

Delegate Agency RFP Bidder's Webinar Questions and Answers

Question #1: Just to clarify, median earnings are for the quarter?

Answer: The Median earnings measure is for the 2nd quarter after exit.

Question #2: How do I get a recording of this Webinar?

Answer: The slides and webinar recording will be posted on our website - the same page as the RFP.

Question #3: I have a for profit business that has been opened since 1989. If I also add a parent non-profit company, would that qualify me as a provider?

Answer: For-profit businesses are eligible to apply. Please refer to the Eligible Respondent pages in the RFP (pages 7 and 8).

Question #4: Are companies able to make a profit after wages?

Answer: Yes. Please read the fixed fee policy letter for more information (see link below). Profit is based on achievement of benchmarks. https://workforceboard.zendesk.com/hc/en-us/article_attachments/360012036892/COST_PLUS_FIXED_FEE_POLICY.pdf

Question #5: What is the minimum staffing level for the \$300,000?

Answer: The Partnership expects 2 Career Coaches and 1 Business Service Representative. Percentage of time may be shared across WIOA Dislocated Worker and Adult funding streams and/or leveraged with other grants.

Question #6: In the pdf document it was mentioned that the participating communities are part of Invest South/West. Washington Park is not part of the Invest South/West Initiative, so does that mean organizations who submit applications outside of the initiative would not be considered? Lastly, you have Woodlawn listed as an Invest South/West Community, however according to the cities website they are not -so why are they listed?

Answer: The Partnership is targeting specific high poverty communities of Cook County and/or historically underserved populations. The Partnership seeks delegate agencies that have the capacity to serve residents from the targeted communities. Respondents do not need to be physically located within those communities. The targeted communities identified in the RFP are inclusive of, but not limited to, the City of Chicago's Invest South/West Initiative.

Question #7: Who made the decision to make Woodlawn an Invest South/West Community and have them eligible for this grant? The Washington Park Community should be considered because we meet the standard of a community whose organizations could greatly benefit for this grant. My concern is that Invest South/West Communities would be considered over those who are not, which would give them an unfair advantage over those who are not regardless of the compelling reasons they submit as to why they should qualify.

Answer: The Partnership identified targeted communities based on the City of Chicago and Cook County's focus areas for capital investment, priorities as well as economic data including indicators of poverty and concentrations of high need populations. The Partnership seeks delegate agencies that have the capacity to serve residents from the targeted communities. Respondents do not need to be physically located within those communities. The Partnership will make funding decisions based on available funds, quality of responses and overall geographic access for Cook County residents.

Question #8: Can you clarify which employees to list on a segregating of duties form. Do we list program staff or administrative/fiscal staff?

Answer: The segregation of duties is for administrative / fiscal staff.

Question #9: For personnel costs, can salaries be based on fair market value?

Answer: The Partnership set a minimum living wage amount for Career Coaches and Business Services Representatives. Respondents are encouraged to exceed that minimum level based on fair market value but not to pay below the minimum.

Question #10: Can delegate agencies propose to serve both Adults and Dislocated Workers? If so, what is the funding range to serve both. What would the maximum amount be then?

Answer: Yes. Delegate agencies can propose to serve both Adult and Dislocated Workers. If proposing to serve both populations, the respondent must request and complete a budget for each funding source. The minimum combined request (Adult amount + Dislocated Worker amount) must equal \$300,000. The Partnership did not identify a maximum level.

Question #11: Will there be one agency selected to use the Washington Heights Site? Are there limitations on where the delegate agency's site can be located? Or other limitations other than being ADA accessible, having a resource room etc.?

Answer: The Partnership currently leases space at 10325 S. Halsted (Washington Heights). Through this RFP, we seek to fund a delegate agency to provide WIOA Adult and Dislocated Worker services out of this location. Respondents currently serving the Washington Heights and/or surrounding communities can submit a proposal inclusive of the Washington Heights site and or separate.

Question #12: In the RFP it says the hours of operation should "go beyond" the typical 8:00 to 5:00 hours. I was curious what this means.

Answer: We are looking for agencies to be a resource in their community and having operating hours based on your community's / population's needs this may include some weekend or evening hours. The Partnership will also request delegate agencies to participate in any neighborhood outreach and/or service fairs which may occur on weekends or evenings.

Question #13: Does WIOA provide workshop curriculum and provide counseling guidelines?

Answer: The Partnership does not have a standard job readiness curriculum. The Partnership is seeking agencies that have experience in providing workforce services. The Partnership will provide selected agencies with extensive technical assistance on WIOA regulations, Career Coaching

guidelines, IEP development, writing case notes and specifically how to use our Career Connect system for tracking and recording services.

Question #14: Do I set my own hours at The Washington Heights locations?

Answer: We are looking for agencies to provide operating hours based on your community's / population's needs this may include some weekend or evening hours.

Question #15: Do we provide all the upfront expenses then a year later we get the \$300,000?

Answer: These are cost-reimbursement contracts. Each delegate agency will enter into a grant agreement with an agreed upon budget for the year. The budget details the planned costs by line item for the year. Each month the delegate agency will submit a voucher that documents monthly costs incurred in each of the line items. The Partnership will review the vouchers and documentation and reimburse the agency for expenses incurred.

Question #16: What is the tentative rent for the Halsted location?

Answer: The Partnership is the leaseholder for the space on South Halsted and pays for the rent directly to the landlord. Respondents for the Halsted site do not need to budget rent costs for the space.

Question #17: How many delegate agencies are currently funded?

Answer: Currently, The Partnership funds 12 organizations with Adult funds and 8 delegate agencies with Dislocated Worker funding. The 8 delegate agencies who receive Dislocated Worker funding also receive Adult funds.

Question #18: If there are multiple awardees, is only one responsible for the 10325 S. Halsted St location?

Answer: We will only select one awardee for the 10325 S. Halsted location.

Question #19: We do not submit a budget for supportive services?

Answer: Correct. Respondents should not include funds for supportive services in their budget. Upon selection, The Partnership will include a percentage of the award for supportive services.

Question #20: Are agencies eligible to apply for any one of the other two proposals currently available? e.g. Career Pathways, Reentry

Answer: Yes. Please refer to the eligible respondent section of each RFP.

Question #21: Can we get the slides? I don't think our fiscal folks are on the webinar.

Answer: The PowerPoint slides and recording are posted on The Partnership website under RFP.

Question #22: Are proprietary trade schools eligible to apply?

Answer: Please refer to the eligible respondent section of the RFP on pages 7 and 8.

Question #23: Is the 4th qtr. measure 71% of the 73% in qtr. 2 or is it 71% of all exited?

Answer: The employed in 4th quarter rate is its own unique cohort group following all exiters for 4 quarters. It is not dependent on the 2nd quarter employment.

Question #24: If the Adult only minimum total is \$300,000 and the total funds available for Adult is \$2,000,000, that only allows for a maximum of six (6) awardee agencies. Are you cutting the number of WIOA Adult agencies in half (12 delegate agencies with Adult funds last year)?

Answer: The Partnership did not identify a target number of agencies to fund. The minimum award of \$300,000 is a combined amount of Adult funds plus Dislocated Worker funds. The Partnership anticipates many respondents will request funding from both sources which will allow to fund more than 6 Adult agencies.

Question #25: If submitting for Adult funds only what is the minimum funding amount?

Answer: The minimum funding amount is \$300,000.

Question #26: We are seeking clarification as to whether it would be possible to serve those identified within our Mission: 1) persons who are Blind and/or low vision; 2) persons with other disabilities and 3) Veterans under the Adult Services under the Delegate Agencies WIOA Title I Services RFP?

Answer: Persons with disabling conditions are one of the targeted populations identified in the RFP. Veterans are also a priority population under WIOA.

Question #27: What is the policy on those being served through other contractual agreements for placement services?

Answer: The Partnership interprets this question two ways:

A: Subcontracting out Placement Services: Respondents may subcontract out portions of the Scope of Work. The delegate agency will be held responsible for the entirety of the Scope of Work including the work of its' subcontractors.

B: Leveraging other Workforce Contracts: WIOA funds may be used in conjunction with other federal, state, and local resources. When braiding funding, it is important to have a clear cost allocation plan and track costs accordingly.

Question #28: Page 33 of the RFP includes a fillable checklist. The checklist is also included as a downloadable form on the RFP webpage. The checklist is fillable, but the checklist is not listed in the attachment transmittal requirements outlined on pages 31 & 32. Should the checklist be included in the transmittal of the proposal? If so, in which attachment?

Answer: Please include the checklist with the Program response in attachment 1.

Question #29: This RFP references a Grant Summary Form on pp. 23, 31, and 33, but this form is not illustrated in the RFP, nor provided through the link <https://chicookworks.org/our-network/request-for-proposals/>. A Grant History Form is illustrated in the RFP and provided through the above link, but not referenced in the RFP's description of attachments beginning on the RFP's page 31. Should we assume that the Grant Summary Form should actually be the Grant History Form?

Answer: The Partnership regrets the inconsistent naming of the form. The Grant History Form on the program forms link is the correct form. There is no additional Grant Outcome History Form or Grant Summary Form.

Question #30: Reading through the current RFP for Delegate Agencies for WIOA Title 1 Services, it doesn't explain the process through which the CCWP decided the target neighborhoods. Can you provide that information? Was there a set of statistics that were used to determine these communities over others? Is there a chart that we could look at to understand?

Answer: The Partnership identified targeted communities based on the City of Chicago and Cook County's focus areas for capital investment, priorities as well as economic data including indicators of poverty and concentrations of high need populations.

Question #31: I am working with several nonprofits applying for the WIOA Delegate Agency. Are letters of support or commitment required? If not required, are they accepted at all, or are they not accepted? Please advise.

Answer: Generic letters of support and letters of support from elected officials are discouraged. Letters of commitment that detail how an organization or employer will assist with the program will be accepted and may be included in your attachments.

Question #32: Can we put photographs of facility as a separate document within Attachment 1? If not, where should they go?

Answer: Yes. Respondents may include separate attachments with photographs of their facility. These should be included with the program proposal attachments.

Question #33: The RFP states that files should be named with reference to the "Geographic Region or Target Population" and asks questions in the narrative to list and describe those being targeted. Many organizations, while they may be located in one of the listed Chicago Communities or Suburban Cook Municipalities, may be targeting serving a region of these, not merely one community. How should the entity describe the community target area in 1) In the narrative (Should the applicant list all the areas they plan to target? Is it ok for the organization to summarize a group of communities after a first listing with "our target community" or another summary term? And 2) In the file name. Clearly one could not list five or ten community areas in a file name, but of course it should be clear and informative. Please advise best practice for naming the file in such a situation.

Answer: The respondent should describe their proposed targeted population in the narrative section. It is acceptable to first describe the targeted communities and then refer to "our target community or summary term". For the file name convention please use the main targeted area or your summary term.