 12 month follow-up services? **Yes, it can.**
14. If the organization currently operates a GED/HSD program in partnership with a local community college what will be the required proof of credential/accreditation documentation needed if the college provides said service on the campus of the organization? **The required proof would be the GED Certificate or High School Diploma. Is this allowed? No, because the training services are being provided by the community college and not the contractor. CAPTE will reimburse for participant costs already paid from another federal program, but the provider may leverage the funds of both; with one paying for a service and the other paying for a different service.**
15. Will you send the Excel budget spreadsheet? **The budget sheet in the contract portion of the RFP is in Excel.**
16. With separate programs, how will follow-up post? **A copy of all follow up case notes must be sent to youth case manager here at the Career Center (Derek Marshall), who will then post the notes to the State's system.**

17. Can work-experience youth come from other providers? Yes, but the provider must ensure that it has met its 30% requirement before referring participants to the WBL contractors.