



Pima County Community & Workforce Development (CWD)

REQUEST FOR PROPOSALS (“RFP”):	RFP-CWD-YSY-2022-02
RFP TITLE:	Summer Youth Short-Term Work Experience and Basic Education
RFP PROGRAM YEAR:	2022
RFP ISSUE DATE:	Friday, February 18, 2022 8:00 A.M. Tucson, AZ time
RFP PROPOSAL DEADLINE:	Friday, March 18, 2022 11:59 P.M. Tucson, AZ time

Program Summary:

Pima County (“County”) is soliciting proposals from Offeror(s) who are qualified, responsible and willing to provide Pima County Community & Workforce Development with programs that provide work experience and applied learning to youth, and basic education to youth and young adults in Pima County. A priority for Summer Basic Education is youth who are lacking credits (for their grade level) needed to graduate, and those through academic assessment or detailed referral show a two grade or more deficiency

Technical Assistance Session Thursday, February 24, 2022 10:00 a.m. Questions & Answers

QUESTION: In Zoom, question #1 gives you 3,500 characters to answer and also states to upload a narrative. Do you want both?

ANSWER: Either narrative or upload it.

QUESTION: In the Scope of Work, the only staffing positions listed are Workforce Coordinator and BE Instructor. Are we able to ask for support staff? (Counselors, office aides, security guards, BE coordinator) if yes, where do we include them on the budget? Other operating or personnel?

ANSWER: You are able to ask for support staff, include it under operating, this is a competitive solicitation, anything can be included.

QUESTION: On the budget line item for STWX and BE Payments, is the amount you enter for one participant or for a cohort (15 participants per classroom) or the total number of participants requesting?

ANSWER: Per cohort.

QUESTION: Question 1 states to provide each agreement description and dollar amount over the course of the contract. What is this referring to? Previous summer contracts? If yes, how many years back do we go?

ANSWER: Your budget and program overview for this year.

QUESTION: Should the BE incentive payments be comparable to the county's minimum wage?

ANSWER: In the past each agency came up with their own breakdown of how you would come up with stipend amount. Incentive payments are not an hourly wage, they are stipend.

QUESTION: The budget requires 1 sample FTE but in the scope of work staffing, it states to provide 1 Workforce Coordinator. and 1 BE Instructor. What amount should we include in the budget narrative for Personnel, which position do we use? Wages and total hours differ between the WC and BE Instructor.

ANSWER: You will list them as separate line items with the associated job title and hours and expense.

QUESTION: Which position do we list under personnel?

ANSWER: Send one sample FTE for each since there's two different programs a Basic Education program and a Work Experience program.

QUESTION: Should a budget be put together for instructor with all costs, staff included should go under operating costs?

ANSWER: Yes.

QUESTION: Are we sending two different budgets for one RFP?

ANSWER: Correct.

QUESTION: Do we have to submit for both positions or can we submit just one?

ANSWER: One is fine.

QUESTION: Is there a minimum number of participants on a case load to make the position considered full time?

ANSWER: Submit your request and it will be reviewed.

QUESTION: What does the question to provide dollar amount over the course of the contract mean?

ANSWER: The course of the contract is for June and July. Provide a narrative that includes your program operating and personnel costs.

QUESTION: Will they be considered if working on receiving their second shot?

ANSWER: No. they have to be fully vaccinated. Having one of J&J vaccine or two of the Moderna or Pfizer.

QUESTION: Are the documents required to be uploaded into the database or can they be delivered?

ANSWER: They can be scanned to the youth drive or bring them in. The information will be provided on the website. If documents get dropped off, they can be left with Maria Suarez (transcripts and vaccination cards).

QUESTION: Do you want transcripts from March or February?

ANSWER: The unofficial transcripts or last report card showing their current status how they're doing in school.

QUESTION: If for some reason the number we submit does not equal a full-time person, but our intent is for full-time person, can that be negotiated?

ANSWER: Please submit your proposal and it will be reviewed.

QUESTION: Are we using the transcripts to determine the basis of deficiency? Or what resources do we have?

ANSWER: Your agency will have to come up with your own assessments.

QUESTION: If we use TABE, will they be accepted if graded manually?

ANSWER: Yes. Make sure to state that in your RFP.

QUESTION: How do we break down the budget? Do you have any suggestions?

ANSWER: Write a narrative based on the number you are planning on serving this summer. You can limit your youth/participants to 15 or based on your capacity.

QUESTION: When do we receive an email confirmation?

ANSWER: After reviewing your Minimum Qualifications on or before March 4, 2022.

QUESTION: On Minimum Qualifications, it states IVP should be maintained. These are only issued to teachers and volunteers. Do they obtain a regular one?

ANSWER: It is possible to get one as staff. Teachers will need advanced card. The regular fingerprint clearance card is okay for staff.

QUESTION: Who is required to be vaccinated? Youth? Staff? Both?

ANSWER: Both – Any of those involved in and being paid by the County Program.

QUESTION: The questionnaire mentions “breakdown the rates and percentages for this project.” What percentage is being referenced here?

ANSWER: Cost-allocation plan-only necessary if not included in operating line item and/or IDCR.

QUESTION: Other Operating: the questionnaire does not specifically mention administrative costs being placed on Other Operating. Where should these administrative/oversight costs be listed? Here or elsewhere?

ANSWER: Yes, here please – attach cost allocation plan here – may be your approved IDCR or itemized breakdown of actuals [%].

QUESTION: In the scope of work, under BE-7.2.2.2 is the increase of 1 grade level a requirement (set in stone) or can that be negotiated?

ANSWER: It is a requirement.

QUESTION: Is the offeror able to provide youth payment on a cost reimbursement basis? In the past the payment was made through a grant from Pima County. Is ICS supposed to pay the interns now?

ANSWER: We pay the participant wages.

QUESTION: Question A.1 states “has the offeror provided Basic Education and Short-Term Experience with Pima County? If so, when?” (Provide each agreement description and dollar amount over the course of the contract). This question refers to the past as in, “has the offeror provided these services previously? If so, when?”

ANSWER: Has your agency provided summer programs in the past, yes or no?

QUESTION: The Technical Assistance Q&As document asks for clarification (p.2, second question on the page). The response to this question is Your budget and program overview for this year.

ANSWER: What is your projected program budget for this year.

Additional information:

****Working participants will be paid \$15.75/hourly.**

****Please note application for summer youth goes live March 1st through March 18, and they have until March 25 to submit transcripts and proof of Covid-19 vaccine. Instructions will be provided on website.**

External User: Uploading a Document

1. Follow the link provided by the application owner.
2. Complete the three steps in the upload window. *(How do I upload documents?) Remember: Individual uploaded files must be smaller than 4MB in size. If larger, break the file into several files or consider providing a link to the file instead.*
3. Click the **Upload Now** button at the bottom of the window to upload the file. You'll see a progress screen above the upload button, like this:

FILE IS UPLOADING...
(page will refresh automatically when upload is complete)
(be sure to verify that it uploaded successfully)

Upload Now

4. Once the file is uploaded, you'll see a confirmation message at the top of the window:

External File Upload for Big Application

Your file has been uploaded.
You can test the link to your document, close this window now, or upload another.

Document Requested	Uploaded Document
Program Brochure	Summer Brochure [Delete]

1 File description
(e.g. IRS Letter, Financials, etc.)

The applicant can log in or use the Refresh Page button in their application to reload the page and show your uploaded file.