

Q1: Career pathways emphasis, is that the be all and end all?

A1: The WDC is interested in moving job seekers toward a career ladder and developing stepping stones of progress. Career pathways can cover a wide array of employment, education (secondary and post-secondary) and training services that develop skills to improve employment outcomes and meet the needs of employers.

Q2: New and innovative? Do proposals have to be brand new or how about expansion of a project that shows promise?

A2: New and innovative applies to promising practices that promote customer-centered services and meet the needs of both business and job seekers. Proposals will need to clearly explain how the need and gap was discovered and how funding will help enhance further development of the innovative practice and contribute to the overall effectiveness of the local workforce system.

Q3. Place based? Does action have to be in a WorkSource center?

A3: Employment services will need to be connected and integrated to a WorkSource site. Scholarships may be available for the first year of seat costs at specific WorkSource sites. Applicants should also consider working with some of the [WorkSource connection sites](#).

Q4: Will the WDC consider funding two proposals from the same agency if both proposals meet all the RFP requirements, provide innovative approaches to serving members of the listed target populations, and are scored highly during the proposal evaluation?

A4: All proposals will be evaluated independently and rated for competitiveness in alignment to RFP.

Q5: With the minimum bid set at \$100,000 and the directions that the "number of participants served is expected to be commensurate with amount of funding," what do you think should be the minimum number of clients served for an ask of \$100,000 in order for a proposal to be competitive?

A5: The WDC will evaluate each proposal's cost effectiveness and determine if the number of participants served is commensurate with amount of funding.

Q6: How do you define the word "pilot?" Our program has been in operation for a number of years, but we are currently embarking on a new, more comprehensive curriculum (increasing the range of employment training options we provide), while at the same time expanding the number of people we can serve and moving our operations to a new space in a different city within King County. Would any of these "expanding" features qualify our program as a "pilot?"

A6: *"Pilot" refers to the 12 month demonstration period to help the WDC learn more about a project's strategies and creative approaches and how a project would work in practice in the WorkSource Seattle-King County system.*

Q7: What is an agency charged "... to be located at a WorkSource site and participate in Integrated Service Delivery (ISD)"?

A7: *Agencies awarded with a contract will have staff stationed at a WorkSource site or connected to WorkSource site through in-community services or expansion of WorkSource Connection sites. ISD is the organization of staff and services around functions and customer needs versus program and agency.*

Q8: We were wondering if an organization can submit more than one pilot project for consideration and if so, if we would need to submit two separate proposals?

A8: *All proposals will be evaluated independently and rated for competitiveness in alignment to RFP.*

Q9: We are interested in submitting a request for proposal # 16-04. We do have a few questions and would like to set a meeting to clarify what the expectations are for the program and the types of programs you are looking for. I am currently working to build a work readiness program and want to explore a partnership with your council.

A9: *Federal procurement guidelines prohibit our meeting in-person or discussing RFP during process. Per RFP, "The WDC's website at www.seakingwdc.org will be used as the primary mode of communication between the WDC and potential bidders." All inquiries and questions must be submitted through the Q&A process and answers posted online for all interested parties to review.*

Q10: Is an agency charged rent, utilities and overhead to be located at a WorkSource site? Is an agency allowed to have the staff on this grant located at established in-community site? (i.e., Are the staff required to be based at and deliver services at a WorkSource site?)

Q11: In the response to Question 3 it is stated that “*Scholarships may be available for the first year of seat costs at specific WorkSource sites.*” If a scholarship is not available what will be the monthly cost we must budget for seat costs? Or, will scholarships be available to all successful bidders?

Q12: Do direct service staff have to be located at WorkSource affiliate/center full-time or is part-time sufficient? Does a WS Connection site meet the location requirement for being located at a WS site? If the applicant is a WS connection site, would it meet the expectations of the program to have direct service staff co-located at its WS connection site and a WS affiliate/center?

A10, A11, & A12: Average seat cost in WorkSource Seattle-King is \$800 - \$1,200 per month depending on site. The process for scholarship awards is currently being developed. Agencies could join the WorkSource system as WorkSource Connection sites. WDC connection sites can be found on link: <http://www.worksourceskc.org/worksourcelocation/>

Proposals may also include in-community services, where the WorkSource system delivers services at site other than WorkSource sites.

Q13: The RFP “Unleashing the Power of Untapped Talent” does not allow for the cover sheet and budget summary form to be filled. Do you have a word version of these two forms?

Q14: Can you please provide a copy of Section IV (“Required Forms”) of RFP #16-04 in a fillable format? This includes the Proposal Cover Sheet Form, the Budget Summary Form, and the Statement of Compliance Form.

A13 & A14: Yes, forms are posted to the website in word and excel format.

Q15: Can you define opportunity youth? What age range, barriers, characteristics, etc.?

A15: Opportunity Youth is defined as young people between the ages of 16 to 24 who are neither enrolled in school nor participating in the labor market.

Q16: What are allowable costs under the budget category of Participant Costs? and where can we find information on current WDC grantees serving the WorkSource Seattle-King County system?

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Q17: Are there unallowable expenses that we should be aware of? For example, would on-the-job (OJT) training costs (min. wage salary, L&I, etc.) be an allowable expense for this program under Participants Costs?

*A16 & A17: Direct participant costs are divided into three categories for budgeting and reporting purposes: 1. **Tuition, Books, and Supplies (or ITAs):** Direct participant costs for tuition and participant owned books and supplies that will utilize funds. 2. **Support Services:** Support services are payments made to or on behalf of participants for such things as: Bus passes/transportation costs, child care, emergency housing and food costs, clothing, etc. as guided by the WDC's support service policy. 3. **Other Participant Training:** All other types of trainings (other than ITAs) such as work experience wages, on-the-job training wages, internships, non-occupational skills training, ESL, etc. Also report, incentives and stipends in this category.*

Partners can be found: <https://wdc-seattle.squarespace.com/worksource-partners>

Q18: **Re: Section 1: C – “All applicants must document they will be the sole agency applicant, serving as the lead and fiscal agent, and will not subcontract.”**
Question: We understand this to mean that we will not pay another agent or agency to perform the program after be awarded, but that it does NOT mean that we cannot partner with other community organizations to work together to best serve the needs of the community and implementing our innovative plan for outreach and implementation, for example ESL aid, etc. Can you please clarify that this is indeed the meaning and intention of this section?

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Q19 Would the WDC reconsider the existing “Section 3: Eligible Participants” language in RFP 16-04 and remove the existing “no-subcontracting” and “sole-applicant” provisions from this RFP prior to the deadline for application, thus allowing and enabling entities whose partnership-pilot models require subcontracting to be allowed to apply and compete for funding, given that such entities and models may provide a wider array of innovative options and models for the WDC to consider?

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Q20 In the RFP #16-04, it says that "All applicants must document they will be the sole agency applicant, serving as the lead and fiscal agent, and will not subcontract." We work with non-profit organizations to help our students reach their educational and career goals. Could two organizations work as a team on the project and submit the proposal together, or only one agency is allowed to submit the proposal? We would like to get a better understanding of subcontract vs. team project.

A18, A19 & A20 *Agencies are encouraged to partner with community organizations to enhance the delivery of services. However, agencies will not be allowed to subcontract services.*

Q21: **Re: Section 1: E – “Agencies that receive awards are expected to be located at a WorkSource site and participate in ISD.” Question: Is the space we are required to be located in addition to our own offices provided for us as awardees? And are there a certain amount of hours required to man that space or it that fluid dependent upon our program we are providing?**

A21: *Agencies could join the WorkSource system as WorkSource Connection sites. WDC connection sites can be found on link:
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