



POSTED: March 12, 2025

WORKFORCE INVESTMENT BOARD OF TULARE COUNTY

**WIOA TITLE I YOUTH SERVICES PROCUREMENT NO. 25-01
REQUEST FOR PROPOSAL
Questions and Answers**

Q1: Although we see the details regarding the number of pages, margins, etc., we didn't see anything regarding a specific font. Is there a preferred font type?

A: The RFP specifies a font size of 12-point but does not mention the required font type. While the RFP does not mandate a specific font, standard fonts are recommended to ensure readability.

Reference: Page 28 – Proposal Formatting Requirements

Q2: Regarding the Budget: Can you give specifics on the breakdown? While the RFP says to draft a budget of around \$1.8 million, can you please share a brief breakdown of a budget example?

A: The RFP instructs respondents to use a fixed funding level of \$1,800,000 to populate a budget for personnel, staff travel, and participant costs for Youth Services. The following information can be found in attachment D:

Attachment D - Model Budget Narrative Youth OSY and ISY tab lists the funding breakdown as follows:

1. Comprehensive Based OSY \$800,000
2. Balance of County of Tulare \$500,000
3. In-School Youth \$500,000

The budget must include a minimum allocation of 25 percent for work experience for each of the service delivery locations.

Reference: Page 24, Budget Submission – Model Service Delivery Budget and Attachment D

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Q3: Are pictures and charts allowed?

A: The RFP does not state whether pictures and charts are allowed. If used, they should comply with the formatting requirements and fit within the 25-page narrative limit.

Reference: Page 28 – Proposal Formatting Requirements

Q4: If charts are allowed, does the font size matter?

A: The RFP specifies a 12-point font size. If charts are used, they should be formatted clearly and concisely to fit within the 25-page narrative.

Reference: Page 28 – Proposal Formatting Requirements

Q5: Is profit allowed for the Youth Services portion of the contract?

A: Yes, profit is allowable for for-profit organizations, provided it is reasonable as per 2 CFR 200.404 and 20 CFR 683.295.

In the narrative section of 9.3 Financial Management and Model Budget, describe your organization's profit percentage that would be built into the proposed budget and the factors taken into consideration to arrive at this percentage. Profits earned are subject to negotiation.

Reference: Page 33 – Financial Management Structure and Model Budget

Q6: Do you have a preference for the title used for Section 9.5? Two headings are used within the RFP.

A: To ensure consistency and clarity, use "Employer Engagement Strategies" as referenced as the title on page 35 - 9.5 Employer-Engagement Strategies.

The table on page 31, Proposal Narrative Sections, 9.5 should be "Employer Engagement Strategies" and not "Business Engagement and Worksite Development"

Q3: Will the list of agencies who attended the bid conferences be made available?

A: The list of agencies that attended the bidders' conference is not part of the formal Request for Proposals and, therefore, will not be shared or posted to the Procurement website.

Q4: How will the Past Performance Questionnaire be evaluated?

A: The Past Performance Questionnaire will be evaluated within section 9.4 Program Service Delivery.

Q5: What percent of administration salary is allowable in each budget: Comprehensive Based OSY, Balance of County, and In-School Youth?

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A: Reference Section 9.3 Financial Management Structure and Model Budget

Respondents will use a fixed funding level as outlined in Attached D to populate personnel, staff travel, and participant costs. Administration salaries must be included in the personnel cost.

Q6: Regarding the Balance of County OSY, Attachment D Budget and Narrative “instructions” states that 4 (more if feasible) rural unincorporated areas must be served. Can you please clarify if that means the respondent must have a physical office for each location or, for example, two offices that provide services to 4 nearby rural unincorporated areas?

A: Service provision in these locations is expected to have a physical presence for a minimum of 4-8 hours per week per location. The WIB will work with selected respondents to identify locations for maintaining a regular physical presence. To support this effort, the WIB has established connections with the Tulare County Library and Self-Help Enterprises, both of which have strong community ties and multiple locations across the county.

Respondents are strongly encouraged to leverage resources through partnering on-site with other agencies, libraries, or community-based organizations. For further information, reference OSY Services at Balance of County Locations on pages 18 -20.

Q7: Regarding In-School Youth, in Attachment D Budget and Narrative, in tab “instructions,” it states two different minimum amounts for a single high school to serve: 3 and 4. Can you please clarify if the minimum is 3 or 4?

A: The minimum number of high schools required for In-School Youth services is **four**, as stated in the instruction's narrative. The reference to three in Attachment D was an error. Please plan accordingly based on the minimum requirement of four high school locations.

Q8: Based on your email sent on March 4th, 2025, regarding the extended reference contact forms submission, which has a new due date of March 7, 2025, we have a question: Does this new due date affect the Past Performance Questionnaire from references, due on March 13, 2025, at 5 p.m.?

A: The new due date of March 7, 2025, for the submission of Reference Contact Forms, does not affect the due date for the Past Performance Questionnaires from references. The Past Performance Questionnaires from references are still due on March 13, 2025, at 5:00 p.m., as outlined in the RFP timeline.

This extension only applies when respondents must submit the Reference Contact Forms to the WIB. References themselves will still need to complete and submit the Past Performance Questionnaire directly to the WIB by the original deadline of March 13, 2025, at 5:00 p.m.

Q9: Will confirmation of the submitted Reference Contact Forms be sent to Bidders? If not, may we have confirmation that you received our reference contact forms?

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A: Respondents will receive an email notifying them when the required Past Performance Questionnaires from references are received. Refer to 6.2, page 27.

Q10: Under the Bidder's Slide Deck section, a link to the Youth Bidder's Conference recording is partially available, but a different part of the website obscures the rest. Do you have a link for the Youth Q&A document that you could please share with me?

A: We have updated the website, and the Youth Q&A is now visible.

Q11: The Request for Proposal states on page 1 that Workforce Innovation and Opportunity Act Title I Youth Services are intended for Out-of-School Youth (OSY) ages 18-24 and In-School Youth (ISY) ages 16-21 in Tulare County. However, on page 7, the RFP references both OSY and ISY with a broader age range of 16-24. Could you please clarify the age ranges for OSY and ISY participants under this proposal?

A: For the WIOA Title I Youth, the correct age ranges for the targeted youth populations are:

- In-School Youth: Ages 16 to 21
- Out-of-School Youth: Ages 16 to 24

Reference 4.2 Populations to be Served, Page 14

Q12: Is the Fringe Benefit set at 15%, or is an organization allowed to adjust it to the percentage it is federally approved for? We thought we heard it was set at 15% in the webinar. However, we noticed that the cell is unlocked, and the percentage can be changed. Can you please clarify?

A: The Fringe Benefit rate should align with your organization's approved rate for staff wages or paid work experience.