

**Public Announcement  
Bidders' Conference Results, July 15, 2009  
JOB1 Business and Career Solutions**

Goodwill Industries of Southeastern Louisiana d/b/a JOB1 held a bidders' conference concerning the NEG YouthROC RFP, which was published on June 30, 2009. We accepted questions and issued responses. Any and all proposers and their grant writers should read the summary of the proceedings below. The queries and answers fall into two categories, entitled "Responding to the RFP" and "Programmatic Issues."

**Responding to the RFP:**

General announcement # 1: As indicated by the RFP's cover and all due dates published on the internet and in the newspaper, the final date to turn in proposals is July 30, 2009; the one instance where July 31 has been mentioned, on page 9, is an editing oversight and should be ignored.

Q: What is the definition of *educational advancement*?

A: Generally, Workforce Investment standards dictate that students be tested in math, reading, and language once at the beginning of a program and once at the end.

Q: What does "rules, routines, and outcomes that are set forth by JOB1" mean?

A: JOB1 will create a handbook governing the second phase of its YouthROC project.

Q: Do proposers have to submit MOUs to prove that they have partnerships?

A: JOB1 does not require this, but proposers are certainly welcome to submit them.

Q: May we add attachments to our responses to make our proposals more convincing?

A: Yes.

Q: Are proposers required to have past experience with construction?

A: They must have experience with construction or green jobs.

Q: Should proposers include the paying of participants in their proposed budgets?

A: No. Participants will be employees of Goodwill, and therefore, paid by Goodwill.

Q: May we include incentives in the supportive-services section of our budgets?

A: Yes. Proposers may put this into their prospective budgets. Companies selected for contracting should expect to have their budgets negotiated.

Q: Do we calculate for 9 or 10 months of staff salaries?

A: Calculate for 10 months. Companies selected for contracting should expect to have their budgets negotiated.

Q: What types of certifications and degrees will JOB1 require contractors to assist their enrollees with?

A: Proposers should predict their own reasonable outcomes in their proposals.

Q: How would proposers include the cost of certifying staff for their various jobs?

A: Any costs that are specific to a program should be included in the proposed budget. Companies selected for contracting should expect to have their budgets negotiated.

Q: Should we number the section headings in the RFP exactly as JOB1 has done in the instructions?

A: No. The body of your proposal (which *does not* include attachments I, II, and the cover letter) should begin with a title page and a table of contents. Then, each of the prescribed sections, beginning with *Executive Summary*, should follow. We recommend that, for clarity, you italicize each section heading from that point forward. If you do choose to number the sections, *Executive Summary* would be number one.

Q: Should staff be hired in advance of Phase II?

A: No. Remember that JOB1 does not and has not contracted any company by virtue of their having turned in a proposal or of their having been part of YouthROC in the past. JOB1 recognizes that some non-profit organizations may operate with skeleton crews until they receive additional funding. We expect, therefore, that some staff positions may have to be predicted or anticipated in the writing of the proposal.

Q: How many organizations are competing for the NEG extension?

A: There are eleven that we know of. But there is no way to determine how many will apply by July 30.

Q: How is sensitive information handled?

A: According to the RFP, all proposals become the property of JOB1 as soon as they are handed in. Although we anticipate that a selection committee and contract negotiators (if applicable) would be the only persons to see the proposals, JOB1 cannot and does not guarantee absolute privacy for any proposals handed in.

Q: Will proposers be provided with any kind of self-scoring forms?

A: No.

Q: Some requirements in the beginning of the RFP do not seem to “match up” with the second half of the RFP. If we follow the RFP instructions to the letter of the law, how do we fit *all* of our qualifications into our responses?

A: Don't confuse general criteria for perfectly qualified applicants (in the first half of the RFP) with the italicized *section headings* required in the proposals (in the second half of the RFP). Proposers and their writers should be able to proffer a full illustration of all their skills, strengths, operations, and qualifications by following proposal guidelines; in other words, they should be able to “fit in” everything they desire to say at some point in their proposals.

Q: Can a schedule or other similar document be turned in as an attachment?

A: Yes. Some things, such as schedules, lists, budgets, cannot reasonably be included in the text of a neatly written proposal. Therefore, they can be included as attachments, as long as (a) the written part of the proposal makes reference to them (i.e. “For further information on this matter,

see attachment IV”) and (b) the attachment is added to the document in proper sequence with other attachments.

**Programmatic Issues (Applies Only to Contracted Companies after the RFP Period):**

Q: What do participants get paid for?

A: They will be paid only for work-site activities and construction/green-related training.

Q: Will participants be paid for orientation?

A: The rule on this issue, as it appears in Phase I, will not be changed. Orientation is non-paid.

Q: Do we have to accept 16-17-year-olds into the program?

A: NEG guidelines stipulate that this age group be allowed to apply.

Q: Does JOB1 select/recruit participants?

A: No. Contractors will do that.

Q: Can past enrollees reapply?

A: No. We cannot allow double counting on enrollment numbers.

Q: Is there an estimated cost per enrollee?

A: No. Goodwill’s calculations are still pending because they are contingent upon close-out of Phase I.

Q: What constitutes construction plans? And is there a format?

A: Plans will consist of specific jobs, addresses, and timelines. Although a standard form may be created in the future, one currently does not exist.

Q: May we prepay subcontractors to do follow-up?

A: This is not recommended. Prepaying for anything the last month of a grant could be red flagged.

Q: Will proposers be allowed to use in-house forms to track participants’ career development?

A: What proposers already do should suffice. There is a WIA form in place, but we have not been mandated to use it.

Q: How many hours will participants be allowed to work?

A: The maximum is 20 hours per week.

General Announcement # 2: JOB1 does expect all enrollees to move up at least one grade level on their TABE tests. If enrollees test in the higher grade levels, such as tenth or eleventh, we expect that they would be able to get their GEDs soon afterwards.

Q: Can participants who drop out be replaced with new ones?

A: No.

Q: Should proposers procure staff?

A: No.

General Announcement # 3: Orientation is a good time to determine whether or not participants will be retained. JOB1 encourages proposers to assess which participants will think the program is “for” them, and which will not. Programs may over-enroll as long as they have the staff to handle the participants.

Q: Does JOB1 plan to expand maximum participant numbers to more than fifty?

A: No. But if proposers feel a particularly strong commitment to create large programs, they may put forth their ideas, with the understanding that JOB1 may deny any part of their proposal.

Q: Are partnerships okay?

A: They are encouraged. Paid subcontracts, however, must be approved by JOB1 and are generally discouraged (but not forbidden).

Q: How we can obtain writable Microsoft Word versions of the attachments?

A: A project manager will email them to all those who filled out the sign-in sheet on July 15. Others will be able to request the files by emailing to [pgraham@job1no.com](mailto:pgraham@job1no.com).

Q: Will electronic-funds transfers be used?

A: Goodwill’s CFO will answer that question after the close-out of Phase I has been completed

General Announcement # 4: Please note that JOB1 reserves the right not to offer any contract(s). Funding is dependent upon how much money remains after the close-out of Phase I. JOB1 cannot and does not know, at this time, exactly how much will remain.