



Youth RFP Questions – Revised December 6, 2018

1. Would a MOU with a staffing agency have to be included with the proposal? No. Once selected the entity would begin contract negotiations with a staffing agency if the provider chooses to use a staffing agency.
2. What are the limits for the “participant costs line items”? Limits listed in the charts below are per eligible participant.

SUPPORTIVE SERVICES

LINE ITEM	TDWDA LIMIT
Background checks and drug testing	At cost
Child Care	\$50.00 per week
Book stipend, GED prep and testing, SAT and ACT testing, tuition and fees, certified or specialized training	\$150.00
Transportation	\$50.00 per week
Other work related items	Must be approved by TDWDA
Boots and special wear, eye glasses, gloves, safety equipment, tools, work clothing, TWIC Card	\$200.00
Field trips and award ceremonies	Must be within reason

INCENTIVES

LINE ITEM	TDWDA LIMIT
GED Attainment	\$150.00
Degree or certificate attainment	\$150.00
In program skills gain	\$25.00
Completion of a leadership or community service project	\$25.00
Classroom training stipend	\$1.00 per hour with a limit of 180 hours
Special training stipend	Must be approved by TDWDA
Work readiness completion	\$50.00
Work experience completion with an excellent evaluation	\$50.00
CRC attainment	\$25.00
Completion of financial literacy	\$25.00
Other special or unique attainment tied to goals in ISS	\$25.00

3. What are the high poverty counties in the TDWDA? Covington, Forrest, Jefferson Davis, Kemper, Leake, Marion, Scott, and Wayne
4. What is the definition of low income? A Low-income individual is an individual who meets at least one of the following criteria:
 - Receives (or has received in past 6 months) or is a member of a family that receives (or has received in past 6 months) assistance via SNAP, TANF or the supplemental income program of the Social Security Act
 - Is in a family with a total family income that does not exceed the higher of: the poverty line or 70 % of the lower living standard income level
 - Qualifies as a homeless individual, as defined in the Violence Against Women Act of 1994 or the Stewart B. McKinney Homeless Assistance Act
 - Receives or is eligible to receive free or reduced price lunch
 - Youth living in a “high poverty area”
 - An individual with a disability who meets the income requirements of the program, but is a member of a family whose income does not meet income requirements
 - Is a foster child on behalf of whom state or local government payments are made
5. What is the definition of “additional assistance”? A participant is determined to need additional assistance if he or she enters the program needing assistance completing an education program or if he or she needs assistance securing employment.
6. What is the cost of the Bring Your “A” Game curriculum? The cost varies, depending on the size of the order. The packages range from \$15.00 per person to \$30.00 per person.
7. What is the current average cost per participant? The average cost per participant for program year 2017 was \$7759.33.
8. What is the name of the staffing agency used by SMPDD? Sirius Technical Services
9. What is the typical length of a youth proposal? Previously received proposals vary in length. Lengthy and repetitive proposals are discouraged.
10. How is low income verified for home school participants? Hard copy backup documentation is required to verify low income status of all participants. For example, check stubs, food stamp verification, or etc.
11. How is free and reduced lunch verified? Documentation from the school is used to verify free and reduced lunch eligibility.
12. What is the definition of equipment? Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. TDWDA/ SMPDD complies with the OMB Uniform Guidance § 200.33 Equipment.
13. Do in-school programs have to meet the 25% work experience requirement? Yes
14. What is required to satisfy #7 “monitor findings” in attachment F? After a program is monitored, it is standard procedure for the monitor/reviewer to send the agency’s head (Executive Director,

President, CEO, or etc.) an official monitoring report. If there are any findings, a written response and/or corrective action to the findings is required. A copy of the monitoring report and the response or corrective action should be submitted with the proposal.

15. What is the process for distribution of work experience funds? Work experience funds will be included in the sub award. The funds will be requested by cash request which is the same process for all other line items.
16. How will work experience payments be handled? The processing of payments to participants is the choice of the agency. The agency can choose to process the payments internally or use a staffing agency.
17. Where should we list staffing agency fees in the budget? Staffing agency fees should be listed as contractual services on a separate line item in the work experience section.
18. Do we need to obtain MOUs or letters of intent from all school districts? Yes. If time prohibits you from obtaining them all, please include proof of the requests in your proposal.
19. Do we have to include a performance goal for the baseline performance measures? No, it is not required.
20. What expenditures are counted towards the 25% work experience requirement? Participant wages, staff wages and fringe when doing anything work experience related (teaching work ethics, developing worksites, and etc.), and incentives related to work experience.
21. Can in-school programs be religiously focused? No, WIOA programs cannot be religiously focused.
22. In regards to the budget, is attachment A and attachment F all that need to be submitted? In addition to attachments A and F, you must also submit a line item budget narrative. (see Attachment B)
23. On page 34 of the RFP it references "Principals". Who fall within the definition of principals? Board members, front line staff, program managers, executive staff such as Controller, CFO, COO, CEO, Contractors, and etc.? 2 CFR 180.995 defines principal as:

a) An officer, director, owner, partner, principal investigator, or other person within a participant with management or supervisory responsibilities related to a covered transaction; or

(b) A consultant or other person, whether or not employed by the participant or paid with Federal funds, who -

(1) Is in a position to handle Federal funds;

(2) Is in a position to influence or control the use of those funds; or,

(3) Occupies a technical or professional position capable of substantially influencing the development or outcome of an activity required to perform the covered transaction.

Principals include Board members, program managers, executive staff, and may include frontline staff if they are in a position to influence federal funds.

24. MBCI is already receiving funding from the American Indian Set Aside of the Workforce Innovation and Opportunity Act. Would receiving funding from TDWDA conflict with the funding we already receive? Are we even eligible because we already receive funding from another part of this agency? A recipient of WIOA Native American (INA) funding is not precluded from receiving funding from SMPDD. MBCI is eligible to respond to the TDWDA Youth RFP.

25. Do we have to submit the entire audit? If not, what part should be submitted? Yes, the entire audit needs to be submitted.
26. Can you give your advice or concerns that we need to consider "If" we wanted to provide eligible out-of-school youth with an affordable computer or device to use at their home to be able to do an "on-line diploma or training"? Would those computers or devices have to be part of our inventory or returned by the out-of-school youth after the contract period? What is dollar amount in the Federal Regulation/Guidelines that determines if computers or devices are considered equipment or supplies? Unfortunately, we are not able to provide assistance regarding a proposer's program design. Generally, computers and devices are considered equipment if they are above \$5000.00. (Please see question # 12 for a complete definition of equipment from the OMB Uniform Guidance §200.33)
27. Can you provide the costs and terms of the SMPDD negotiated agreement with Sirius Technical Services for handling the internship payments/insurance, etc.? The rates and terms with Sirius Technical Services are negotiable. You may contact Scott Hotard at scott.hotard@siriustechnical.com or cell phone 251-234-7161 for additional information regarding your specific needs.
28. If we wanted to provide "seed funds" for entrepreneurship training and/or work experience time spent on actually trying to start a small business, would that be considered as a "wage" or "incentive"? What dollar amounts would be allowed for "work experience costs" or "incentives"? "Seed funds" are not an allowable expense. All allowable incentives are listed in question # 2. For further clarification of the entrepreneurship training program element, please refer to Final Rule CFR Part 2 Section 681.550.

*SMPDD/TDWDA is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to those with disabilities.*

TDD 1-800-582-2233