

Questions and Answers - 2020 One Providence for Youth Year Long Program

Issuing Department: Office of Economic Opportunity

Board Of Contract and Supply Contents

What is the bid price?

The bid price is based on the amount of youth and the total cost for the entire budget you have requested.

Do we need the waiver request form?:

If you are a non-profit 501c3, you are not required to submit a MBE/WBE waiver form. However, do fill out the MBE/WBE Participation Affidavit seen on page 11 and be sure to initial on each section that requires so.

If we're not filling out the waiver request form, we leave it out?

Yes, but please be sure to complete the other MBE/WBE related forms and initial accordingly.

RFP Contents

(Target Populations)

Students who have divorced parents in different cities is that okay if one of them lives in Providence?

As long as they have a Providence address and proof of residency, yes.

Students who live in Pawtucket but go to school in Providence. Are they allowed?

The more info we have the better, detail that in the RFP. The City of Providence funding will only cover wages for Providence residents, but if there are other cities represented they can certainly participate in the programs provided at internship sites. However, providers will not be reimbursed for youth wages for non-Providence residents.

Can a young person participate in the program if they reside in a group homes in providence. Can we use the group home as their address? What would be their proof?

Yes. We will not be collecting any documents and will be relying on the providers to collect that documentation. We may however double check you have appropriate and necessary documentation for youth to work. If a youth is living in a group home, any type of documentation you as an organization deem as acceptable to put them on the payroll should suffice. We recommend a letter or any documentation from the group home indicating proof of residency.

(Contract Terms)

Can we invoice for the 90 minute provider meetings? So we can invoice for the meetings?

No, providers should prepare for the possibility that these 90 minute monthly provider meetings will not be compensated.

Can the provider meetings be a call?

These meetings are offered virtually on Zoom.

(Program Design Model)

Are there age requirements for each program? Are there any now for the various program models?

No, there are no age requirements this year based on the model that you select. All programs should be within the 16-24 year old range. We do however ask for you and your organization to greatly consider age when drafting your proposals and to of course include that in your response packet.

(Payments to Youth)

Q16: Now with everyone getting paid the same, you're not looking for specific numbers for age ranges?

Correct, all youth in the program will be compensated \$10.50.

Is there no liability conflict with having 16 year olds and 24 year olds in the same program?

We ask that organizations are realistic in their expectations of co-mingling of age groups. We do not recommend having 16 and 24 year old's in one program in particular, however an organization could break up groups of youth based on their age.

Will organizations be responsible for running background checks for those 18 and over?

If your organization has policies and procedures relating to background checks, yes.

In the past, there was a requirement for percentages of youth for providers that they work with year-long and external candidates.

A19: There is no restriction in terms of percentages, however in the response packet this should be detailed.

We can't hire youth who have been in the criminal justice system?

Our program aims to serve youth with barriers to employment. If your organization has restrictions on hiring people with criminal records, it might not make sense to pitch a program targeted youth who have been in the criminal justice system. However, if your organization/program aims to serve justice-involved youth, we encourage you to hire them.

Do we have had to submit paperwork for all of the students, is not happening this year?

The City of Providence will not be collecting youths documentation for approval. It is the responsibility of the organizations to follow their organization human resources procedures, and also labor law. Instead of submitting documentation to the City, staff will be doing site visits and auditing documentation to ensure that all youth have appropriate documents and related work permits.

Page 23, says 80% of program hours need to be completed, but page 25 says 75%.

The target for invoicing is 80% but the absolute minimum to get reimbursed in extenuating circumstances will be 75%. This is something however that you should be making OEO staff aware of well in advance of invoicing.

(Payments to Providers)

For the hours, the maximum of 200 hours for youth. What's the minimum?

The absolute minimum is 90 hours.

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Are there exceptions if a youth moves?

A25: Yes, if a young person moves during the program out of Providence as much as possible keep in touch with our Office to let us know.

Do partnership agreements for employers need to be figured out by the deadline for this proposal?

There should be an effort to line up partners and submit who those partners are with your proposal, and proposals that include partnership agreements will be looked on more favorably than those who have not. Through the reading and ranking process, individuals will be assessing the strength of proposals and this is a criteria we are interested in is employer linkages. If you do not confirmed partnerships, please list as much information as you have available about potential and confirmed partnerships. It's worth mentioning that this is only relevant to the Work Experience Program Model and in relation to employer partners. All other partners must be indicated in the proposal.

(Narrative Response)

For this program design, say you are an org that has 5 or 6 programs already. Can these proposals be part of another program we are running that might be different than the program description.

Yes you can submit a proposal for summer programs your organization intends to fund and run over the summer. We encourage programs that are funded by the Office of Economic Opportunity to be embedded in organization's summer and year-long programming. We ask that in your response packet you detail as much as possible.

You can apply for more than one model?

Yes but they need to come in different envelopes and separate response packets. When the bids are opened, the envelopes are opened and the total amounts are announced to the Board of Contract and Supply. To ensure transparency we ask providers to send in separate envelopes with the RFP contents.

Q29: Can an organization only be awarded one bid?

No, organizations can apply for as many program models and proposals as they would like. If the proposals are deemed qualified, an organization may have more than one bid awarded.

(Budget)

Q33: What's a typical amount of a budget/bid you've awarded?

For more information on the typical amount of bids that are awarded you can visit the City of Providence Board of Contract and Supply website to see the bids that have been awarded in years prior. These are all public documents.

Q34: What's the page limit for the narrative? Double-spaced?

Bidder's proposal responses should not to be longer than 25 pages. In terms of formatting we request 1.5-spaced one-inch margins, 12 point font. Please be sure to number the pages.

Q35: Do we need to attach youth development worker core competencies attachment to our response?

No you do not, this is an informational document for organizations to consider when thinking about staffing for the program.

Q36: The evaluation forms are just there for us to know how we will be evaluated?

Yes this is an example of the criteria that readers and rankers for all proposals will be using. This isn't necessarily the final they'll be filling out.

Do we need to sign the certifications towards the end of the RFP?

Yes.

Do we need to submit an electronic copy of the RFP?

No.

Would you be covering the cost if youth are paid more than \$10.50?

That should be included in the budget, but our program currently only reimburses for \$10.50 a youth.

If a bid is a hybrid with two or more models, do we need to submit more than one bid?

A41: We do not recommend blending the models for a single program

So we just need to put it in the RFP when we would want to start?

Yes.

Is there a minimum or maximum we can take into our program?

There is no minimum or maximum of program participants.

What type of positions or jobs will your office not allow?

The Office of Economic Opportunity is committed to placing young people into internship experiences that enhance their career readiness and put them on paths for jobs that are high-wage and high demand. We will not fund jobs or positions that are not in alignment with the goals and missions detailed throughout the Request for Proposal.

Is this program the same as the advanced internship that was offered in Summer 2019?

We are asking organizations that are interested in hosting interns to apply through this process. This includes but is not limited to advanced internship site employers.

Will we be required to submit the work site agreements with the proposals as submitted last year?

Not as part of this Request for Proposals, no. That documentation will occur later on in the program process.