

**ALAMEDA COUNTY WORKFORCE INVESTMENT BOARD  
RECOVERY ACT – SUMMER YOUTH EMPLOYMENT PROGRAM  
RFP BIDDERS’ CONFERENCE  
QUESTIONS & ANSWERS  
March 20, 2009**

**QUESTIONS & ANSWERS**

**Q1: How many copies of the RFP should we submit?**

A: See proposal packet, page 2 - Six (6) copies of the RFP must be submitted. One copy must have original signatures. Due to the need for original signatures, proposals may not be faxed. It is required that an electronic version of the proposal (in Word document) be submitted to [rflores2@acgov.org](mailto:rflores2@acgov.org) once the hardcopies have been delivered to the Alameda County WIB. **A floppy disk with response to the RFP is acceptable, along with the six copies.** The submission deadline is Monday, April 6, 2009 by 3:00p.m. Late Proposals will not be accepted.

**Q2. Part I of the RFP says everything should be single spacing, but Part II says 1.5 minimum spacing. Can you clarify? Can we use single spacing in the Executive Summary?**

A: Use single spacing throughout your response to the RFP.

**Q3: How many copies of the Single Audit do we need to submit?**

A: **Submit one (1) copy** of the most recently completed financial statement for the period ending 6/30/08. It may be for 6/30/07, if the one for 6/30/08 hasn't been published yet. The report may be either a Single Audit Report, per the requirements of the applicable OMB circular, OR, a Financial Audit in accordance with the U.S. Comptroller General's Government Auditing Standards, to verify fiscal integrity.

**YOU ARE NOT REQUIRED TO SUBMIT THE AUDIT REPORT ELECTRONICALLY.**

**Q4: What are differences of: MOU- Subcontract / Worksite Agreement? Are Worksite Agreements required in the proposal?**

A: Please refer to page 7 of RFP Subcontracting. Subcontracting is a function of paying another entity to perform services. A "Financial Memorandum of Understanding" is applicable. The Lead Agency must clearly identify the subcontracting organization; the amount of the subcontract and services they will provide to your program. Also, the Lead Agency is responsible for monitoring of each subcontractor once during the summer (one programmatic and fiscal) to ensure contract compliance. ACWIB monitoring staff will request proof that subcontract monitoring has been completed.

For Worksite Agreements, please refer to page 9 of the RFP. Worksite Agreements provide assurance that local, state, and federal standards and regulations for work experience components will be followed. Program Operators will be responsible for securing appropriate worksites and have agreements with worksite supervisor(s) to ACWIB RFP- SUMMER YOUTH EMPLOYMENT PROGRAM March 26,

ensure a safe and healthy working environment for all youth placed on the worksite. Provide participants with a work experience according to a specific job description with sufficient content, under on-going supervision. Worksite agreements are not required to be provided in the response to the proposal. A listing of intended worksites is suggested at this time.

**Q5: Will there be a number to be served in each City within each geographical area?**

A: No.

ACWIB must ensure that a minimum of one provider is funded in each geographical area.

**Q6: What is Low Income and what are the lower-living standard dollar amounts?**

A: See Appendix page 26 definitions of Low-Income. Under WIA legislation, all youth must meet an eligibility criterion that includes income determination. ACWIB uses the Federal Guidelines - 70 percent of the Lower Living Standard Income Guidelines, i.e., family size of four (4) the 6 months standard dollar amount - LLSIL is \$13,617 and annual is \$27,234.

**Q7: Can a provider/program operator use additional criteria (after eligibility, and beyond 1<sup>st</sup> come/1<sup>st</sup> served) to effect the selection of participants from the applicants determined as eligible?**

A. Yes. The example of requesting to see applicant's attendance record as part of additional eligibility criteria is appropriate. ACWIB MIS staff will direct eligibility determination, registration, and enrollment. Program Operators shall cooperate and coordinate under ACWIB's direction. They must comply with the requirements for the completion of all eligibility, registration and enrollment documents and procedures.

**Q8: Is there a minimum number of work readiness hours, of the 200 participant hours? Must the work readiness hours be spread-out over the 6-8 weeks, or can work readiness be concentrated in one set time period?**

A. Program Operators must ensure youth complete 200 hours in the combined Work Experience/Work Readiness program implementation. ACWIB is suggesting twenty (20) hours of Work Readiness instruction and 180 hours of work experience. It is optional for Program Operator who may wish to have their participants complete the 20 hours in one week (4 hours per day) and/or Work Readiness class may be conducted once a week.

The Work Readiness class is designed to teach career life planning, soft skills, worksite behaviors, and an introduction to banking and budgeting. These classes are meant to supplement a participant's summer employment experience.

**Q9: Can an employer "add" to the \$8.00/hour salary of a participant – for example a \$9.50 hour wage to a participant over the 200 hours? Or, employer contributes \$2.00 out of the \$8 such that Recovery Act funds only covers \$6.00 of the \$8.00 an hour? What if an employer will contribute half, thereby allowing the wage pool monies to serve twice as many?**

A. Difficulty is the mechanics of paying the participants the salary and in combining the source of funds into one account for the payment of wages. How to link the total salary paid with tax deductions and/or 1099 reporting will need to be clarified (though it's okay for an individual to receive two 1099's)

Arrangements of employer contributing half of participant salaries and the Program Operator paying the other half could be workable and agreed upon with

required financial agreements and/or MOU's between both parties. It would allow for the wage pool monies to be increased to serve more participants. ACWIB RFP-SUMMER YOUTH EMPLOYMENT PROGRAM March 26, 2009 3

This issue will be discussed and clarified further with selected program operators and SYEP Coordinator, at a later date.

**Q10: Definition of homeless- educators use a double up of two families living in a space designated and/or normally used for one family as a definition of homeless. Does DOL/WIA allow this?**

A: No. WIA currently does not allow this definition of homelessness with two families in one household.

**Q11: What happens if agency fails, forgets, and cannot technically connect with the electronic submittal of the proposal documents. What about attachments to the proposal that are not electronically available? For instance the audit report?**

A: Please refer to question 1 above. A floppy disk with response to the RFP (Word document) and attachments is acceptable, at the time of submission of proposal. You do not have to submit the audit report electronically. One hard copy of the audit along with the six copies of the response to the proposal is fine.

**Q12: Are agencies required to have leverage resources?**

A: No. Not required to leverage resources—but we want to know if that is planned.

**Q13: What does “Bank Account of Hours tracking mean?**

A: A method for tracking the participants hours used, and those still available.

**Q14: If the program design puts more hours into classroom activities (training, education) than work experience is that ok?**

A: Integration of Work-Based and Classroom-Based Learning activities is acceptable. In some situations you may want to complement work experience with classroom-based learning so that the youth are provided with assistance in developing and refining attitudes, values, and work habits which will contribute to their success in the workplace.

For younger youth and older youth with educational deficiencies a combination of work-based and classroom-based learning activities may be warranted to provide basic skills instruction, career exploration and life skills training. In these situations, classrooms may be transformed into interactive, work-related environments to complement the work experience activities.

**Q15: Are letters of support allowed?**

A: Yes. Letters of support are allowed **but not required.**

**Q16: Are the readers for the proposal from other WIB's?**

A: A panel comprised of volunteers will rate all proposals. Panelists may include professionals from nearby WIB's. Outside Review Committee will review and score each proposal that has met the Minimum Qualifications.

**Q17: If an agency (bidder conference attendee) that is present today has a partner agency interested in working together and they want to be the Fiscal Lead, but could not attend today's conference, will you (WIB) allow the partner agency apply as the fiscal lead?**

A: Yes.

**Q18: For all those in attendance of today's bidders' conference, will you be sending a list of the “ ACWIB current service providers” and a listing of today's attendees?**

A: Yes. See Attachment below. ACWIB RFP- SUMMER YOUTH EMPLOYMENT PROGRAM March 26, 2009

**ATTACHMENT I**

**LIST OF ATTENDEES AT  
ACWIB BIDDERS' CONFERENCE- SUMMER YOUTH EMPLOYMENT PROGRAM**

<b>Friday, March 20, 2009 #</b>	<b>Name</b>	<b>Agency</b>	<b>Address</b>	<b>Phone</b>	<b>E-mail</b>
1.	Mange Austria	Tri-Ced Community Recycling	58397 Western Ave, Union City	510 471-3850	mwong@tri- ced.com
2	Richard Valle	Tri-Ced Community Recycling	58397 Western Ave, Union City	510 471-3850	rvalle@tri- ced.com
3	Irene Fuji	Eden Area ROP	26316 Hesperian Blvd., Hayward	510 293-2901	irenef@edenrop. org
4	David Korth	City of Hayward LIB & Neighborhood SVCS. Dept.	777 B Street, Hayward	510 583-4227	david.korth@ha yward-ca.gov
5	Delfina Geiken	City of Berkeley	1947 Center Street, Berkeley	510 981-7551	dgeiken@ci.berk eley.ca.us
6	Alicia Schwemer	Volunteers of America Bay Area	1601 Harbor Bay Pkway Ste. 150, Alameda	510 473-0500	aschwemer@vo aba.org
7	Russ White	Henkels & McCoy	333 E. Leland Rd. Pittsburg, CA	925 267-3071	rwhite@henkels. com
8	Tony Acosta	City of Union City	34009 Alvarado Niles Rd. Union City	510 675-5394	tonya@unioncity .org
9	Leslie Gravino	Las Positas Comm. College	3033 Collier Canyon Rd. Livermore	925 424-1876	lgravino@laspos itascollege.edu
10	Jayne Williams	ACAP	24100 Amador rd St. 3 Fl. Hayward	510 559-3193 259-3818	jwilliams@htaco nsulting.com
11	Amy Eshelman	Calif. School For The Deaf	39350 Gallaudet Dr. Fremont	510 794-3745	aeshelman@csd f-cde.ca.gov
12	La Tonda Lumpkins	Pivotal Point Youth Services	675 Hegenberger st Rd. 1 Floor, Oakland	510 667-7695	latronda@ppys. org
13	Diane Rizzo	Alameda Point Collaborative	677 West Ranger Ave Alameda	510 898-7802	drizzo@apcollab orative.org
14	Kevin Williams	Berkeley Youth Alternatives	1255 Allston Way Berkeley	510 647-0711	Kevin@byaonlin e.org
15	Freddy Davis	Reality Mentor Inc.	P.O. Box 521 Hayward	510 733-6441	msfreddy@hot mail.com
16	Betty Parks	Reality Mentor Inc.	P.O. Box 521 Hayward	916 676-5633 834-1608	msfreddy@hot mail.com
17	Ellen Turner	Tri Valley Community Fdn.	5674 Stoneridge Drive	925 998-5472	eturner@tvcf.org

18	Leticia Leyva	City of Fremont	Pleasanton 3300 Capital Ave Bldg. B Fremont	510 574-2072	lleyva@ci.fremont.ca.us
19	Sarabjit Kaur Cheema	City of Union City & Sikh Gurdwara Fremont	300 Gurdwara, Fremont	510 364-9135	sarabjitkaurcheema@yahoo.com
20	Duane Mongerson	Mongo Works	P.O. Box 27278 Oakland	510 409-2726	No email address
21	Sheila D Acosta	Vallecitos CET	597 C Street, Hayward	510 537-8400	<u>sheilacostacsueb@gmail.com</u>