



**Pima County Community & Workforce Development (CWD)**

**SOLICITATION FOR GRANT PROPOSALS (“SGP”):** SGP-CWD-WEXPA-2021-05

**RFP TITLE:** Work Experience Program Administrator

**RFP PROGRAM YEAR:** 2021-2022

**RFP ISSUE DATE:** Monday, September 27, 2021 8:00 A.M.  
Tucson, AZ time

**RFP PROPOSAL DEADLINE:** Friday, October 22, 2021 11:59 P.M. Tucson, AZ  
time

**Program Summary:**

The program provides work experience for some of our clients. This solicitation is for administrator to provide work experience placements for WIOA enrolled participants. It is mainly for in-school and out of school youth ages 16-24. This program provides basic education in occupational skills training. It could be done during or after Occupational Skills Training (OST). This position will be there to administer and find placement for clients who are enrolled. These clients are enrolled through Workforce Innovation and Opportunity Act (WIOA); a Workforce Development Specialist will receive referrals for placement assistance to these individuals. The Work Experience is one of the WIOA mandated program elements, and 20% of the budget must be allocated to this program.

**Technical Assistance Session  
Tuesday, October 12, 2021, 10:00 a.m.  
Questions & Answers**

**QUESTION:** There is no on-site work experience going on?

**ANSWER:** We are providing work experience currently, yes, but this is a new solicitation. We have three agencies providing work experience.

**QUESTION:** Can youth be assigned on-site OR virtual or both?

**ANSWER:** Both.



**QUESTION:** The WEX money for work experience is built into our contracts now that we're going through the new RFP with the Professional Staffing. That is no longer going to be the case correct? So in the coming year there is going to be no money included in our case manager contracts for work. Is it going to be one person doing it? If they get awarded, they will have to refer to this administrator solicitation, correct?

**ANSWER:** Correct. Or it is possible to split funding between two contracts accordingly.

**QUESTION:** If contract is awarded and case manager wants to provide work experience, they would have to refer to this solicitation, correct?

**ANSWER:** Correct.

**QUESTION:** Do we know the budget of this solicitation?

**ANSWER:** No. You are proposing the budget for what it would cost to administer based on your own capacity.

**QUESTION:** Is the summer or after school work experience be under this umbrella now?

**ANSWER:** No. These are separate contracts.

**QUESTION:** Will the summer and after school come out at a later date?

**ANSWER:** Yes. Those are not sub-recipient programs. They are general fund programs and totally different.

**QUESTION:** Are you looking for one person per contract to be the administrator as opposed to a team of job developers and job coaches?

**ANSWER:** Correct, but it could be multiple. It could be up to one Full-Time Employee (FTE) or two (2) part-timers if that is what you choose.

**QUESTION:** Does that mean one administrator over the entire program?

**ANSWER:** It could be one full-time or two (2) per solicitation per contract. It is our hope to award multiple contracts.

**QUESTION:** Could there be multiple administrators? One per proposal?

**ANSWER:** Yes. One full-time per proposal



**QUESTION:** The solicitation says up to 150 youth. If we wanted to propose one Full-Time Employee (FTE) for 58 youth, can we do that?

**ANSWER:** Yes.

**QUESTION:** Would a previous bid for a Program Administrator submitted on the last RFP qualify to fill this position? Or should we put a new person under this solicitation?

**ANSWER:** New person. These are two separate contracts.

**QUESTION:** Question #5 of solicitation is unclear. Are you requesting examples from our previous work programs? Do you guys want in demand WEX targeted industries?

**ANSWER:** Give examples of your previous or current work experience programs that you administer (i.e. automotive program). Add statement about targeted industries that are in-demand. Provide innovative ideas on how you will reach out to these targeted industries to provide the work.

**QUESTION:** Who should we contact and what is the deadline for questions?

**ANSWER:** We would like to remain consistent and please send questions eight (8) days prior to due date. Direct questions to Nereyda Barrales [Nereyda.barrales@pima.gov](mailto:Nereyda.barrales@pima.gov) who will forward them to Daphanie Conner.

**QUESTION:** **Cost for business outreach and job placement for up to 150 Youth referrals, including all related operating costs. Offeror must provide a proposal for the services described in this solicitation.** For this question, is it acceptable to upload a budget/narrative as an attachment?

**ANSWER:** Yes.

**QUESTION:** **Describe the qualifications, credentials, and experience of key personnel who will work directly with youth, provide job descriptions and pay levels of these key direct service personnel.** For this question, should I attach an actual job description? Or just provide a summary of the job description in the space allotted?

**ANSWER:** Either one is acceptable.