

State of Hawaii
Department of Labor and Industrial Relations
Workforce Development Division

Addendum Number 01

March 6, 2015

To

REQUEST FOR PROPOSALS

RFP No. LBR 111-PY15 (SCSEP)

**Part-Time Community Service Training
Opportunities for Older Workers**

Issued February 2, 2015

March 6, 2015

ADDENDUM NO. 01

To

**REQUEST FOR PROPOSALS
Part-Time Community Service Training Opportunities for Older Workers
RFP No. LBR 111-PY15 (SCSEP)**

The Department of Labor and Industrial Relations, Workforce Development Division is issuing this addendum to RFP Number LBR 111-PY15(SCSEP), Part-Time Community Service Training Opportunities for Older Individuals for the purpose of:

- ✓ Responding to written questions submitted in accordance with Section 1.8, of the RFP and
- ✓ Amending the RFP.

The proposal submittal deadline:

- ✓ Is not amended.

Attached is (are):

- ✓ The questions raised and responses for purposes of clarification of the RFP and
- ✓ Amendments to the RFP.

If you have any questions, contact:

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Responses to Questions Raised by Applicants
For RFP No. LBR 111-PY15 (SCSEP)
Part-Time Community Service Training Opportunities for Older
Individuals

1. What is the definition of “poor employment prospects”?

Poor employment prospects are defined as, but not limited to: "the likelihood that an individual will not obtain employment without the assistance of SCSEP or another workforce development program. Persons with low employment prospects have a significant barrier to employment. Significant barriers to employment may include, but are not limited to: lacking a substantial employment history, basic skills, and/or English-language proficiency; lacking a high school diploma or the equivalent; having a disability; being homeless or residing in socially and economically isolated rural or urban areas where employment opportunities are limited."

2. Have any local agencies expressed interest in this (RFP)?

Yes, local agencies have expressed an interest in this RFP.

3. The RFP it shows a specific budget allocation amount and a specific slot allocation amount. Are these the numbers we use in the proposal?

The RFP states a probable funding and slot allocation amount based on our current year's funding and allocation. You are not limited to these amounts when you do your proposal and but may find them a useful guideline. All funds available for this RFP are contingent upon federal appropriations to the State.

4. Are you planning to do a modification in early PY15 to address the PY15 Performance Measures?

Yes, a modification may be necessary in PY15 if the performance measures are different from PY14 and contracts were executed prior to receiving PY15 goals from US Department of Labor. The performance measures stated in the RFP are based on our current program year's negotiated performance goals.

Performance goals are set by the DOL each year and every grantee negotiates its own performance goals with the DOL. Prior to the onset of every Program Year each grantee examines the past years' performance with DOL, in relation to the national goals and economic conditions in the areas served, and then agrees on their goal for each of the 6 performance measures for the next program year.

5. Will the slot levels be adjusted to compensate for the increase of the minimum wage on January 1, 2016?

Yes, the number of authorized slots will be modified by USDOL to account for higher state minimum wages. The determination of modified slots is made by the national office based on minimum wage information provided by the grantees. Higher state minimum wages are prorated for the entire program year so that the number of modified slots does not have to be revised each quarter. This means that the modified slot count is accurate for the YTD but will not be accurate for a given quarter if the state minimum wage increases during the program year.

6. Is it required to have matching funds in the proposed budget?

While not required, additional non-federal contributions are assessed points when evaluating the proposal.

7. How can a current sub-grantee ask for more slots and more funds on their proposal?

A current sub-grantee can formulate their proposal based on the probable funding and number of slots allocated for their county as stated in the RFP.

8. How will WDD configure the slots if there is more than one subgrantee selected to a county?

If there is more than one subgrantee selected to a county, WDD will allocate slots based on the needs of the target population and the subgrantee's proposed service activities (outreach efforts, training, job development and placement, counseling etc.)

For current subgrantees, WDD will also consider performance measures such as, unsubsidized placement rates, service level rates, serving most-in-need and effective use of funding.

RFP No. LBR 111-PY15 (SCSEP)
Part-Time Community Service Training Opportunities for Older Workers
Is Amended as follows:

| Subsection | Page | |
|---|------|--|
| Proposal Mail-in And Delivery Information Sheet | n/a | Number of copies to be submitted is amended for clarification, as follows: 1 original and 3 copies for a total of 4 proposals are to be submitted. |
| Section 1, Administrative Overview No Changes | | |
| Section 2, Service Specifications 4b (6)(m) | 2-17 | Performance Measures, is amended as follows: 6(m) has been revised to: Are homeless or at risk of homelessness. PY 14 Goal: 2.49 barriers/participant. (Original RFP incorrectly stated PY 15) |
| 4b (7) | 2-17 | Performance Measures, is amended as follows: Item #7 has been revised to specify three additional indicators. a) Long Term Retention; b) Customer Satisfaction; c) <u>Entry Into Volunteer Work: Of those not engaged in volunteer work at the time of entry into SCSEP, the number of participants who perform volunteer work in the first quarter after the exit quarter, divided by the number such participants who exit during the quarter.</u> (Original RFP did not include c) Entry into Volunteer Work as an additional indicator) |
| Section 3, Proposal Application Instruction No Changes | | |
| Section 4, Proposal Evaluation No Changes | | |
| Section 5, Attachments Attachment A | 1 | Attachment A, <u>Proposal Application Checklist</u> is amended to indicate the <u>Cost Proposal Forms</u> and <u>Program Specific Form</u> , required to be submitted with your proposal. Amended Proposal Application Checklist is attached. |
| Attachment C | | Attachment C, <u>Cost Proposal Forms with Program Specific Modifications</u> are based on forms found on the SPO site, they have been adapted to comply with SCSEP reporting requirements. Forms are attached. |
| Attachment D | | Attachment D, Program Specific Form: <u>Senior Community Service Employment Program Budget Request Summary Supplement</u> . Form is attached. |

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| Attachment E | n/a | Attachment E, <u>Sample Reporting Forms</u> and instructions: are attached. |
| Attachment F | n/a | Attachment F, <u>Federal Assurances and Certifications:</u> are attached. |
| Attachment G | n/a | Attachment G, <u>References:</u> attached |

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