

1. How has Project Management been done to date for each of the three grants (AAI, TechHire, America's Promise)?

In the past, Employ Milwaukee, Inc. has both paid a consultant and hired directly for Consortium Grant Management Services. Sub awardees are responsible for local project management services and coordinate with the Consortium Project Manager/s.

2. How often have are the partner communities interacting for each grant (i.e. monthly calls, quarterly meetings, etc.)?

Sub awardees have participated in monthly calls at a minimum and communicated with the Consortium Project Managers/s as needed and as requested.

3. Where is the template for the Cover Sheet? Could a link to a Word Document be posted on the Employ Milwaukee RFPs page?

Please see attached and posted at: <https://www.employmilwaukee.org/Employ-Milwaukee/Partners/RFPs.htm>

4. Does the double-spaced requirement apply to the Executive Summary and Organization Description (both Max 1-page) or is this for the Service Description (5 page max)?

The double-space requirement applies to the Executive Summary, Organization Description, and Service Description.

5. The time between the release and due date of the RFP is very condensed. What is the reason for this?

All three federal grants end in 2020 so time is of the essence.

6. Has Employ Milwaukee and/or the Consortium contracted with an organization in the past to provide grant management services? If so, which organization(s)?

Yes. Employ Milwaukee has contracted with RASCON ASSOCIATES, LLC.

7. What other technical assistance providers/partners have been retained or would Employ Milwaukee and the Consortium expect the selected applicant to partner with?

No other technical assistance providers/partners have been retained by Employ Milwaukee, Inc. at this time.

8. Can short project descriptions accompany the three references?

Yes.

9. May we include resumes/bios for key staff members in section 7. Other Information?

Yes, Page 9 of the RFP states, "7. Other Information – You may provide other information or materials that you believe is relevant to our evaluation or that provides additional features or value."

10. Is Employ Milwaukee and the Consortium open to a monthly retainer fee for services with defined amount of hours identified?

Respondents are encouraged to propose their preferred method of fee allocation.

Page 8 of the RFP states:

5. Cost – Provide a budget for this project, including an itemization of expected direct and indirect costs. We anticipate awarding a time and materials contract with a maximum dollar amount; accordingly, your proposal must include:

- a. Hourly rates for each proposed consultant assigned to the project;
- b. An estimate of the total number of days or hours the applicant expects to bill for the project;

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- c. An estimate of the total cost of the project, including expenses.