

**Catawba PY23 Adult, DW, Youth, Operator RFP Questions and Answers**

1. What is the scheduled date, time and electronic link for the virtual bidders' conference?

***The RFP the bidders conference is not in-person or electronic. It means that questions are due by 12:00 noon on Friday February 17, 2023 and answers will be posted by 5:00 p.m. on Friday February 24, 2023. You may submit additional questions by email until 12:00 noon, March 3, 2023.***

2. Can there be a fiduciary invoice submitted to assist with upfront project set-up/ launch costs?

***No, the contract is a reimbursement basis so we do not pay invoices in advance.***

3. Will there be a single award or more than one award made under this RFP?

***There will be one contractor selected to provide all services for Adult, Dislocated Worker, Youth, and OneStop. There will be three contracts awarded – one for each funding stream (Adult, Dislocated Worker, and Youth).***

4. Is there a minimum contractor staffing arrangement expected by the State for this project?

***There is no minimum staffing level but staffing should be adequate to provide all services across the three-county area.***

5. Will successfully awarded contractor(s) be paid on a weekly, biweekly, monthly or semi-monthly basis?

***Contractor will be reimbursed monthly for approved budgeted costs.***

6. What are the State-expected, specified deliverables (end products or tasks) for this Project, if any?

***As noted on page 13 of the RFP, there are the performance goals for each funding stream (see chart below). Each program year, local areas are also required to obligate a minimum of 80% of each funding stream, expend 70% of each funding stream (contractor is expected to expend at least 90% of their contracted amount), expend a minimum of 30% of each funding stream on direct participant costs, and expend a minimum of 20% (contractor is expected to expend a minimum of 25%) of youth funds on Work Experience.***

<b>WIOA TITLE I – ADULT</b>	
Employment Rate 2 <sup>nd</sup> Quarter After Exit	82.50%
Employment Rate 4 <sup>th</sup> Quarter After Exit	78.00%
Median Earnings in the 2 <sup>nd</sup> Quarter After Exit	\$6,700
Credential Attainment Rate	68.90%
Measurable Skill Gains	60.00%
<b>WIOA TITLE I – DISLOCATED WORKER</b>	
Employment Rate 2 <sup>nd</sup> Quarter After Exit	86.70%
Employment Rate 4 <sup>th</sup> Quarter After Exit	87.50%
Median Earnings in the 2 <sup>nd</sup> Quarter After Exit	\$8,000
Credential Attainment Rate	70.50%
Measurable Skill Gains	64.80%
<b>WIOA TITLE I – YOUTH</b>	
Education or Training Activities or Employment in the 2 <sup>nd</sup> Quarter After Exit	81.00%
Education or Training Activities or Employment in the 4 <sup>th</sup> Quarter After Exit	80.80%
Median Earnings in the 2 <sup>nd</sup> Quarter After Exit	\$4,500
Credential Attainment Rate	56.50%
Measurable Skill Gains	48.00%

7. Will invoice documentation be provided by the State or will the Successful Contractor provide its own?

***Catawba Reginal COG will provide state approved forms to the contractor.***

8. What are the minimum insurance limits to be provided by the Contractor for the project?

***Contractor is required to have a minimum of \$1 million in general liability insurance coverage.***

9. Where should the Contractor's onsite worksite be among the three (3) designated municipalities - Lancaster, Rock Hill and Chester?

***Page 12 of the RFP lists the three SCWorks Centers in the Catawba Area. There should be staff coverage in each center for the days and times listed.***

10. Per RFP page 6, Contract Duration – Youth is not included in line 2 of the first sentence. Please clarify the Youth contract is the same duration as the other funding streams.

***Youth contract is the same duration, July 1, 2023 – June 30, 2024. We apologize for that error.***

11. Per RFP page 7, Training Services, please clarify what “cooperative education programs” encompasses.

***Cooperative education is a structured method of combining classroom-based education with practical work experience.***

12. Per RFP page 9, Alternative secondary school services or dropout recovery services, as appropriate. As this is an out of school youth program procurement are these services applicable to this RFP?

***No, they are not applicable to this RFP because we only serve out of school youth.***

13. Per RFP page 10, Entrepreneurial Skills Trainings, what types of entrepreneurial skills trainings would be allowable within the scope of work? Do these trainings need to fit into the locally identified industry sectors?

***Although Catawba does not currently support spending WIOA funds for classroom training for those interested in being entrepreneurs, staff may refer those participants to partners such as Winthrop Regional Small Business Development Center and The Gravity Center for guidance.***

14. Please advise on the OSY budget to support ensuring compliance with the 20% WEX requirement.

***Youth budget should include a minimum of 25% for youth work experience. This may include actual payment to Youth participants and staff time to establish and oversee the work experiences.***

15. After navigating the budget forms, we've identified a few formula that may need updates. Please provide updated budget forms or confirm we're permitted to update the forms accordingly:

- Salaries, Fringe & Indirect – Under Fringe Benefits, we noticed that some formulas aren't pulling from the correct cell in columns E and F.
- Operating Expenses – Formula is missing in cells F14, F22, F33, J14, F22, and J33.
- Participant Activities Cost – Formula is missing in cells H12 and H13.
- Sub-tier Agreement – Formula is missing in cells I17, I18, I19, I20, I21, and I22.

***Corrected budgets are now posted on the website [www.scworkscatawba.com](http://www.scworkscatawba.com)  
We apologize for the errors.***

16. Per RFP page 23, it is mentioned a Profit Sheet details what items profit is charged on and provides a summary on how profit is earned. Please provide a copy of this Profit Sheet, in Excel format if possible.

***Bidders may provide their own Profit Sheet to include what items profit is charged on and provides a summary of how profit is earned. Note that Catawba Workforce Development will determine profit criteria at the beginning of each program year.***

17. Please confirm that the budget should be submitted as one comprehensive budget for Adult, DW, Youth, and OSO.

***Budgets should be submitted for EACH funding stream – Adult, Dislocated Worker and Youth. OneStop Operator costs may be included in each budget, as applicable.***