

## **RFP #16-07 – Questions and Answers**

**Q1: In the latest news section on the WDC website it states: “The Workforce Development Council (WDC) of Seattle-King County, is pleased to be awarded a \$223,000 grant from the Washington State Department of Social and Health Services, Economic Services Administration, Community Services Division (CSD). The grant will fund education, employment, and work-based training opportunities for youth through the Rainier Community Services Office (CSO) Youth Services Pilot. The one-year pilot will assist 40 Temporary Assistance to Needy Families (TANF) recipients, ages 16-24, to connect to education, training, and work activities that will prepare them to engage in the workforce, build their network, and develop skills that will contribute to future employment and, ultimately, self-sufficiency.”**

**RFP #16-70 indicates that up to \$90,000 is available for a one year pilot project. What is the remaining grant amount of \$133,000 for? Support services? Training resources?**

A1. The project budget includes a .25 FTE Project Manager to manage the project and subcontracts with partnering agencies, a .5FTE Business Services Specialist and funding for support services.’

**Q2. Page 3, Section C refers to “the period of the grant start date through March 31, 2017.” Do you have an anticipated start date for this project?**

A2. The Pilot has an anticipated start date of May 2016.

**Q3. Will the Career Specialist be housed at the CSO office?**

A3. The Career Specialist will have office space at the Rainier CSO, but can be housed with the organization granted the contract.

**Q4. Will the CSO staff be referring youth to this program, or should we anticipate that recruiting participants will be part of the Career Specialist’s work plan?**

Q4. The CSO staff will be mainly recruiting youth for this pilot, but the CSO staff and the Career Specialist can strategize on additional recruitment if needed.

**Q5. The Rainier CSO serves residents in zip codes 98108, 98118, and 98178. Will all youth served through this program be residents of these zip codes, or could youth that are TANF recipients from other zip codes be recruited to the program?**

Q5. TANF youth served by the Rainier CSO are a priority for this pilot; however, youth from surrounding CSOs can be recruited to meet the project goals.

**Q6. TANF recipients are either responsible for the care of children or are pregnant. Do participants in the program need to themselves be TANF recipients (either a parent or pregnant), or can they be the child of a TANF recipient?**

A6. Participants must be TANF Needy Families youth, who are either dependent youth, teen heads of household, or young adult parents.

**Q7. Are there any other requirements for enrollment in the program? For example, do participants need to be enrolled in school or a GED program?**

A7. Participants must be TANF youth, ages 16 to 24, who are either dependent youth, teen heads of household or young adult parents.

**Q8. Do you have a general description of the youth you anticipate will be served through this program?**

A8. This project is intended to serve TANF youth, ages 16 to 24, who are either dependent youth, teen heads of household, or young adult parents.

**Q9. Are there specific outcomes that will be emphasized for this grant, or will the awarded agency be helping to develop these outcomes?**

Q9. The following outcomes will be measured through this project:

- a) Number of youth completing program;
- b) Number of youth demonstrating progress toward a customized education and training plan; and
- c) Number of youth placed in full-time employment.

**Q10. Clarifying whether the following would be allowable costs:**

- a. **Client assistance, including costs to support interview and work clothing for youth, costs associated with obtaining a food handler permit, and other costs related to youth finding and retaining employment**
- b. **Funds to subsidize placement in this program or to subsidize youth internships in the community**

Q10. The examples above are allowable under support services.

**Q11. Do you welcome questions and contacts during the rfp process?**

A11. Questions are welcome; the answers will be posted and updated to the WDC's Career and Funding Opportunities page. <http://www.seekingwdc.org/careers-and-funding-opportunities/>

**Q12. Similarly- do you welcome introductions from organizations via in person or face-to-face meetings?**

A12. Since this is a competitive procurement, the WDC cannot hold private meetings to discuss the RFP, questions can be answered to [operations@seekingwdc.org](mailto:operations@seekingwdc.org).

**Q13. Specific to the RFP: how many references are you looking for (this is mentioned at the end of the budget section – “selection process is based on ... review of references.” – are you looking for names and contact information only- or would you like to see letters of reference and recommendations as well?**

A13. This was an error; references are not required for this RFP.

**Q14. Does the budget and the budget narrative count towards the 5 page limit?**

A14. The budget and budget narrative do not count towards the 5-page limit.

**Q15. If you want to station staff at Worksource Affiliate Rainier on a part-time basis will seat costs need to be covered out of the \$90,000 RFP amount? If so, how much is the monthly cost?**

A15. The Career Specialist will have the option of using the office space at the Rainier CSO, address 3600 S. Graham St. Seattle, WA 98118; but can also be housed with the organization granted the contract.

**Q16. How will the CSO staff recruit for this pilot? Are youth required to participate in this program if they or their guardian receives TANF funds, or do they choose to participate?**

A16. CSO Staff will recruit youth participants who are themselves participants in the TANF/WorkFirst program, are the dependents of TANF/WorkFirst participants, or are dependent youth on Child-Only TANF. Program participation the pilot is voluntary for the dependent youth (16-18 year olds). For young adults (18 to 24 years old) on TANF, participation in some WorkFirst activity is required, but participation in this pilot is still voluntary.