

**Central Iowa Workforce Area
Title I Procurement – Youth and Young Adult
Question and Answer Responses
January 8, 2024**

Submitted Questions

Youth and Young Adult

Available Funds (YYA RFP p.5-6)

1. Please clarify which funding stream line items are available to bidders. For example, is the total allowable funding through the YYA RFP \$630,000 or \$900,000? And, through the ADW RFP \$680,000 or \$1,020,000?
 - a. *The following are available for bidders:*
 - i. *Adult and Dislocated Workers = \$680,000*
 - ii. *Youth and Young Adult = \$630,000*
 - b. *Other costs associated with the full grant allocation may be negotiated into the service contract once a selection has been made.*
2. Confirm bidders should incorporate all funding stream line items that are available (see Q1) into the narrative, budget narrative, and budget.
 - a. *No, see Q1 response.*
3. If Training Services is an available funding stream line item, please provide a definition of allowable expenses. For example, does the Training Services line item include tuition, on-the-job training costs, and staff coordination time for those activities?
 - a. *See Q1 response. RFP Section IV, Proposal Requirements indicates that the bidder does not include training services in their budget*
4. If Infrastructure Funding Costs/Occupancy is an allowable funding stream line item, please confirm it may be used for occupancy costs at both the AJC locations and approved satellite locations.
 - a. *See Q1 response. RFP Section IV, Proposal Requirements indicates that the bidder does not include infrastructure costs in their budget*
5. If One Stop Operator is an allowable funding stream line item (\$20,000 YYA and \$40,000 A/DW), what are the responsibilities and requirements for bidders who propose to use it?
 - a. *See Q1 response, it is not part of this RFP.*
6. Services under the RFP must be provided, at a minimum, at the AJC, with other approved sites encouraged. Is the intent that services be provided primarily at the AJC?
 - a. *The IowaWORKS AJC (Amercian Job Center) is our “one-stop center” for all integrated programs and services. Outreach is encouraged through the creation of community-based partnerships and linkages.*
 - b. *The current Title I Youth and Young Adult service provider does provide an alternate primary location to compensate for space constraints at our IowaWORKS AJC. In this unique scenario, the costs of supporting that location do NOT need to be included in this budget or RFP response. However, as with all costs, they must be determined*

necessary, reasonable, and allocable according to local, state, and federal policies. That may require re-procurement and be subject to future board approval.

7. Please clarify whether the provided time allocation percentages are guidelines to support planning and program development or are intended to be compliance measures.
 - a. ***Guidelines to support planning and program development.***
8. Will performance goals be refined at the time of contracting to reflect the unique characteristics of the proposed service population and activities?
 - a. ***Performance Goals which are not negotiated directly with the state, and specific to the contractor, will be further clarified in contract negotiation, as well as annual performance reviews.***
9. Can bidders include additional attachments directly related to the services requested by the RFP? For example, a list of partners and roles.
 - a. ***Please limit attachments to those requested. Feel free to highlight partnerships within your response.***
10. Please confirm the following list accounts for all attachments and supporting documentation required at the time of application and prior to contract agreement.
11. Organizational Chart – at time of application
 - a. Proof of Nonprofit Status – at time of application
 - i. ***Proof of nonprofit status is specific to the organizational type.***
 - b. Budget Form – at time of application
 - c. Certificate of Existence – at time of application
 - d. Assurances and Certifications – at time of application
 - e. Signed Authority to Negotiate – at time of application
 - f. Proof of Liability Insurance – prior to contract agreement
 - g. Affirmative Action Assurance – prior to contract agreement
 - h. Budget (YYA RFP p. 27 & 34-36)
12. Please confirm that the budget referenced under proposal requirements section V is up to 2 pages of budget narrative not the budget form, and that the form should be provided as an attachment.
 - a. ***Correct, the budget narrative can be up to 2 pages. The budget form can be adjusted to suit your needs and is not subject to a page limit.***
13. Budget instructions section 2.2. creates a distinction between employee transportation costs and transportation of clients. Please: Confirm employees can be reimbursed for mileage incurred while transporting clients.
 - a. ***Transportation costs for supportive services must be delivered according to state and local policies. Currently, state policy is being reviewed and changes are anticipated. The direct provision of transportation services by the service provider for clients is discouraged.***
14. Clarify whether those costs should be included under employee transportation costs or included with the supportive services line item
 - a. ***Transportation of clients is a supportive service in most instances.***
15. The Available Funds section of the Y/YA RFP states, “A minimum of 20% of WIOA Youth funds must be spent on work experience expenditures, including staff time spent supporting work experience.” Are experiential learning expenses, including wages for participants and staff time,

to be budgeted from the Training Services, Supportive Services or the RFP Contracted Services line items?

- a. The 20% work experience requirement is based on all expenses for the Local Area, including but not limited to those contracted and utilized by the service provider and expressed in this RFP. This % does not need to be directly represented in your response.*
 - i. % are subject to change based on WIOA Reauthorization, as well as State and Local policy or waivers.*
 - b. Staff wages should be included in your response. Wages paid to participants should not and will be discussed during contract negotiations.*
16. Page 10 of the RFP states “The services described in this RFP must be delivered in the IowaWORKS locations detailed in the table below.” Please provide the table of locations.
 - a. We have one comprehensive center; IowaWORKS, 200 E Army Post Road, Des Moines, Iowa.*
17. On page 25, the RFP requires the proposal to be written in 12 point font. May tables, charts/graphs, and graphics be in a smaller font as long as legible?
 - a. Yes*
18. What is the file size limit of your email inbox? If our proposal response exceeds that limit, may we send multiple emails labeled file 1 of X, 2 of X, etc.?
 - a. The Central Iowa Workforce Development Board uses Microsoft Outlook – to the best of my knowledge the limit is 25MB. Multiple attachments or sharing via OneDrive will be acceptable if necessary.*
19. What is your current staffing structure by FTE, including position names? If possible, please provide a salary range for each position.
 - a. We are declining to provide this information.*
20. On page 21 of the RFP you provide the November enrollment numbers of 175 Youth. Does this include those in follow-up? If not, how many Youth are in follow-up?
 - a. Yes, this does include those in follow-up services.*
 - b. Updated as of 1/1/24.*
 - i. Youth enrolled including follow up: 128*
 - ii. Youth in follow up: 41*
21. Is equipment available for future use? If yes, how many computers, printers, copiers, etc. are available? Is there an expectation that additional equipment will be needed or for existing equipment to be replaced?
 - a. Equipment such as computers, copiers, printers will be provided for the service provider.*
22. Please confirm if the Board is the employer of record for work-based training activities.
 - a. Currently, the Title I service provider serves an employer of record. This service will be discussed during contract negotiation.*
23. If an applicant agency has information that is relevant to the application but which cannot be publicly released for confidentiality reasons, can the applicant submit that information in a clearly marked attachment?
24. If attachments are not allowed, can the applicant submit confidential information in a clearly marked section of the proposal as long as it remains within allowable page limits/application guidelines?
25. If confidential information can be shared as an attachment or within the application, is there specific language that should be included to identify it for the LWDB to avoid public disclosure?
 - a. For information on confidentiality, please see our procurement policies located within our Local Policies available on our [Website](#)*