

Answers for WIOA Title 1B OSY and ISY Questions Submitted by March 24, 2020

- 1. Will you accept partner letters or letters of support as part of this application?**

Letters of support are not necessary. Respondents should provide a comprehensive explanation to Section – IV., 3h. Service Delivery Plan, Coordinated Services, Partnerships, and Collaborations.

- 2. Do you have a copy of the subgrantee internal control questionnaire, or is that something that we are supposed to provide ourselves? I saw that it was a required attachment, but could not find an example of it in the application materials**

This document has been posted to the EMI website as an additional document.

- 3. Where can I find the attachments for Certification of Regarding Debarment, Drug Free Workplace, Lobbying, Conflict of Interests, and Affirmative Action Plan?**

Same response as question 2.

www.employmilwaukee.org, Partners, RFPs, Documents button.

- 4. On page 33, the RFP asked for a copy of the last 2 years of workforce program monitoring. Would you like these monitoring reports to be from WIOA youth programs specifically? Would you like WI or all operations? Could we provide a drop box link or jump drive for these rather than include as attachments? There are many if you want all results from all operations nationwide.**

Yes, proposers should provide monitoring reports most like the services requested in this proposal and Wisconsin in particular. Submit documents in PDF format which should be submitted via email.

- 5. On page 14, the RFP states that the page maximum for Form A (proposal cover letter) is one page, but the Form A included with the RFP is two pages. Do you want us to condense that form down to one page, or may we use the two-page version as provided?**

Proposers should submit a 1-page letter from their organization (on organizational letterhead) and complete the two-page, Form A.

- 6. Please clarify if the Proposal Cover Letter requested on RFP p. 14 is also the Proposal Cover Letter – Form A requested on the Proposal Checklist (Attachment B) or if Form A – Contacts and a separate, signed letter are both required.**

First, company letterhead with short introduction to proposal and second document is Form A from contract which is 2 pages.

7. Please provide the Subgrantee Internal Control Questionnaire referenced in Attachment A (Administrative Requirement/Expectations) and Attachment B (Proposal Checklist).

This is Document 10.

8. Please provide the Certification of Regarding Debarment, Certification Regarding Drug Free Workplace, Certification Regarding Lobbying, Certification Regarding Conflict of Interest and Certification of Affirmative Action Plan referenced in the Proposal Checklist or clarify that all of these certifications are addressed in Attachment C (provided in Amendment 1) and the signing of Form B – Certifications Of Respondents Assurances meets the requirement of providing these individual certifications.

These forms can be located as follows:

www.employmilwaukee.org, Partners, RFPs, Documents button.

9. Please provide the budget forms in Microsoft Excel as referenced at the top of Form D – Budget Summary.

Budget forms have been provided.

10. Per RFP p. 12, the listed titles must be used for proposed staff members, even though proposing all of them is not required. Please clarify whether staff can be proposed in addition to the positions listed.

Yes, staff can be proposed in addition to positions listed.

11. Please confirm headers, footers, tables and charts can be single spaced as long as narrative content/responses are double spaced as requested.

Yes, headers, footers, tables and charts can be singled-spaced.

12. Please confirm that tables, charts, and graphics are not subject to the 12-point font requirement.

Yes, tables, charts, and graphics are not subject to the 12-point font requirement.

13. Please confirm question prompts can be truncated or removed.

Question prompts can be truncated but not removed.

14. How many awards are anticipated?

The number of contracts will vary depending upon what proposals are submitted evaluated and deemed appropriate. There are currently two contracted OSY providers and one contracted ISY provider.

15. Is EMI including any funds for participant wages in work experience in the OSY contract?

Wages for work experience are budgeted separately by EMI.

16. Can you give an example of 24-hour access via phone or web? Can this be in the form of access to Job Center of Wisconsin online tools?

EMI's expectation is that Providers offer a method for nontraditional service delivery options for potential or enrolled participants to access information, resources and services via Online or phone that is responsive. Job Center of Wisconsin online tools is not the intent.

17. Page 10 mentions an attached MOU template, but it cannot be found in the RFP document. Where can it be found?

An MOU template will be added to the documents located on the website but due to the timing, your agencies preferred MOU template will be acceptable.

18. Item Number 7 in Attachment B does not match any requirement mentioned in Section IV. Is this required?

EMI has posted an amendment which removed the reference to Item 7 in Attachment B Applicable Model 2 Career Pathways.

19. Question about the lobbying activities attachment: is it required to complete this only if we receive the award? If that is not the case and we don't have anything to disclose, do we just sign and submit?

Yes, this form will be required to be completed if you receive an award(s). The appropriate form(s) must be filed with the Grantor before the contract can receive final approval. It does not need to be submitted with the proposal.

