

**ADDENDUM ONE TO THE WORK ORDER SOLICITATION
NO. SYWEP-02 FOR THE PROVISION OF THE SUMMER YOUTH
WORK EXPERIENCE PROGRAM**

QUESTIONS AND ANSWERS

Question #1

On page 6 of the Statement of Work, paragraph 5.3.4 "Personal Growth Training," could you provide more details on this? Is it similar to Job Readiness Training courses and would one day of Personal Growth Training suffice?

Answer #1

The Personal Growth Training is a twelve (12) hour training/workshop consisting of career exploration, time management, money management, business culture 101, and being "job ready" from head to toe. The details will be provided in the Technical Assistance Guide (TAG) and CSS staff will provide agencies with mock training.

Question #2

In the Work Order, Exhibit B, page 12, paragraph 13.2, "Successful Bidder(s) shall procure and ensure the timely execution of subcontractor agreements that meet federal, State and County procurement requirements." If a subcontractor is identified in a bid and the bid is selected by the County, will the subcontractor be approved as part of the bid or will a separate procurement still be required?

Answer #2

No, the subcontractor would need to be procured by the agency and approved by the County; it is not approved as part of the bid package. Additionally, the agency should only list those subcontractors in the bid who have been procured and are able to provide back-up documentation.

Question #3

Will the year round youth program (Work Order WIA-01) funding selections be made available to all Bidder(s) before the funding selections are made for this Work Order SYWEP-02?

Answer #3

CSS anticipates notifying bidders of the procurement results under the WIA Youth work order (#WIA-01) program before notification of successful bidders for the Summer Youth work order (#SYWEP-02) program goes out. However, agencies who bid on the WIA Youth work order will not be notified as a successful or unsuccessful bidder prior to the Summer Youth work order due date (of May 22, 2013).

Question #4

In Exhibit B, paragraph 5.4.1, "Successful Bidder(s) shall provide Youth with an average of 100 hours of paid work experience" and page 5, paragraph 5.3.2.1, "Successful Bidder(s) shall ensure that for those Youth who complete 100 hours of paid work experience, a post-employment test ...is provided utilizing County approved SYWEP Post-Test form." Since total paid work experience hours may vary for participants (average of 100 hours), will youth who do not complete 100 hours and will be successful with their post test results. Will they be allowed to be counted towards meeting the work readiness outcome (80%)?

Answer #4

Yes. As stated in the work order, since it is an average of 100 hours, some might work less than 100 hours and some may work more.

Question #5

In Exhibit B, paragraph 5.3.4, "Successful Bidders(s) shall provide Personal Growth Training to eligible Youth." What specific topics are required to be addressed? Is there a minimum number of hours to be provided? What documentation is needed to verify completion of this requirement?

Answer #5

The topics and the curriculum materials will be provided with the Technical Assistance Guide (TAG) before beginning of the program. The Training is 12 hours which is part of the 100 Work Experience hours. Documentation will include a Sign-In sheet with the youth and agency's signature. Further instructions will be provided in the TAG.

Question #6

Work Order SYWEP-02, Exhibit B, page 9 and 10, paragraph 8.3.2, "Successful Bidder(s) and its employees, including volunteers, are expected to develop cultural competency and cross-cultural clinical practice skills." What are they? Please provide some examples?

Answer #6

This subparagraph was inadvertently included in this work order and should have been deleted. Please disregard this information.

Question #7

If awarded the Summer Youth Work Experience work order, can we request a cash advance?

Answer #7

Requests for cash advance will be done a case-by-case basis. More information will be provided at a later date on the cash advance process and requirements.

Question #8

Do we need to test the youth for basic skills deficiency?

Answer #8

No, there is no need for the basic skills deficiency test in the Summer Youth Work Experience program.

Question #9

Must we use CASAS as a post-test?

Answer #9

No, the post-test (or post-employment test) is specially formulated for the summer program. The form and instructions will be provided in the Technical Assistance Guide (TAG).

Question #10

What is the co-enrollment code for the summer program?

Answer #10

To the extent co-enrollment into the WIA Youth program is beneficial to the participant, they should be co-enrolled. Further co-enrollment instructions will be provided upon program roll-out.

Question #11

Can a Youth attend summer school part-time and work part-time under this program?

Answer #11

Yes, only if the school allows the work hours through the work permit, and if the working hours are in accordance with Child Labor Laws.

Question #12

Can you clarify the slot cost? Is this cost just based on the \$92,000 from the County or is it based on the total cost of operating the program (i.e. County funds plus the cash match and/or leverage)?

Answer #12

The cost per participant is based on the \$92,000; do not include the leverage when calculating the cost per participant.

Question #13

What are the criteria for overall lowest cost?

Answer #13

The only criteria used to determine lowest cost is looking at which agency can serve the highest number of youth at the lowest cost (i.e. \$92,000 / number of youth).

Question #14

Can a provider select on Supervisorial District and provide the services out of two locations?

Answer #14

An agency will not be awarded more than \$92,000. If an agency chooses to split that \$92,000 between two locations, that is allowable, although CSS does not see the cost benefit in that.

Question #15

Given the short turn-around time, will the County consider releasing responses to the questions submitted on May 14th instead of May 16th to give providers a chance to consider the questions and answers when formulating their budgets?

Answer #15

Staff attempts to be as responsive as possible by getting the questioning agency their answer as soon as possible and prior to releasing the Q&A document online. Given time constraints, staff cannot post the entire Q&A document online prior to May 16th. That still gives bidders three business days to consider the responses.

Question #16

Please explain how the areas of highest need (Exhibit A) were selected? There is such a variance in the unemployment rates, as high as 20.7% and as low as 1.8% in some areas. Why would a city with an unemployment rate of 1.8% be considered an area of highest need?

Answer #16

Exhibit A reflects the areas of highest need within each Supervisorial District, and was based on EDD data. This can vary largely based on differences in population and demographics within each Supervisorial District.

Question #17

If we are submitting bids for two Supervisorial Districts, should we submit two separate bid packages, or just two separate budgets?

Answer #17

If your agency will be submitting bids for multiple Supervisorial Districts, you must submit separate bid packages for each. Please note, however, that agency's will only be awarded for one site (at a maximum funding level of \$92,000).

Question #18

Exhibit B, Section 8.2, states that "successful bidders' staff shall include at a minimum one part time accounting staff." We do not have an accountant on our staff. Our fiscal matters for all programs are handled by 2 entities: 1) our departmental support, which we can list as a leveraged resource, and 2) the University's General Accounting Office and Extramural Fund Management Office, which is a expense included in the University's indirect costs. Will these 2 accounting resources satisfy the requirement?

Answer #18

Yes this would satisfy the requirement, as those two resources utilize accounting staff.

Question #19

There is no specific line item for Participant Benefits, such as workers compensation. Should we include this amount with participant wages, or include it with "other?"

Answer #19

Yes, please include Participant Benefits in with the Participant Wage amount.

Question #20

If we have several items to be listed under "other," should we add additional lines to the template, or should we delineate the items in our narrative and just list the total in the "other" line?

Answer #20

Next to "Other" please list out what items you are including, and then provide more information on the line items in the narrative.