

6. REQUIRED PROPOSAL FORMAT

The proposal must clearly demonstrate the Respondent's ability to provide the requested services. The RFP provides information regarding the format in which proposals should be submitted, the requirements that must be met to be eligible for consideration, the Respondent's responsibilities and the documents that must be included. Failure to comply with the required proposal format and the General RFP Requirements may deem a proposal as nonresponsive.

6.1 GENERAL SUBMITTAL REQUIREMENTS

6.1.1. All bidders shall submit **one (1) original** proposal package with original signatures (in blue ink) and **seven (7) copies** of the proposal, under sealed cover, by mail or hand-delivery to Employment and Human Services Department (EHSD), Contracts Unit, 40 Douglas Drive, Martinez, CA 94553 to be received no later than **5:00PM on February 13, 2017**.

Proposals not received by this time will be automatically disqualified from the competitive process – no exceptions. Postmarks are not acceptable.

6.1.2. One copy of the organization's most recent audit or most recent certified financial statements must accompany the original proposal, along with a copy of the Certificate of Insurance. Do not attach the audit and the Certificate of Insurance to the seven copies of your proposal

6.2 REQUIRED DOCUMENTS AND PAGE LIMITS

Respondents must include the following documents and must adhere to the following page limits. Please keep narratives as concise as possible while providing the information requested. Each narrative must contain a heading clearly indicating the category you are responding to.

- Title Page (Section 6.4) - 1 page limit (Appendix A)
- Table of Contents / RFP Checklist (Section 6.4) - No limit (Appendix C)
- Executive Summary (Section 6.4) - 1 page limit
- Organization Description and Qualifications (Section 6.5) - 3 page limit
- Required Attachments: Organizational Chart (Section 6.5) - 1 page limit
- Program Content (Section 6.6) - 25 page limit
- Required Attachment: Client Flow Chart (Section 6.6.1) – 1 page limit
- Past Performance (Section 6.7) – 1 page limit
- Measures and Results (Section 6.8) -3 page limit
- Budget Summary, Narrative, and Budget Detail: (Section 6.9) – No limit (Appendix D)
- Required Attachment: Summary Budget – No limit
- Required Attachment: Indirect Cost Agreement and Negotiated Profit – No limit

RFP 1150 Questions and Answers

Comment: The numbering for the "required documents and page limits" section has not been aligned with the RFP. For example: in this section it lists "executive summary" as section 6.3, but in the body of the RFP it is labeled under 6.4 (it is a subsection and not its own section). In general, the numbering is off.

The Required Documents and Page Limits (page 28) has been updated and replaced to align the numbering issue. A new Page 28 is page 2 of this document.

1. How many youth, altogether, are you seeking to serve with this funding? If there isn't a specific number, is there a range?

The WDB is looking for respondents who can effectively leverage resources and efficiently serve reasonable numbers of youth and young adults. The range of youth depends on cost per participant and intensity of services provided. The WDB aims to serve at minimum of 250 youth and young adults (in active participation*) with this funding.

***Active participation refers to when a client is enrolled and receiving services at any point during the program year. This excludes follow-up services; however, it does include participants actively served during the program year, even if they are exited early in that program year.**

2. Is the number you are seeking to serve the number of new enrollments, or does it include youth already on existing contractors' caseloads?

Youth Program Partners selected through this procurement will be expected to serve a mix of current (previously enrolled) and new enrollments. The WDBCCC expects any new providers to effectively serve youth who are carried over and new enrollments. Active participation is the primary determinant of enrollment goals.

3. We understand that service numbers are sometimes stated in terms of a staff member's caseload. For youth who require extensive follow-up services (for example, placed into the community college), can youth officially in follow-up "count" as part of a caseload?

The WDB does not prescribe caseloads. Current Board policy is that youth and young adults in follow up do not count as enrollments. Youth and young adults receiving follow-up services are taken into consideration when evaluating Youth Program Partners.

4. The design of the WIOA youth outcomes creates less risk if you "place" a youth into post-secondary education than if you continue to actively serve them to be sure that they are securely attached. In the latter case, you're on the hook for certificate completion. Will it hurt a proposal to include actively serving youth until they complete a community college CTE certificate?

No.

5. Is there a time limit for how long you can keep a youth in active WIOA services?

No, as long as the enrollee meets eligibility requirements and is receiving services.

6. Apart from the percentage of youth who achieve each WIOA youth outcome, do you have targets for how many youth you want to have achieve those outcomes?

No.

7. Will a proposal be less competitive if part of the budget is spent to fund partners who provide one or more of the 14 youth program elements?

No, the WDB encourages collaboration among a network of organizations.

8. Where can I find the requirements/outline for "client flow chart"?

See the link below as an example of a client flow chart.

<https://www.phoenix.gov/econdevsite/Documents/020931.pdf>

9. What the page limit for WIOA measures?

The page limit for WIOA measures is 3 pages.