Date: September 22, 2022

ADDENDUM NO. 02
2022 REQUEST FOR PROPOSAL – 20220829
DENVER WORKFORCE SERVICES – DENVER YOUTH EMPLOYMENT PROGRAM

The above referenced RFP is hereby addended as follows:

The following questions and their answers are hereby incorporated into and made part of this Request for Proposal:

(Q) Questions and (A) Answers

Q1: Do program activities need to take place in Denver County specifically or in Denver Metro-7 counties?
   
   A:  *Program activities need to take place in Denver County.*

Q2: What are WIOA Service elements?
   
   A:  *WIOA service elements are not included in this grant.*

Q3: We are a fiscally sponsored organization, does the Lobbying Certification and drug-free workplace certification need to be under our fiscal sponsors or us as the organization providing the services?
   
   A:  *Yes- fiscal sponsor must complete forms for submission with the application. The fiscal sponsor is then responsible to collect information from partner organizations.*

Q4: What is the ceiling for the grant award?
   
   A:  *Please reference RFP Guideline Section A.14 - Anticipated Funding and Period of Performance*

Q5: What is the ceiling for the grant award?
   
   A:  *Please reference RFP Guideline page 9 - Performance Metrics and Outcomes.*

Q6: What is the maximum amount we can apply? Eg. $25,000 or up to $100,000
   
   A:  *$1,000,000 is the maximum amount available through this RFP.*
Q7: Do the three letters of reference in the organizational overview form need to be actual letters from the references or are you looking for the names and contact info of the references?

A:  
Yes, letters of reference from previous organizations that you’ve worked with in a similar capacity.

Q8: Can you provide an example of a customer flow/process map and loading plan? (Organizational overview response form)?

A:  
It is recommended that each organization provide their plan on how they would work with the number of individuals their proposal would serve, including recruitment, eligibility, enrollment, program participation, and follow-up and any auxiliary services provided through the program.

Q9: Can you clarify the required MOUs? What are the differences between support MOUs, partner MOUs, and contractual partner MOUs?

A:  
To clarify MOU’s are optional uploads in Section C.1.C; E; F of the on-line application

C.1.c- support outreach and recruitment strategies

C.1.e – organizational partnerships with local community-based organizations and employers

C.1.f- contractual partnership that will play a critical role in proposed program design

Q10: What form should the assessment tools be uploaded? We use a database with sensitive information, How would you like this to be submitted with our proposal?

A:  
Please submit an example, i.e. blank form or screen shot, that would illustrate the information being collected in that assessment and/or database, please do not provide any example documents/forms that contain any actual Personally Identifiable Information (PII).

Q11: Our team has been unsuccessful in accessing the Budget Form in the online portal. Can this be linked in the chat?

A:  
Please be sure you are using the Zengine supported browsers (below), and your browser is up to date, or clear the cache. Sometimes those things cause issues when downloading/uploading docs in Zengine. If you are still having issues, please e-mail DEDO_BusinessDevelopment_Proposals@denvergov.org with a screen shot of what error you are receiving so we can better troubleshoot.
Q12: Are incentives allowable if tied to programmatic benchmarks?

A: Yes

Q13: If we do not plan to pass through funding, would we not be required to provide a contractual MOU in that case?

A: Correct, in this case you would not be required to provide an MOU.

Q14: Was this session recorded? and if yes, can the link be sent out?

A: Unfortunately, the recorded session is unable to be provided by the addendum release deadline of September 19th. The complete slide deck and Q&A from the meeting will be posted to the DEDO bidding opportunities page. Proposers may also submit additional questions in writing up until September 19, 2022 at 4:00 p.m. deadline.

Q15: In the WIOA grant, there was an expectation of youth follow-up, is there a similar expectation for this opportunity?

A: This funding does not require defined follow up however we encourage proposals that demonstrate a service delivery model that will promote a meaningful and extended relationship with our young people. The expectation is that there will be interaction with the customer through-out their time enrolled in the proposed program.

Q16: Does the applicant organization need to serve 200 youth or is that the overall goal for the RFP?

A: The overall goal of this RFP is to serve a minimum of 200 youth. We welcome proposals and program designs that allow for a higher number of youth to be served.
Q17: The Certificate of Good Standing Certification requirement, we are a school district and are not required to register, how do you recommend we proceed?

A: *Provide a written document indicating you are a school district and exempt from registering and upload in PDF format to Section - K of the on-line application.*

Q18: DPS does not have an annual report however we do have a financial report, will this suffice?

A: *The Organizational Overview Response Form Q.2 request inclusion of relevant reports that illustrate actual performance against goals and the upload of annual reports in Section A.1.b of the online application. The upload is optional and can be any kind of report that speaks to organization success of administering similar programs.  
Organizational Capacity – Financials Section A & B of the online application does request financial statements, preferably audited financials.*

Q19: Are you looking to select one organization or multiple organizations?

A: *The $1 million dollars in DYEP funding needs to serve a minimum of 200 youth ages 14-21. We are considering all proposals, which could result in one (1) awardee at $1 million or multiple awardees with smaller contracted amounts.*

Q20: Is this a grant or is this a contract?

A: *The awards will result in a contract with the City and County of Denver using City and Federal ARPA funding.*

Q21: Does DEDO provide any supports or linkages to existing CCD resources, i.e. financial literacy?

A: *CCD works closely with a variety of partners to serve customers including a network of city and non-city partners. We will provide linkages to those partners in order to provide a more comprehensive program for Denver youth.*

Q22: Will there be an opportunity to ask questions following the release of the addendum?

A: *Yes, DEDO will allow specific questions related to ARPA funding to be submitted in writing to DEDO_BusinessDevelopment_Proposals@denvergov.org by September 26, 2022 at 4:00 p.m.. If necessary, the City will issue an addendum with answers to ARPA Funding questions and any significant changes to the RFP by 4 p.m. on Wednesday September 28th. The addendum will be made available through DEDO’s Bidding Opportunities webpage.*

Q23: How long does the summer internship need to be one month or two weeks over the summer?

A: *The summer internship will need to provide a negotiated minimum amount of paid work experience at the current minimum wage. Beginning January 1, 2023 minimum wage in the City and County of Denver will be $17.29/hour.*
Q24: Is there a place where we can see past proposals that were awarded?
   A: *Proposal information request from past procurements must be submitted through a Colorado Open Records Act request.*

Q25: The budget document provided on the Web Portal application page downloads as a protected sheet and we are unable to add information into the document. Would it be possible to provide a version that is unprotected?
   A: *The budget worksheet contains protected cells that contain formulas, the highlighted cells are unprotected and can be edited, please see “General Instructions” tab for additional information on completing the budget worksheet/tabs.*

Q26: For the internship component of the project, our proposed project should be able to aid streamline students getting internships or do we have to guarantee placements? Do these internships have to be paid?
   A: *The Denver Youth Employment Program is anchored in a paid summer work experience and all participants should be provided the opportunity to participate in a work-based learning opportunity.*

Q27: As for the funding request, I understand the total funding Denver is allocating is $1 million. Is there a benchmark amount we should provide (based on our program needs). Would $100,000 be acceptable?
   A: *A minimum benchmark is not needed. Please submit your proposal with the number of youth you can serve with the funding amount needed to do so.*

Q28: Are virtual apprenticeships allowed?
   A: *Remote work-based learning opportunities will be considered.*

Q29: Is there a specific staff to participant ratio that we should target?
   A: *Please include your proposed staff to participant ratio in your application.*

Q30: Can services be offered in local public schools?
   A: *Yes*

Q31: Are there any hours requirements?
   A: *The summer internship will need to provide a negotiated minimum amount of paid work experience at the current minimum wage. Beginning January 1, 2023 minimum wage in the City and County of Denver will be $17.29/hour.*

Q32: What are the dates that DYEP begin and end?
   A: *1/1/23 - 12/31/23. This will be a one-year contract with the opportunity to renew for up to 3 additional years.*
Q33: The General Program Response document asks about seamless transition of services found under “transition planning, question 1 on page 10. How many participants are currently being served? Would they go through the DYEP internship component for a second time, or would we just provide the year-round services?

A: We do not anticipate any carry-in participants on 1/1/23.

Q34: 200 is mentioned as the target number of youth. Is this the overall program year enrollment goal? Is this the summer work experience placement goal?

A: The $1 million is to serve a minimum of 200 youth. There will be additional negotiated goals to include the number of internship placements and successful completions.

Q35: Will youth be allowed to carry-over from one program year to the next? If so, are those numbers included in the numbers for the following year?

A: DYEP is intended to provide individualized services for youth throughout the year, so carry-in youth will be allowed in future contracts.

Q36: Should the RFP include a cost per participant in the budget projections?

A: The overall goal of this RFP is to serve a minimum of 200 youth. The non-personnel portion of the budget spreadsheet calculates based on variables entered into Columns G-H. This column is formula based and should identify metrics used to calculate the total cost. We welcome proposals and program designs that allow for a higher number of youth to be served.

Q37: Will this contract be a performance-based contract, and is this different from current WIOA contracts?

A: No, this is not a performance-based contract but rather a reimbursement contract. This is not a WIOA contract, however there will be associated performance outcomes in alignment with the scope of work.