

Questions and Answers

- 1.) How many total students are expected to be enrolled in this program?**
 - a. Respondents should propose their anticipated performance outcomes, including the total number of participants they expect to enroll.
- 2.) How many students will be serviced through this RFP? And can the students be served remotely for educational opportunities?**
 - a. Please see the response to Question 1 regarding proposed performance outcomes.
 - b. No, students may not be served remotely for educational opportunities.
- 3.) Is this RFP for a service provider that will act as the main administrator of the training providers or can a training provider respond to this RFP? To give you context, we are a training provider for WIOA youth services in other states however we work with the agencies that do the administrative WIOA functions and we provide the career training and job placement services.**
 - a. EmployIndy is seeking a primary service provider through this RFP.
- 4.) Is a newly established Indiana for-profit community services company eligible to serve as the prime respondent if its leadership and proposed staff have relevant professional experience in case management, family and community-based services, service coordination, and working with individuals facing barriers to employment?**
 - a. Yes, a newly established Indiana for-profit community services company is eligible to serve as the prime respondent.
- 5.) For the Organizational Qualifications and Capacity section, may a newly established organization demonstrate relevant experience and capacity through the qualifications and prior professional experience of its leadership and proposed staff, along with committed community/workforce partners, if the organization itself does not yet have prior WIOA contract performance?**
 - a. Yes, a newly established organization may demonstrate relevant experience and capacity through the qualifications and prior professional experience of its leadership and proposed staff, along with committed community and workforce partners.
- 6.) The RFP references required fillable proposal templates, including the Cover Sheet, Proposal Narrative Response, Budget/Budget Narrative, WIOA Service Elements Delivery Plan, and Projected Performance Outcomes. Could you please confirm where respondents can access or download these templates for RFP 2026-004?**
 - a. Respondents can access the referenced templates on pages 6 and 10 of the RFP.

7.) Subcontracting / Training Partner

May the selected WIOA Out-of-School Youth service provider subcontract occupational skills training to specialized community-based training providers? If so, must those training partners be identified in the proposal, and what approval or procurement requirements apply to subcontractors?

- a. Yes, the selected provider may subcontract occupational skills training, and the proposed training partners must be identified in the proposal.

8.) Digital Media as Occupational Training

Can digital media and communications training—including video production, audio/podcast production, livestream production, digital content creation, social media marketing, and related technology skills—qualify as occupational skills training when the training is connected to documented career pathways and employer demand?

- a. Yes, digital media and communications training may qualify as occupational skills training when it is connected to documented career pathways and employer demand.

9.) Approved Provider / ETPL Requirement

Must organizations providing subcontracted occupational skills training under this RFP be on Indiana's Eligible Training Provider List, or may the selected WIOA provider contract with specialized training organizations that are not yet ETPL-approved?

- a. Yes. If WIOA funds are used to pay for occupational skills training, the training provider must be listed on Indiana's Eligible Training Provider List (ETPL). A selected provider may utilize a training organization that is not on the ETPL if the training is funded through an allowable non-WIOA funding source. Appropriate participant activity and documentation requirements would still apply.

10.) What Training Costs Can Be Paid

For subcontracted occupational skills training, which costs are allowable? For example, may training costs include instructor time, curriculum delivery, equipment and software, credential testing, participant materials, program administration/reporting, and employer-engagement activities? Are there expected or maximum per-participant training costs?

- a. Please refer to the WIOA link provided in the RFP for guidance on allowable training costs.
- b. Respondents should address the proposed training costs in their proposal.
- c. Respondents should reflect the proposed training costs in the budget.

11.) Credentials

Does occupational skills training funded through this RFP need to result in an industry-recognized credential? If so, what credential requirements or standards would apply to a digital media or communications career pathway?

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- a. Yes, occupational skills training funded through this RFP must result in an industry-recognized credential.
 - b. Respondents should identify the proposed certifications or credentials in their proposal.

12.) Paid Work Experience

May paid work-experience wages or participant stipends be budgeted separately from occupational skills training costs? If so, who is expected to serve as the employer of record and manage payroll, workers' compensation, and related employment requirements?

- a. Yes, paid work experience wages and participant stipends should be budgeted separately from occupational skills training costs, as these represent distinct service components and expenditures.
- b. EmployIndy will not determine which entity serves as the employer of record or manages payroll, workers' compensation, and related employment requirements.

13.) Role for Specialized Organizations

For an organization that specializes in occupational training and work-based learning but does not currently provide WIOA eligibility determination, case management, or Indiana Career Connect data entry, would EmployIndy recommend participation as a partner/subcontractor to the selected WIOA provider rather than as the lead respondent?

- a. EmployIndy does not have a recommendation regarding whether a specialized organization should participate as a partner or subcontractor rather than as the lead respondent.

14.) Future Training Opportunities

Does EmployIndy anticipate that the provider selected through this RFP will procure or establish additional occupational training partnerships after the award? If so, how can qualified specialized training providers make themselves available for consideration?

- a. EmployIndy does not currently anticipate that the selected provider will need to procure additional occupational training providers following the award. Occupational skills training services may be accessed through providers listed on Indiana's Eligible Training Provider List (ETPL). Specialized training providers interested in being considered for WIOA-funded occupational training opportunities should pursue inclusion on the ETPL.

15.) How many YES clients are served through WIOA funding?

- a. The number of YES Indy participants served through WIOA funding is determined through the referral process.

16.) Is there a minimum number of people we are required to serve under this RFP?

- a. No, there is no minimum number of participants required to be served under this RFP.

17.) Who of the current YES providers are WIOA funded?

- a. Goodwill, Keys 2 Work, and Martindale Brightwood CDC are currently WIOA funded YES providers.

18.) How many YES clients are 16-17 years old?

- a. Fewer than 10 YES Indy participants are currently 16-17.

19.) The fillable template does not seem to be performing correctly in section 10. Projected Performance Outcomes. Specifically, we cannot enter different numerical targets for each performance indicator: when we enter a value in one text box/for one indicator, the template converts them all to that same number. Please advise as to how EmployIndy would like us to manage/show discrete performance outcomes for each of the indicators. Thank you.

- a. This formatting issue has been corrected. Please feel free to re-download the Response Template from the RFP to ensure you are working from the corrected version. Please note that no content or requirements of the RFP have changed as a result of this update.

20.) Will EmployIndy provide Indiana Career Connect (ICC), WIOA eligibility, case management, documentation, and reporting training to the selected provider's designated staff during implementation and transition?

- a. Yes, EmployIndy will provide training on Indiana Career Connect (ICC), WIOA eligibility, case management, documentation, and reporting to the selected provider's designated staff during implementation and transition.

21.) Is prior Indiana Career Connect experience required for staff at the time of proposal submission, or may the selected provider identify and train designated staff before assuming independent caseload responsibilities?

- a. No, prior Indiana Career Connect experience is not required for staff at the time of proposal submission.

22.) Regarding the transition of active participant files from the incumbent provider, will EmployIndy establish and oversee the approved secure file-transfer process and transition protocol?

- a. Yes, EmployIndy will establish and oversee the approved secure file-transfer process and transition protocol.

23.) If an applicant proposes a scalable service model—for example, a defined enrollment commitment based upon the final award amount—may the proposed participant enrollment target be adjusted proportionately if EmployIndy awards less than the applicant's requested funding amount?

- a. The maximum award amount under this RFP is \$375,000.00.

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- 24.) For the Work Experience element, may the selected provider utilize a combination of paid and unpaid structured work experiences, including supervised experiences within an affiliated business or training environment, provided the activities comply with applicable WIOA, wage-and-hour, and EmployIndy requirements?**
- a. Work Experience activities under this RFP should be paid.
- 25.) Are participant wages, stipends, transportation assistance, credentialing/testing expenses, technology assistance, and other approved supportive services expected to be included within the provider's awarded budget, or are any of these participant costs available through separate EmployIndy funding mechanisms?**
- a. Please see the response to Question 23 regarding the maximum award amount under this RFP.
- 26.) For occupational skills training delivered directly by the selected provider, should the proposal budget reflect the provider's established tuition rate or the reasonable and allocable costs associated with delivering training under the WIOA program?**
- a. Please see the response to Question 23 regarding the maximum award amount under this RFP.