

**Summer 2019 Employment Opportunities for Youth RFP
Q & A**

Bid Form Questions

Q1: Is the delivery date the anticipated start date of the program?

A1: Yes.

MBE/WBE Forms Questions

Q1: Is the NAICS code based on the career industry of the program you are running this summer or the type of business the applicant is listed under?

A1: The NAICS Code is for the provider's organizational identity, not for the industry they are placing youth into.

Q2: On the Waiver form, it seems as though we have to reach out to MBE and/or WBE companies and explain why we could not participate with them on the project. In the case of a Work Based Learning Project where we are partnering with another nonprofit, do we still have to reach out to these companies even though the program description and layout does not have youth placed at work sites?

A2: What the City is chiefly interested in with these forms is who is going to be paid for the work, so if the applicant bidding is going to pay a subcontractor, regardless of whether it is for youth placement directly, that must be reported on the Subcontractor Disclosure Form. Nonprofit organizations do not qualify for M/WBE status; therefore, if the lead applicant is subcontracting with a nonprofit organization, the applicant can write "n/a" in the MBE and WBE boxes of the Subcontractor Disclosure Form and "not applicable" in the MBE/WBE Company Name boxes on the MBE/WBE Waiver Request Form.

Q3: In the RFP, it states that "MBE/WBE forms must be completed for every bid and must be inclusive of ALL required signatures." It links to the forms, and the forms themselves state that forms 2 and 3 do not apply if we are not using any subcontractors. So, am I correct in thinking that if we have no subcontractors, we only fill out form 1?

A3: Every vendor must submit the WBE/MBE affidavit (page 11 of the RFP); this form is an acknowledgment of the City's MBE/WBE goals. Only the vendors who are subcontracting work have to fill out the Subcontractor Disclosure Form on page 12, and only those who are subcontracting and do not meet the 20% MBE/WBE participation are required to fill out the MBE/WBE Waiver Request Form on page 13. For vendors needing to fill out the MBE/WBE Waiver Request Form, it must also be signed by the MBE/WBE Outreach Director, Grace Diaz.

Program Specification Questions

Q1: Can an applicant propose a program longer than 6 weeks?

A1: Yes, but OEO will only pay for 6 weeks.

Q2: Will OEO be putting all youth in paid work experiences on their payroll?

A2: OEO is in the process of researching payroll options and has every intention of placing youth on their payroll. However, in the event OEO cannot place all youth on their payroll, applicants must fill in the budget with the wage information and payroll costs included.

Q3: What if a provider wants to pay the youth over the minimum wage by age amount?

A3: All youth should receive the same wages by age. If an organization wishes to pay youth more, they should implement incentives based on achievements in the program. Between the wages and the incentive, participants can receive the same amount of money as if you gave them a higher salary, but it is better to have uniformity of wages across programs. ACN Plus participants will receive weekly stipends instead of wages.

Q4: Is the Expo on April 6th or April 9th?

A4: Saturday, April 6th, 2019

Q5: Page 21 states each participant must complete at least 75% of planned program hours in order for providers to invoice; is it each participant or each slot? In the past, providers were allowed to enroll another youth if one dropped out to make up the 120 hours.

A5: If a youth leaves a Model 1 or Model 2 program, the provider is allowed to fill the slot with another youth to make up to the 120 hours. Model 3, the ACN Plus program will not be able to replace youth in this way and maintain the integrity of the program.

Q6: Are proposals due by 2:00pm or 2:15pm on January 22nd?

A6: Anything time stamped after 2:15pm will not be accepted. At 2:15, the bids will be opened.

Q7: Is it possible for Providence School Department to identify youth required to go to summer school before the last day of school?

A7: OEO and PPSD are working together on a plan to coordinate youth referrals to summer opportunities.

Q8: What is the definition of “new youth”? For example, for the Providence Housing Authority (PHA), could PHA apply to serve PHA resident youth who have never been served by PHA in summer youth employment?

A8: Yes.

It also applies in other ways: if a provider offers an academic year program, the intent of their application should not be to provide a summer program for only the youth they served year-round. In these cases, year-round providers should encourage their youth to explore other providers and programs for the summer.

Providers can still plan to offer a summer program, but the enrollees would be different from their year-round group. The purpose is to create new opportunities for as many youth as possible and diversify experiences for youth.

Q9: In the application, if a youth selected 3 top choices, will all 3 organizations be able to interview the youth?

A9: Our goal is to have a system in place where students answer some assessment questions, and the system makes suggestions based on their interest and geographical location. The youth can pick a few of the suggestions or ask for more. Choosing a suggestion will generate a note to the provider to contact the youth.

Q10: Can the application contain checkboxes for program top choices instead of a dropdown menu? Last year, it seemed like youth just selected the first dropdown choices to bypass the page quickly.

A10: Youth may not be choosing specific programs from the whole list but from a smaller list of suggestions. If they do, we can make the choices in checkboxes if that is clearer.

Q11: Does the Provider send the eligibility documentation to OEO, or is that the responsibility of the youth applicant?

A11: The provider will collect and upload the eligibility documentation to the OEO program management IT system. Youth may not begin a program until all their eligibility documentation is uploaded and the eligibility is approved by OEO.

Q12: For the expo, will youth be coming prepared to interview? Can they plan to bring their eligibility paperwork with them?

A12: OEO is in the planning stages for the expo and will also brainstorm with grantees.

Q13: In regards to the application portal, when will it go live? What is the deadline to apply?

A13: The plan is to go live by April 6, the day of the Expo.

Q14: Will providers have access to the application portal while the applications are being submitted or only when youth are assigned to them?

A14: When a youth chooses a suggestion, the provider will receive their information, contact them, start the process of determining if it is a good match for all, and then inform OEO of the choice. When each program is full, the provider will have all the system information about each youth and be able to generate reports on time instead of having to construct reports.

Q15: Will it be possible for paper applications to be generated from the application portal?

A15: OEO is in the process of procuring a program management IT system, but the plan is for the application to have that functionality.

Q16: Will there be an option for youth to upload the hyperlink to their digital badges on the application site?

A16: That ability is included in the specs for the system we are procuring. The final decision to include it may depend on affordability.

Q17: What age range will ACN Plus target?

A17: The specific ACN Plus program would determine the target audience. ACN Plus proposals must be designed so that each youth falls within the 14-24 age range for OEO programs, while also meeting the RIDE requirement.

Q18: Can a new ACN course or new ACN provider apply? Can an existing ACN provider apply with a new course?

A18: New providers could not apply, as the applicant would either have to be a current ACN provider or partner with one in order to apply for the ACN Plus model. OEO will only be considering current ACN courses.

Q19: How will students be recruited for ACN Plus?

A19: OEO will coordinate with RIDE, schools, and the provider on recruitment.

Q20: Is the ACN Plus for all ACN course types?

A20: Yes.

Q21: There is a section of ACN program courses that are work-based learning; if an ACN course is already work based learning, how can the class be blended with the 80 hour requirement of additional work-based learning?

A21: The purpose of the ACN Plus program is to combine opportunities for youth to achieve multiple outcomes: work-based learning experiences, classroom experience and income.

For example, if your ACN program is 80 hours, and

1) all 80 of those hours count for RIDE as WBL, and you do not wish to add extra work experience hours, that is permissible, but you will have to add the 20 hour work readiness to the beginning of your program, and OEO will cover the costs for that.

2) 60 of those hours count for RIDE as WBL, you can add the 20 hours of work readiness and an additional 20 hours of work placement, so each youth will have achieved their goal of a minimum of 80 WBL hours before graduation.

Each ACN program will be different based on the existing program design and what needs to be added to it.

Each youth should be able to complete the program with:

- The minimum of 80 hours of work-based learning, and
- The academic credit associated with the program, and
- A weekly stipend earned during the program

Q22: Who is covering the additional costs of staff time for the additional required hours?

A22: As stated in the RFP, "ACN course expenses will be paid by RIDE, the remaining program costs will be paid by OEO." These costs must be included in your OEO proposed budget.

Q23: Do ACN Plus students have to participate in the work readiness classes, as the work-based learning portion of the course may be duplicative?

A23: Yes. It is up to the provider to coordinate and make the pieces non-duplicative. There are more Signal Success work readiness activities to choose from.

Q24: Is the work readiness curriculum required for youth who participated and completed the course last summer?

A24: Yes. It is up to the provider to coordinate and make the pieces non-duplicative. There are more Signal Success work readiness activities to choose from.

Q25: Who delivers the work readiness training to the youth, OEO or the providers?

A25: The providers deliver it. OEO pays the costs for that week.

Q26: Are providers required to attend the Signal Success facilitator training if they attended last year?

A26: No. We can plan some joint sessions where providers share which pieces they are using and why.

Q27: Can providers adjust the curriculum and pick and choose what to cover in the 20 hours?

A27: Yes.

Q28: If OEO covers payroll, will that include workers compensation insurance?

A28: Yes; if OEO covers payroll, that will include workers compensation insurance.

Q29: When will OEO know if they are processing the payroll for all youth?

A29: OEO will know if they are processing payroll for all youth by April 2019.

Q30: Should applicants submit two budgets, one as if OEO is paying the wages and one as if the provider is paying the wages?

A30: Applicants should submit one budget, filling in the number of participants per hourly wage bracket and the number of hours expected to log in the program each week, the number of weeks, and the fringe rate. Add provider payroll costs to the budget, just in case OEO is not able to pay the wages directly.

Q31: On page 5 of the response packet, the option is select 19 year olds is missing; can providers serve 19 year olds?

A31: Yes, this is an error; 19 year olds are part of the participant eligibility age range. 14 and 15 year-olds are also part of the participant eligibility age range in the ACN Plus model.

Q32: Where do potential providers find printable versions of these forms?

A32: All applicants must use the web forms located at <http://www.providenceri.gov/o eo/youth-RFP>.

Q33: If our proposal is successful, when we will we receive the job training workbooks? Will they be similar to last year?

A33: The workbooks will be similar, if not the same, as they were last year and will be distributed by June 2019.