**Youth RFP Questions and Answers**

1) Page 8, #4 reads ... "If an award is offered, the following information will be required"... However, the list refers to attachments.  There were no attachments, can you please clarify.

*These forms will be provided to the selected bidder(s).*

2) Page 9, #4 list required forms "to be found with this RFP".  Where can we find these forms?

*Only a, f, and g – (Copy of Last Audit) are required with the proposal.*

*b, c, d, e, and g – Current Fiscal Statement will be required of selected bidder(s)*

3) Should WIN assessments be included in the budget or will these be paid for by the Catawba Workforce Area?  If to be included in the budget, what is the cost per participant?

*The State of South Carolina currently pays for WIN assessments (Applied Mathematics, Locating Information, and Reading for Information) one time per person.*

4) Is there any space available within your current One-Stop locations for Youth contractors.  If so, would be required to pay rent out of our budget?

*There is space available in the Chester SCWorks Center and there is limited space available in the Lancaster and Rock Hill SCWorks Centers for a case manager a few days per week. Yes, you would need to include rent in your budget. Rent is based on the number of full-time staff in each center so it would depend on the number of staff you plan to have in each center and the number of days. Current program year figures for first quarter are as follows:*

*Rock Hill Center - $13,000 per employee for the year for rent*

*Lancaster Center - $12,700 per employee for the year for rent*

*Chester Center - $40,000 per employee for the year for rent*

*Please keep in mind that the cost per full-time staff person is based on the number of people located in each center. That would mean if more staff were located in the Chester Center, the cost per person would come down. This is an estimate ONLY and actual costs may be different.*

5) What is the current number of active youth? The current # of youth in follow-up?

*As of 1/1/19, there were 158 Active Youth and 164 Youth in Follow-up.*

6) What data base system do you use for recording participant data? (Is this a Geographic Solutions product?)

*SCWOS – South Carolina Works Online Services, which is a Geographic Solutions product.*

7) Who are your current providers for youth services?

*ResCare and Carolina Community Actions*

8) Page 6; #2 Work Experience.  Does the 25% minimum include staff time dedicated to work experience activities?

*Yes*

9) Is there a page limit for the narrative?

*There is no page limit but all submitted information should be relevant to the proposal.*

10) On page 8 of the RFP, item 4, Required Documentation of Selected Bidders at time of award. Please confirm whether the items listed under item 4 are required with our proposal submission.

*These documents will only be required from the selected bidder(s).*

11) On page 8, it is stated that “all proposers who include indirect costs as a part of their application budget must have an indirect cost plan approved by their cognizant agency. Proposers must include a listing of all items included in the indirect cost pool.” Is this requiring that we submit our Indirect Cost Plan with our proposal?

*Yes*

13) Page 9 refers to items 4a-g that must be submitted with our proposal. Can you please provide the forms referred to in items 4b (Fraud Acknowledgement Form), 4c (Loss Prevention Eligibility Requirements Form), 4d (Drug-Free Workplace Certification), and 4e (Vendor Registration Form)?

*Only a, f, and g – (Copy of Last Audit) are required with the proposal.*

*b, c, d, e, and g – Current Fiscal Statement will be required of selected bidder(s)*

14) For the requested documents and items within the narrative, is it acceptable to include these as a separate section labeled Attachments that follows the budget/program planning section?

*Yes*