



Request for Proposals
Workforce Innovation & Opportunity Act
Youth Services
Updated 7/11/23 (new questions in italics)

1. Is the source of the funding to be awarded a government source?

The source of funding for this Request for Proposals (RFP) will be primarily federal Workforce Innovation and Opportunity Act government funding with a portion from private funding through the NOVAworks Foundation. You may wish to refer to page 4 of the RFP for more information.

2. Do we have to provide all 14 elements, or can we bid for just some and maybe partner with anyone else who can use our services as a partner?

As stated in the RFP (page 8) *Availability of 14 WIOA Program Elements*, "All Proposers must be able to provide directly **or through linkages** all of the 14 WIOA Program Elements to enrolled youth (WIOA section 129(c)(2)). ... If a service provider does not directly provide the services listed, it must demonstrate the ability to make the services available through seamless referrals to appropriate providers of such services. ..."

3. After the initial 9-month period, will there be another grant cycle for new partners?

After the initial nine-month contract period for selected providers, the contract period may be extended for up to three additional full years, dependent upon successful performance results and available funding. At that time, NOVAworks reserves the right to initiate (or not initiate) a new Request for Proposal competitive bid process.

4. What are the reporting, reimbursement, and invoice requirements?

The reporting requirements are further described in the RFP on page 9 *Reporting of Youth Activity/Records Management* and on page 11 F. *Record Keeping*.

As stated in the RFP (page 17) *Type of Contract*, "NOVAworks reserves the right to utilize the most appropriate contract methodology, including performance-based and/or cost reimbursement. ..." If awarded a contract, the provider may invoice monthly and will be reimbursed, as appropriate, on a regular monthly basis.

5. Is this opportunity only for the fields that you listed?

The RFP does not limit industry focus to only industries mentioned in the RFP.

6. If we work in a very specific sector (animal welfare) and have job training programs, is that too narrow of a focus? Or do we need to be more broad/general to workforce development?

The RFP does not limit industry focus to only industries mentioned in the RFP.

7. On page 9 of the RFP it says we should provide a way to provide direct monetary payments for youth (such as hourly wages). If we are paying them wages, then are we their employer and do we have to cover the workers compensation insurance?

As stated in the RFP (page 9) *Work-Based Learning*, "A Proposer is expected to provide a mechanism for the provision of direct monetary payments for youth, such as hourly wages. Whether handled directly by the proposer or through another entity, the employer of record must cover workers compensation insurance and adhere to all applicable laws and regulations. ..."

8. We missed the bidder's conference, is there a way to make that up so we can submit an application?

As stated throughout the Request for Proposals document, attendance at the Bidders' Conference is mandatory. The Bidders' conference was held on June 22. There will be no other Bidders' Conference scheduled.

9. Is this grant opportunity specifically for new work, or can it also be for ongoing work?

The grant opportunity is primarily for new work but can be used to build on existing/ongoing work.

10. Of the three program goals, if we are not able to complete one ourselves, are we allowed to work with another organization to ensure it is completed? For instance, goal one: the 200 NOVAworks' young adults in the first year, would be served by an organization we partner with.

A partnership is allowable.

11. We partner with an organization in San José, would we be able to lift their partnership for this? Or if we are serving the targeted demographics in San Mateo county and North Santa Clara county, but we are using our San José partner, would that still qualify?

There is no requirement as to where a partner is located.

12. Will NOVA be answering questions submitted by prospective bidders on a rolling basis?

The deadline for submitting questions is July 10 by 5:00 p.m. Questions will be responded to as they are received and posted on the NOVAworks website:

<https://novaworks.org/about/rfp>.

13. Are the current office locations available for future use? If yes, is the provider responsible for renting the facilities? If yes, what is the current rent for each location?

The current NOVAworks comprehensive job center at 456 West Olive Avenue in Sunnyvale is not available for use for this youth services RFP.

14. Is there space available at the NOVAworks Affiliate Center in the city of San Mateo? If yes, what is the cost?

The NOVAworks Affiliate Center is operated by a private provider.

15. Is there space available at NOVA's Specialized Job Center for Youth in Menlo Park? If yes, what is the cost?

We no longer have a provider in Menlo Park.

16. To best ensure compliance with the identified page limits, please confirm questions/prompts are not subject to the formatting requirements.

If you are including the text for the questions/prompts identified on pages 28 through 30 in the submission, then they are subject to the formatting and page limit requirements.

17. To best ensure compliance with the identified page limits, please confirm question prompts may be truncated or removed.

Questions may be truncated or removed. However, responses to these questions/prompts should be included as part of the submission.

18. Page 22 of the RFP requires the proposal be written in 12 point font. May tables, charts/graphs, and graphics be a smaller font as long as legible?

Tables, charts/graphs and graphics may be a smaller font as long as they are legible. However, as stated on page 14 of the RFP, there is a 25MB limit to the size of the email for the submission. Please keep this limitation in mind if including graphics and/or charts.

19. Please confirm the required Budget and Budget Narrative requested on Enclosure II (page 30 of the RFP) is excluded from page limitation and/or can be addressed as part of Enclosure V: Budget and Budget Narrative.

As stated on page 30 of the RFP, under Budget and Budget Narrative, the proposal budget should use Enclosure V.

20. Please confirm that required attachments (such as the Board of Directors list, job descriptions, and resumes requested on pages 28-29 of the RFP) are excluded from page limitations.

Pages 28 through 30 of the RFP outlines the attachments that are included in the page limit and those that are not included in the page limit. For example, job descriptions and

resumes are not included in the page limit. The Board of Directors list is included in the page limit.

21. Page 5 indicates the previous cost per youth served was approximately \$5,000 which corresponds with the \$1M total funds expected for a 12-month period as well as the expectation, on page 25, "to serve at least 200 youth in year one." As indicated on page 5 this RFP is seeking a service provider for a 9-month contract period. Is it reasonable to assume the goal for this 9-month period is to serve 150 young adults (120 WIOA and 30 non-WIOA)?

The goal is to serve approximately 200 young adults in a year. For the initial 9 months, the goal can be prorated to approximately 150 young adults, approximately 120 WIOA-eligible youth adults and 30 non-WIOA eligible young adults.

22. *Regarding Enclosures IV&V Youth Budget and Participant Plan: We believe there may be some updates needed in the formulas in cells N11, N12, and N13 on the Participant Plan. If so, can you please provide an updated form?*

These cells (highlighted with a blue dash) have the formula embedded in the cell and will autopopulate for this chart.

23. *Regarding Enclosures IV&V: On the Participant Plan, Line 11 references Youth Services. With this line, are you requesting the total number of Youth we expect to serve over the 9-month period, split between in-school and out-of-school youth?*

On the Participant Plan, Line 11, please provide the total participants to receive youth services. The top of each chart is labeled for In School Youth, Out of School Youth and Total Youth Participant Plan. The term for these charts is also listed at the top of each chart, 10/1/2023 - 6/30/2024 (9-month period).

24. *Regarding Enclosures IV&V: Cell F18 on the Budget Form is missing a formula. Can you please provide an updated form or may the bidder include the appropriate formula?*

Column F is the "total" column for columns D and E. The formula used for cell F18 is the same formula that is used for the other cells in Column F.

Deadline for submitting questions closed on July 10, 2023, 5:00 p.m. PST