

Youth Services Questions and Answers

1. RFP page 25, section 2.1 Proposal Instructions. Nationwide, companies are experiencing shipping issues outside their control due to COVID-19 related challenges and winter weather at shipping hubs. Will YCLWDB consider receipt of the Bid Proposal via email (by the submission deadline) should there be a shipping issue? Confirmation of tender, prior to the due date, to FedEx would be provided and followed by hard copy delivery. **Email submissions will not be considered. Please take Covid-19 delays into consideration when submitting your proposals. Hard copies must be received prior to or on the due date and time.**
2. Please confirm that the 30 letter-size page limit is applicable to only Appendix C – Narrative Scope of Work/Agency Capacity Responses.
Yes, the 30 letter-size page limit is applicable only to appendix C.
3. Please confirm charts, graphics, and tables are exempt from the 12-point typeface and double spacing requirements as long as they are legible.
Charts, graphics, and tables are exempt from the 12-point typeface and double spacing requirement as long as they are legible.
4. Due to the volume of the request five years of financial audit documentation, is it acceptable to provide the requested five years on a USB?
Yes, it must be delivered with the RFP by the required due date.
5. RFP page 40, please advise whether or not bidders should show proposed profit as part of the Total Cost on the budget forms/narratives.
Yes, please show proposed profit as part of the total cost on the budget forms/narratives. Profit must be a separate item from the proposed budget and negotiated separately.
6. What is the current lease cost associated with the Youth program?
Lease cost in not applicable with current youth providers.
 - a. Please advise if this cost should be included in bidders' budgets.
Bidders should include lease cost in budget proposal.
7. How many staff (by title and full-time equivalent) are currently dedicated to youth services?
There are approximately 14 (full time/part time) staff dedicated to youth services. We will not be providing the staff title information from our current provider.
8. RFP page 17, section 1.9.6 Monitoring and Evaluation. How will the youth contractor be monitored (by which YCLWDB staff and on what anticipated frequency)?
The LWDB onsite review of files by the will be conducted by the compliance department on a quarterly basis throughout the year. Five percent of the files will be monitored and

selected randomly. State Programmatic and EO audits are conducted on an annual basis. All monitoring/audits are in person or virtual.

9. RFP pages 7 and 19 indicate separate proposals are to be submitted for each of the two contract options. If a respondent is interested in bidding a comprehensive, integrated out-of-school youth program, would YCLWDB consider a single proposal response for the Limited ABE/HSE Classes and Full Services 14 Program Elements?

Separate proposals must be submitted for each category.

10. Please clarify if the finalist proposer will be providing a presentation?

This will depend on the review committee, if a presentation is requested, it can be done virtually.