

## RFP #10-03

# Questions & Answers

### Question 1

When is the beginning date for both grants?

### Answer

**The GreenLight grant officially started January 29<sup>th</sup>, 2010.**

**The SEED grant start date was January 15, 2010.**

### Question 2

If it is Jan.1 2010 can we include cohorts that are now in training?

### Answer

**The grants cannot pay for individuals who are in training prior to the start of service provider contracts with the WDC.**

### Question 3

In the Budget Summary Section 2A , the directions state to list any staff that will be charged to the grant either by allocation or indirect charges. Usually we don't name specific staff that are included in indirect costs. Can you clarify what you mean by personnel as it relates to indirect costs.

### Answer

**For agencies with an approved Indirect Cost Rate (ICR), specific staff do not need to be included. Please include your agency's ICR and amount under the "other costs" –Section 5 – of the budget summary.**

### Question 4

For the POP grant regarding eligibility requirements-Is eligibility based solely on residence in the selected PUMAs. What are the eligibility requirements for participants?

### Answer

**Please refer to section VI. B. 2. iii of the Pathways Out of Poverty SGA for guidance on Definition of Populations. The SGA is on the WDC website.**

### Question 5

For either grant -Can you give us any guidance about expected outcomes- for example entered employment rates?

**Answer**

**Outcomes for GreenLight are as follows:**

| <b>Participant Outcome Categories</b>   | <b>Projected Performance</b> |
|---|------------------------------|
| # of participants served  | 475                          |
| # of participants beginning education/training activities   | 475                          |
| # of participants receiving basic education services  | 425                          |
| # of participants receiving supportive services funded by the grant   | 450                          |
| # of participants completing education/training activities  | 406                          |
| # of participants completing education/training activities and receiving a degree/certificate                                 | 228                          |
| # of participants completing education/training activities and placed into unsubsidized employment                            | 365                          |
| # of participants completing education/training activities and placed into training-related unsubsidized employment           | 275                          |
| # of participants placed in unsubsidized employment retaining employment at the first and second quarters following placement | 335                          |

**SEED Outcomes for the five county region are as follows:**

| <b>Participant Outcome Categories</b>   | <b>Projected Performance</b> |
|---|------------------------------|
| # of participants served  | 875                          |
| # of participants beginning education/training activities   | 750                          |
| # of participants completing education/training activities  | 675                          |
| # of participants completing education/training activities and receiving degree/certificate                                   | 615                          |
| # of participants completing education/training activities and placed into unsubsidized employment                            | 473                          |
| # of participants completing education/training activities and placed into training-related unsubsidized employment           | 425                          |
| # of participants placed in unsubsidized employment retaining employment at the first and second quarters following placement | 405                          |

**Question 6**

For the POP grant how would the geographic eligibility requirements apply to homeless individuals who consider that area (specific PUMAs named in the grant) to be their home but are temporarily living in another location?

**Answer**

**The grant is not intended to serve individuals living outside of the PUMA areas, however there is a 10% flexibility to serve individuals outside of the PUMA's. This may be appropriate for providing service individuals who are homeless and are not residing in the area.**

**Question 7**

Under Training and Education Services Item 3 Additional Energy Efficiency /Green Training  
Can you clarify or expand upon what you mean by Deconstruction training?

**Answer**

Deconstruction is part of the broader construction and retrofit industry and provides an entry point to green construction, waste management, and recycling. Training may be designed to prepare individuals for jobs as laborers, plant and systems operators and refuse and recyclable materials collectors, as well as potentially new occupations associated with sustainable design, recycling and reclamation. The work, which includes physical labor at deconstruction sites, plant operation and materials sorting, requires knowledge of key work-safety guidelines, basic construction math, sustainability and environmental principles, and materials and plant processes.

**Question 8**

After the answers to today's questions are posted will there be an opportunity for follow up questions?

**Answer**

Yes you can submit questions through fax or email to the WDC until April 8. Please consult RFP for information on this process.

**Question 9**

Regarding eligibility for the POP grant can an individual just reside in the specific areas or do they also need to meet an income level requirement?

**Answer**

See #3 response.

**Question 10**

In the original SEED grant proposal to DOL Building Engineers were specifically mentioned in the section called Energy Assessment and Efficiency in the Built Environment. They are not specifically mentioned in the RFP instructions. What is the implication of this? Will that training be considered?

**Answer**

This training will either be handled via a separate RFP or a sole source procurement.

**Question 11**

In the list of the case management services on page 3 which are mandatory?

**Answer**

This list is representative of the expected key functions of effective case management for both grants.

**Question 12**

When do you anticipate that contracts will be completed?

**Answer**

It is expected that contracts selected through this RFP will go into effect by the end of May, 2010.

**Question 13**

Do we reference partnerships or only our own organization's services in our responses?

**Answer**

**Listing partnerships may be appropriate depending on the proposed services and how the partnership will add value and/or is integral to the overall service delivery being proposed.**

**Question 14**

Is there one allowable indirect rate?

**Answer**

**No. See answer to question 2 above.**

**Question 15**

When are the students counted as being in training? At enrollment? After 10 days in class?

**Answer**

**Training enrollment would be based on the criteria established by each training provider.**

**Question 16**

On page 3 regarding the GreenLight Project there are a number of special populations listed: Is it permissible to apply to serve only 1 group of participants?

**Answer**

**Yes**

**Question 17**

Can you still be awarded the full amount of points when your proposal is rated if you only apply to serve 1 group of participants?

**Answer**

**Yes**

**Question 18**

Regarding the budget summary on page 10, 3<sup>rd</sup> bullet from the bottom, specifically listing tuition as a direct participant cost – under which bracket does that fall?

**Answer**

**Section 4 of the budget summary – Direct Participant Costs.**

**Question 19**

Can you clarify the role of coordination at the WDC:

A) For NEEC regarding job development and sector work.

B) If the WDC is the lead – do we put partners together vs. prior in our application?

**Answer**

**A) NEEC will hire a full-time green jobs navigator for SEED and the navigator will connect industry to the training occurring in the five-county region.**

**B) The WDC will consider consortia based responses as well as sole organization responses, at the discretion of bidders.**

**Question 20**

Pages 3 & 4 list the number of participants to be served as 475 for GreenLight and 170 for SEED, respectively; this seems incongruent with the numbers listed later in the RFP under outcomes – please clarify.

**Answer**

**We do not find a discrepancy within the RFP for the SEED project. There may be a difference in numbers cited in the SEED grant proposal because this is a multi-county grant and not all contracts may be part of this RFP.**

**Question 21**

Regarding training for both grants:

A) It seems that SEED customers need to be in cohort training. Is it possible that SEED customers do not need to be in cohort training and can receive training services through other methodology?

B) Can GreenLight customers be in cohort training?

C) Is it allowable that participants are not in any type of training?

**Answer**

**To all three questions, the answer is Yes.**

**Question 22**

PUMA areas don't appear to have streets:

A) How do you verify eligibility, or is there a zip code equivalent?

B) Are there streets affiliated with PUMA areas?

**Answer**

**A) Utilizing zipcodes only does not meet the eligibility criteria as outlined in the SGA from DOL. Please refer to question 3 above.**

**B) Yes.**

**Question 23**

If you can define a PUMA area – does an organization that is in a PUMA area have an advantage in bidding under this RFP?

**Answer**

Proposals should define how they will most effectively serve individuals within the target PUMAs in their application. There is no explicit advantage to currently having a physical presence in the community.

**Question 24**

Can you further define the scoring/rating criteria?

**Answer**

The scoring criteria on page 7 of the RFP is the current scoring criteria.

**Question 25**

Will successful bidders be using SKIES for MIS/data tracking?

**Answer**

The current plan is to utilize SKIES, however the DOL has another tracking system that will be required beginning July 1, 2010. We will assess the need for multiple data collection sources as more information is released from DOL.

**Question 26**

Have pieces of these grants been sole sourced and if so, which elements?

**Answer**

Some components of both grants will likely be sole sourced. Final determination has not yet been made.

**Question 27**

Is there other coordination expected with other entities in King County and if so, can you list who they are?

**Answer**

Primary service coordination will occur in conjunction with subcontracted partners on both grants. Systems level coordination on SEED will occur through NEEC, and the WDC will orchestrate systems level coordination and integration on POP.

**Question 28**

Since you mentioned that SEED is for 5 counties – is funding available in this RFP for King County only, or for all 5 counties?

**Answer**

For King County only.

**Question 29**

Can you post on your website today's attendees and their emails?

**Answer**

**The WDC does not publish bidders conference attendance.**

**Question 30**

Page 1 state both grants will last approximately 24 months - what's the deadline for training completion?

**Answer**

**Training completion would likely occur no less than 3 months prior to grant completion to allow for placement and retention goals to be achieved.**

**Question 31**

Why is case management for the SEED grant described as less intensive than for the POP grant?

**Answer**

**The SEED project will be serving a broad-based group of unemployed job seekers and dislocated workers which is not expected to include as many individuals with barriers to employment as under the GreenLight project. In this sense, SEED case management services relative to GreenLight are described as less intensive.**

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**Question 33**

This RFP includes a solicitation for provision of weatherization training to 20 GreenLight participants. As you know, the GreenLight project is funded by a US Department of Labor Pathways Out of Poverty grant. The original solicitation from the Department of Labor required "strategic partnerships" with different stakeholder groups, including "labor organizations." Such strategic partnerships, including a partnership with our Union to provide weatherization training, were an important component of the WDC's GreenLight proposal to USDOL. Yet there is no such requirement (or even preference) listed in RFP #10-03 for the Weatherization Training.

Could you please explain the omission of this important aspect of Pathways Out of Poverty grant program from the RFP?

**Answer**

Similarly noted in the previous response to Question #10, not all training and services identified in the original SEED and GreenLight proposals have been listed in this RFP. Additional trainings will either be handled via a separate RFP or a sole-source procurement.

**Question 34**

Are any of services outlined in the RFP already slated to be sole-sourced?

**Answer**

No.

**Question 35**

Does the cover page count toward the page total?

**Answer**

No.

**Question 36**

Does the line item budget count toward the page total?

**Answer**

No.

**Question 37**

Does the WDC have a number of providers it is looking to contract?

**Answer**

No.

**Question 38**

Do all placements need to occur within the 2 year project timeline?

**Answer**

Yes, and there needs to be enough time for job retention follow-up during the first and second quarters post-placement.

**Question 39**

Can you please distribute the Pathways Out of Poverty and Sound Energy Efficiency Development grant narratives so all potential bidders can have access to the grant proposals and design?

**Answer**

The actual grant solicitations from the Department of Labor, posted on the WDC website, are the best guide to use to understand the intent of both the POP and SEED grants. The grants the WDC submitted

to both of these grants were conceptual in nature, and the actual service providers, deliverables, and implementation of the grants is subject to change dependent upon final grant contract negotiations with the Department of Labor. Please note:

1. The partners, funding levels, and overall grant design in these proposals represent a conceptual strategy submitted to the Department of Labor to compete for these national funds, and are subject to change
2. Although specific organizations are mentioned in these grant proposal narratives, the RFP for the SEED and POP grants is an open and competitive process that may identify different organizations and strategies to deliver the intent and proposed outcomes of these grants
3. The WDC reserves the right to contract, or not to contract, with any organization listed in these proposals as well as those successfully securing a contract through this RFP process, subject to overall WDC procurement policies

Link to POP Narrative:

<http://www.seakingwdc.org/pdf/rfp/pop.pdf>

Link to SEED Narrative:

<http://www.seakingwdc.org/pdf/rfp/greenlight.pdf>

#### Question 40

Could you please post the Attachment A in MS Word form? I would appreciate it.

#### Answer

Yes. See RFP page under question links.

#### Question 41

Can you provide the budget instructions & forms in Excel?

#### Answer

No. It is only available in Word (see q40) or in Acrobat PDF from the original RFP.

#### Question 42

Under the SEED *Introduction to green manufacturing*, please describe the hazardous materials training the WDC is intending for clients to receive? What is the length of hazardous materials certification being sought?

#### Answer

Hazardous materials training leading to industry recognized credential and/or certification. No set length of hazardous materials training has been pre-determined.

*Refer to Q&A part #1 (question 30) for further clarity on training timelines.*

### Question 43

A question on a question in the Q&A: #18. Much of what is going to happen is on the development and implementation of specific training. Where do the dollars live? Meaning, is this part of the case management budget (functioning more like an ITA) or in the training providers budget (creating an established number of funded slots).

### Answer

**Training dollars in the grants are allocated directly to training providers for an agreed upon number of participants. The case management budget does not need to include tuition. Supportive services dollars cover training-related supplies or other participant needs such as transportation.**

### Question 44

Regarding Attachment A: Budget Summary Section 2A: other staff salaries

Is the intent of the figure in the Yearly Salary box to truly be the annual salary for that position or is the intent for the dollar amount to reflect the cost to be billed to the SEED project? Or should there be a third box showing the actual dollar amount of salary/benefit cost to be billed to the project? In my case only 10% of an annual salary would be billed to the project and seeing an entire annual salary may be confusing to a grant reviewer since they have to remember that only 10% of the dollar amount in the Yearly Salary box is part of the project budget.

### Answer

**The intent of the budget section is to show your proposed budget for this project only. If any proposed positions are for a less than full-time staff, please show the FTE percentage next to the position title and show the dollar amount associated with that percentage. Likewise, if a position is for less than the length of the proposed project, show number of months that the position will be charged against the contract and the associated dollar amount.**

### Question 45

In a response to one of the questions it was indicated that Training cohorts would end 3 months prior to the end of the contract. In a response to another question it appeared that 1<sup>st</sup> and 2<sup>nd</sup> quarter post-employment follow-up would need to occur on or before the grant end date. The answers seem to be contradictory – can you please clarify?

Also, is the end of the grant period for both SEED and GreenLight around 12/31/2011?

### Answer

**Grants period ends 1/14/2012 for SEED, 1/29/2012 for GreenLight. Outcomes require documentation of job retention 2 quarters after placement. Training would need to conclude in September 2011 to allow for these outcomes.**

### Question 46

The response to Question 43 implies that GreenLight proposals should not include training (ITA) dollars. However, the Training & Education part of the RFP only identifies 190 GreenLight participants that will participate in Cohort training out of 475 total participants. Does this mean that the balance of participants will only receive direct placement services? Can “green” training outside of cohort training be provided? Can OJT be provided?

If so, can we propose training dollars to cover non-cohort training?

**Answer**

Not all of the available training funds for this grant have been released through this RFP. Some additional training services will be procured through other mechanisms. Additionally, not all 475 participants will receive training funded directly by the GreenLight grant. Funding for identified training not funded through GreenLight should be accessed through other available sources.

Proposals for On the Job Training models may be appropriate as a strategy to provide training as outlined in the RFP section for Training. Please note that stipends, work experience wages, training subsidies, wage subsidies are not an allowable use of grant funds for GreenLight.

**Question 47**

Faculty are paid by the hour. For Budget Summary, Section 1A: Direct Staff Salaries: Is it ok to list hours under the heading FTE and under Yearly Salary (which does not apply in this case) list the dollar amount of instruction cost for each instruction position?

**Answer**

You may use # of hours instead of % FTE with the associated total proposed costs.