



REQUEST FOR PROPOSAL (RFP) ADDENDUM

1/7/2022

Addendum No.: 1

Request for Proposal #: 2022-02

Project Title: TeensWork Alachua

Date of Addendum: 1/7/2022

RFP Due date (Original): January 14, 2022 at 3:00 PM ET

This Addendum No. 1 contains the following:

1. **Section 2, B** is amended to read as follows:

B. Available Funding: A total of \$150,000 has been budgeted by the CTAC to administer this program. This solicitation is to select a Contractor(s) to manage the marketing, outreach, worksite recruitment, participant recruitment, work readiness training, and job coaching for the program participants. Costs to perform those services are expected to range between \$700 - \$1000 / youth. Youth may be employees of record of a temporary staffing company identified by CTAC, employed directly by worksites and paid via a payment arrangement by the CTAC, or be employees of the Contractor. Funding for the wages paid to the youth for work performed is separate from the funding for this RFP.

2. **Attachment A: Scope of Work, Section E.** is amended to read as follows:

E. Hiring, Onboarding, and Payroll

1. Contractor shall coordinate the application and interview process between the worksite and the youth.
2. Youth shall be paid at least a minimum wage of \$10.00/hour. Contractors may propose a higher wage, but must describe the reasons the higher wage is necessary and how a higher wage will benefit the program.
3. Final hiring and placement decisions will be at the worksite's discretion.
4. Contractor shall ensure that the participant is properly onboarded as either an employee of record for the temporary staffing company identified by the CTAC, an employee of record for the worksite, or an employee of the Contractor. The Contractor shall ensure that the participant is enrolled in the company's payroll system and receiving timely and accurate payments for hours worked.

3. Attachment A: Scope of Work, Section G is amended to read as follows:

G. Staffing:

1. The Contractor shall employ the minimum staffing below with the minimum qualifications in order to support the program.

a. **Program Director** (full-time or part-time): Must have a bachelor's degree or higher, and one year of previous related experience, including experience supervising or managing youth employment programs. Equivalent work experience may be substituted for the bachelor's degree.

1. Question: Do you need to submit the certificate of insurance with the RFP application?

Answer: No, it is a requirement for the first deliverable due date for contracted providers, which should include the provider's liability, worker compensation, and transportation if providing transportation for youth.

2. Question: Can a contractor include youth payroll in their budget if they have the capacity to be the payee for the youth?

Answer: There will be an addendum added to the CTAC website around payroll and staffing as CTAC looks for a temporary staffing agency. If the contractor would like to apply to be the payee for youth they can propose to be the payee for the youth. More flexibility will be allowed (see #12 and #13 below).

3. Question: Should providers submit a sample of the youth employment application be used to be included with the RFP application?

Answer: Yes, those may be included. Pg. 14 of the RFP says that "Any resumes, memorandums of understanding (MOUs), and agreements in connection with the scope of services may be included with the proposal and not count against the page limit."

4. Question: Does CTAC want the description of target population to be included in the response or just the heading?

Answer: Just the heading only.

5. Question: Deliverables and Data collection tools on page 45, are the data collections tools due on January 14th or are they due June 15th listed on the activity column of the deliverable document?

Answer: Tools and processes need to be designed in advance of implementation by the contractor and in collaboration with CTAC. The youth application data (including demographics) should be collected by June 15th by the contractor.

6. Question: The date of submission on January 14th, are all deliverable tool and samples required to be included in the submission?

Answer: Section 4 of the RFP (Project Plan A-I, and particularly "I. Data Collection Requirements") proposers should describe how they foresee taking on the task of data collection and performance measurement. Attachment D and E describe the data and performance measures being sought by the

Trust. In the RFP response, proposers should elaborate on the data collection processes, procedures, and tools (i.e., surveys, assessments, applications, forms, multimedia, etc.). Proposer may share a copy, link, reference, or narrative description of the tools suggested. Processes and procedures used to collect data should include, but is not limited to: job site information, youth application, youth activities & attendance, training assessments, youth satisfaction, site monitoring, and supervisor satisfaction.

7. Question: Is the cost per student amount allocated directly to the student, provider, or agency paying the youth?

Answer: The \$150,000 allocated to this RFP is to cover the costs “to manage the marketing, outreach, worksite recruitment, participant recruitment, work readiness training, and job coaching for the program participants.” Salaries for the participants for work performed will be paid by CTAC through separate contractual arrangements (see #12 below).

8. Question: Who is paying the youth this summer?

Answer: See #12 below.

9. Question: Is there limitation on cost per hour, number hours, total limit gross funds accrued over the summer to determine job sites?

Answer: Page 6 Section B. Available Funding A total of \$150,000 has been budgeted by the CTAC to administer this program. This solicitation is to select a Contractor(s) to manage the marketing, outreach, worksite recruitment, participant recruitment, work readiness training, and job coaching for the program participants. Costs to perform those services are expected to range between \$700 - \$1000 / youth. Contractors can propose an hourly pay higher than state minimum wage of \$10.00 an hour. Contractors must explain higher hourly wages with their proposal. Per **Section F. Service Times:** 1. Summer work-based experiences shall include up to 25 hours of paid work per week at the minimum wage or higher for six to eight continuous weeks in June and July. 2. Program hours and respective services may take place any day of the week, including weekends. Contractor shall choose a schedule that accommodates the needs of participants and the worksite. This flexibility enables Contractors to enroll participants who must attend summer school.

10. Question: How many students are targeted through this funding opportunity?

Answer: CTAC hopes to support 150-200 youth for summer employment. (Page 6 Section A)

11. Question: Should providers apply to be the contractor or work with the contractor as a worksite?

Answer: CTAC cannot comment on the agency preference. It depends on if the agency has the capacity to do marketing, outreach, participant recruitment, work readiness training, worksite recruitment, job coaching and payroll to apply as the contractor. Agencies can just apply to be a worksite only or both.

12. Question: The RFP states on page 6 that the youth will be employees of a temporary staffing company and their salaries will be paid through funds provided directly by CTAC. Goodwill has capacity to provide payroll services to the TWA participants through our ADP system. Can we include student payroll and payroll services in our budget or should we submit a separate budget for the payroll and payroll services?

Answer: If the contractor would like to apply to be the payee for youth they can propose to be the payee for the youth. More flexibility will be allowed (see #12 and #13 below).

13. Are all sample data collection tools, listed as a deliverable, due for CTAC approval, required on January 14 in the RFP submission?

Answer: Tools and processes need to be designed in advance of implementation by the contractor and in collaboration with CTAC. The youth application data (including demographics) should be collected by June 15th by the contractor.

14. Will CTAC provide the Job Site form listed on page 45 or will the contractor have to create sample tools and submit them with the RFP by January 14?"

Answer: The contractor must create their own job site form.

15. What function on the budget narrative document, would the cost of advertising/marketing fall under? Would the cost be placed under "Communication"? Where should that cost be entered in the budget narrative?

Answer: The Communication section of the budget narrative is the correct budgeting section for advertising/marketing. Enter the cost in the communication section of the budget narrative.

16. Are the contractors required to provide listed documents when the source column reads "TBD"?

Answer: Attachment D lists the responsible party for each document

This addendum will become part of the Request for Proposal and acknowledgement of its receipt should be submitted with the Request for Proposal Response. A signature on this addendum does not substitute for a signature on the original Request for Proposal document. The original Request for Proposal document must be signed.

RESPONDER NAME: _____

SIGNATURE: _____

TITLE: _____

DATE: _____