

**Request for Proposals: #2018 – 003
Youth Employment System Services**

1. Should we still break out voucher/supportive services separate from core services or is it all inclusive?
 - a. *Anything that is going directly to the participant should go into the direct participant line item. Then, in your budget narrative, please be more descriptive of what those funds will be going toward.*
2. Are WIOA requirements such as drug testing and TABE testing still required?
 - a. *Yes. If you receive WIOA funding, you will have to adhere to WIOA requirements.*
3. What is the number of anticipated awards and average dollar amount?
 - a. *There is no anticipated number of awards or average dollar amount at this time. For context, in the last WIOA out-of-school youth RFP, EmployIndy awarded five contracts, and there are currently 10 YES providers. The current YES and WIOA youth contract dollar amounts range from \$7,500 to \$150,000.*
4. Do the youth need to be unemployed at the time of enrollment?
 - a. *The youth can be employed, but they must be out-of-school.*
5. The RFP mentions partnerships with other groups, do you want to see letters of support or a formal MOU in place with proposal or just document that we will work on that and put in place in the future?
 - a. *The partnerships can be documented in the proposal. In addition, EmployIndy will want to see MOUs or other evidence of partnerships prior to contracts being executed.*
6. Is there an Indirect rate or admin rate that you are allowing for this program?
 - a. *If you have a federally approved indirect cost rate, you can use that, just make sure to attach your letter from DOL. If you don't, you will want to use the de minimus rate of 10 percent.*
7. To clarify, the youth can no longer be in school, even if they have barriers and are being funded through Lilly Endowment or private philanthropy and not WIOA?
 - a. *Correct. Out-of-school youth, ages 16 – 24, with at least one barrier. Please refer to RFP, sec. III. d. pgs. 8-9.*
8. How will we know if our job readiness curriculum aligns with EmployIndy's Job Ready curriculum? Can we get additional information on this curriculum or at least get the full definitions of the different badges, so we can tell if we are aligned?
 - a. *See list of badge definitions on Appendix A to the RFP. There will be future trainings available. The curriculum modules are also accessible at Jobreadyindy.org. Our Job Ready manager will also be reaching out to awarded organizations to help evaluate your curriculum.*
9. If we don't deliver services and don't have a current partner for the services listed in Attachment C, can we still apply for funding? For example, we've never had to set up work experiences for each candidate before, is this something they can help us with during the technical guidance phase?



GUIDING MARION COUNTY'S WORKFORCE

- a. *Of course, you may still apply. However, being able to offer a work-experience to an out of school youth possessing little to no work-experience is one of the key service elements and vital to their employment placement success. The technical guidance phase could provide some helpful directions.*
10. Will the disbursement be reimbursable or awarded up front?
 - a. *Both. Federal WIOA funds will be reimbursable. Philanthropic funds may be upfront grant awarded.*
11. Do we pick if we are requesting philanthropic or WIOA funds or will that be decided by EmployIndy?
 - a. *EmployIndy will choose what funding each awarded organization will receive. It could be a blending of both and completing Attachment E: Funding Source Assessment will assist EmployIndy in making decisions about funding.*
12. Will there be training for WIOA providers, and if so, when?
 - a. *EmployIndy will provide technical assistance to all Youth Employment System providers, regardless of funding streams. There will be system wide training that organizations can participate in. There are also resources available to learn about WIOA online. A schedule of training dates will be set and published to providers.*
13. Can you provide the required attachments in an editable format, please?
 - a. *Yes. They are available on EmployIndy.org with the RFP.*
14. Will we grandfather in the current YES participants? Those in school or who are 25/26?
 - a. *This RFP refers to new enrollees in the system beginning July 1, 2018. We want to continue support of those already in the system and will work with individual agencies currently within the YES Network on how best to make that determination.*
15. The RFP mentions that EmployIndy will provide marketing and outreach?
 - a. *Yes. EmployIndy will provide some outreach on behalf of the ecosystem. Each provider remains responsible for recruitment to their program. EmployIndy will push out a broader outreach effort for Opportunity Youth across the region. Grant-awarded organizations will be highlighted as an access point to the services.*
16. Is it the expectation that jobs we provide are technical in nature or a computer science background?
 - a. *No. That is not the expectation. EmployIndy is committed to an A-B-C, model, any job, better job, career. The type of job should depend on the individual participant and where they are along their career path.*
17. When will the ETO system be available?
 - a. *The rollout is planned between late December and early January. The IPIC YES website will be available until then.*
18. Cyber Security Insurance piece?
 - a. *It is an expectation we are requiring. There is a budget line item for insurance. If it is a challenge for your organization to pay for this, please address it there.*
19. Will there be a separate/additional WIOA process?



GUIDING MARION COUNTY'S WORKFORCE

- a. *No. If awarded, WIOA recipients may receive additional technical assistance to support compliance with federal guidelines.*
20. Are supportive services different than "stipend pay"?
 - a. *Yes. Supportive services are "barrier buster" stability support funds. Stipends are incentives for program performance.*
21. 16-24, what is the age that the YES participants have to be exited from the program?
 - a. *YES provides 2 years of follow-up services. Participants should not be served by YES beyond 26 years of age.*
22. On page 10 of the RFP under the section of "Data Collection and Outcome Evaluation", there are six indicators listed for YES outcomes based on WIOA performance indicators. Number six states "Indicators of effectiveness of core program serving employers." Can you explain this indicator?
 - a. *This is a question around job placements. Is your program aligned to the needs and demands of employers and how effective is it in meeting those needs?*
23. Is it acceptable to note in the response that work experience partners are still being sought out and would the Business Solutions team be a resource to help grantees with introductions to employers for developing work experiences?
 - a. *Yes, to both.*
24. Can the letter of intent to bid be emailed or should a hard copy be brought to the office?
 - a. *The Letter of Intent to bid and Executive Summary should be emailed to Sara Phillips at sphillips@employindy.org by the deadline date stipulated in the RFP.*
25. With the different constraints and requirements of the different funding streams that would impact programming and budget, how should we approach the budget? For example, WIOA requires 20% to be used for paid work experiences; as well as ICC which also requires additional staff support for QA.
 - a. *We expect you to budget for what you know to be the need to deliver on the grant performance and data collection requirements. Funding streams should be agnostic to your process.*
26. Can you explain a bit more about the definition "paid work experiences"? What is the expectation? Short-term/long term? All participants? Also, we provide some financial support while the participants are going through training, would this kind of hands-on training be considered?
 - a. *Work experiences are usually short-term employment opportunities (i.e., Summer jobs, on-the-Job training, Internships, pre-apprenticeships, job shadow, etc.). These are of varying length (i.e., 1-day shadow experience, 8 weeks OJT, 16 weeks internship) and may be paid or unpaid. Not all youth may require a work experience; that should be determined during the assessment phase. If the training involves some kind of lab-time or hands-on-learning toward a skill, it could be considered work experience.*
27. Do Block and WIOA funds fit into the definition of Federal formula dollars?
 - a. *Yes.*
28. Can you share more information about the Job Ready employability skills training?
 - a. *Jobreadyindy.org. Please refer to question and answer number eight.*



GUIDING MARION COUNTY'S WORKFORCE

29. Who develops the paid and unpaid work experience relationship/agreements, the youth service provider or the Business Solutions team?
 - a. *The youth services provider is responsible for developing work experiences, and the EmployIndy Business Solutions team will support those efforts by making connections to employers and assisting in placing job ready candidates in some instances.*
30. Can you please share what technology enhancements are currently being used by EmployIndy to serve the youth population?
 - a. *We have developed a few technologies in support of serving the youth population.*
 1. **ProjectIndy Web & Portal App:** *a free web and app-based jobs portal connecting youth and employers for summer and year-round job opportunities. See projectindy.net.*
 2. **JobReady Indy:** *Job Ready Indy is a workforce development initiative that aims to deliver employability skills and validates the attainment of job skills by participants through an online badging system. See JobReadyIndy.org.*
 3. **Jobs Portal:** *a referral system maintained by EmployIndy where "work ready" candidates can be matched with available jobs in the workforce ecosystem. See EmployIndy.org*
31. Referring to page 11, is it safe to assume that you are currently serving 675 youth customers? If so, how many are active youth customers and how many are in follow up status?
 - a. *Currently, roughly 500 are in follow-up status and 175 active.*
32. Referring to page 11, what is the target for meeting the goal of 1350 served mentioned in bullet three? The same 2022 target year as bullet one? As a follow up, do you anticipate a proportionate increase in funding to meet that target?
 - a. *The target for the 1350 is June 30, 2019. The broad 2022 target of touching 15,000 Opportunity Youth involves engaging EmployIndy partnerships beyond this RFP.*
33. Can you share the cost per serving a youth customer?
 - a. *The cost is based upon program design and differs greatly between programs.*
34. How effective have the mobile work stations been in the target areas since inception?
 - a. *The effectiveness of the mobile team strategy is still being analyzed. EmployIndy considers it to be an iterative process that is subject to improvement or may result in a shift in strategy.*
35. Is there information on programs or partners that are already in place for the 14 Youth Elements? Are there any elements you focus more on? Some that may need more direct attention?
 - a. *There is readily available information in the public domain regarding youth serving programs. All 14 elements are deemed essential for success. The assessed needs of the out-of-school youth will determine which elements should be of focus for each participant.*
36. Are youth currently being served via community partner locations (out stations)? If so, can you provide a list of service locations?
 - a. *See list of providers and zip codes on Appendix B to the RFP.*



GUIDING MARION COUNTY'S WORKFORCE

37. Can you provide a list of equipment (computers, laptops, mobile phones, hotspots, etc.) available to staff providing WIOA youth services?
 - a. *You will request your own equipment based on your predicted needs. There is a line item on the Budget Summary for Furniture and Equipment to budget for them and detail it out in the Budget Narrative.*
38. How many current WIOA out-of-school youth are being served that are expected to carry forward in the next program year?
 - a. *Roughly 50.*
39. Are you looking to contract with a single provider or multiple providers? If multiple, how will funding be divided?
 - a. *Please refer to question and answer number three.*
40. Are there any existing facilities available for the use of YES?
 - a. *No. EmployIndy does not own facilities. You may include rental space in your Budget Summary and detail it out in the Budget Narrative.*
41. Referring to page 16, what exactly is meant by "including all section and relevant sub-section headings as they appear"? For example, it makes sense to use the heading "Organizational Capacity and Qualifications" as it appears but does not make sense to use the bulleted items as sub section headings "as they appear". Can the bulleted elements simply be converted into logical, descriptive sub-heads and not use them "as they appear"?
 - a. *Using the "Organizational Capacity and Qualifications" section as an example, you will want to respond to what information each bullet point is requesting in this section.*
42. Is there a grant award cap for an agency to propose?
 - a. *Please refer to question and answer number three.*
43. Would the "work experience/internship" stipends come out of the voucher amount an agency will receive?
 - a. *Please refer to question and answer number one.*
44. Previously, EmployIndy reimbursed agencies for staff trainings; will the proposed training dollars for staff be included in the budget for this grant/contract?
 - a. *There is a budget line item for Staff travel and Development on the Budget Summary. You will address it there and detail it out in the Budget Narrative.*
45. Should agencies include in their budget the proposed costs for work experience/internships accommodations, i.e. office furniture, supplies, etc.?
 - a. *Yes.*
46. Our agency does not serve individuals 16 years of age, would the age range be something that could be adjusted, i.e. 17-25, provided the agency is granted the contract?
 - a. *Your agency may choose to serve any population within the 16 – 24 years of age range.*
47. Do agencies need to meet all 6 of the JobReady curriculum competencies? If our curriculum aligns, can participants still earn badges?
 - a. *Yes. Please refer to question and answer number eight.*