ADDENDUM NO. 01
2021 REQUEST FOR PROPOSAL – 20210322
DENVER WORKFORCE SERVICES - PANDEMIC RESPONSE 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: What reporting and with what frequency is required?

   A: There are HUD reporting requirements that would be required, but at minimum we would like to have monthly dashboard that would feed into quarterly and annual reporting. This can also be negotiated if there is a need based on program design.

Q2: Is the "contract" part of the submission process or does that occur after awards are granted?

   A: The contracting process will begin after awards have been granted, the contract term dates will be July 1, 2021 through June 30, 2022.

Q3: Can you explain a bit more about what you mean by "middle-skill, middle-high wage occupations"?

   A: This goes back to the idea of self-sufficiency, programs that offer a continuum of occupations that allow for career and wage growth in jobs requiring some postsecondary education or training, but not a 4-year degree would be ideal for this RFP.

Q4: Are we able to include an indirect cost rate in the budget proposal? If so, what rate can/should we use?

   A: Yes, you are able to include your approved indirect cost rate. We are not prescriptive on what you include, but of course we are looking for priority begin given to programs and services that deploy most of the funding to direct participant costs.

Q5: Must beneficiaries be residents of City/County of Denver? Or, can they live in larger Metro Denver area?

   A: We are looking to impact Denver residents through these program funds.
Q6: Do you have a general idea about how many awards will be made?
   A: We do not have a specific number in mind however we are working within a suggested award range of $150,000 to $500,000. Depending on the number of proposals we receive, the amount of funding being requested and our evaluation process, all of which would determine the number of awards issued.

Q7: Can RFP funds be used ONLY to serve individuals who lost their previous job due to COVID?
   A: No, you are able to serve individuals that have been disproportionately affected due to COVID, unemployed individuals is one of several target populations identified in this RFP.

Q8: Can we apply for funding for an existing program and services? Or are you only funding new programs and services as a result of COVID?
   A: Yes, we are encouraging existing programs to apply however they would need to fit within the guidelines of the RFP. We are not looking to only fund new programs. Also, with a program start date of July 1st and a 12 month period of performance would definitely encourage existing programs that will be able to hit the ground running on July 1st.

Q9: Noticed that most of the RFP questions do NOT contain a word or character limit--is there a limit on how much info we should provide.
   A: All text fields have a character limit please hover over 📝 icon for specific limits.

Q10: Are computers purchased for program participants considered an eligible or ineligible expense for CDBG funds?
   A: Computers for the program participants are likely not covered as we're are not able to provide any income payments or direct funding to program participants. However, if your organization requires a tablet or laptop to provide services to participants and you are retaining ownership, this is something that could be considered.

Q11: Are there other funding opportunities that will target those with lower-level skills who are not yet ready for middle-skill jobs?
   A: At the moment we don't believe there will be funding opportunities, however as long as there's programs and service design that continue to support individuals post placement, we would encourage you to speak to this program design in your proposal.

Q12: If we hire staff interns through our proposed programs, would they qualify as staff or would they be excluded from funding as program participants?
   A: If the program design is that you are hiring staff as interns, which is the point of your program this may be leaning towards the program participant bucket and may have a difficult time funding. If you have staff interns that are helping you provide services to others, this is a gray area which we could potentially consider but would need to discuss in further detail.
Q13: The budget document that I downloaded from WizeHive is stating that it is a protected sheet and a password is needed. Can we get this document e-mailed to us or can it be fixed?

A: The budget document is password protected as is a formula based budget. I would encourage everyone to read the "General Instructions" tab within the budget to understand the linkage between tabs 1a.Personnel and 1b Non-Personnel which are also linked to the Summary tabs.

Q14: We are a smaller player and looking to partner with a larger organization for this RFP. Is there a list of potential organizations or a way to network?

A: We definitely encourage partnership but unsure about our ability to share the attendee list, if you could put your information in the chat and that you would like that published, we can put that out there for others to see.

Q15: Can funding be used to pay the costs of necessary exams or outside prep courses if they are paid directly to the agency or business that administers them?

A: It sounds like the question is that the necessary exams are outside the prep courses and would be part of the program curriculum, in this case yes it would be an eligible expense. However, if it's being paid to the agency or business as a third party, we may have some questions how you're ascertaining those services or if there are products, we might need a copy of a service agreement or something to that affect. Overall the expenses should be eligible if it's part of the services you are offering as part of the curriculum.

Q16: Can you define "middle skill jobs" again?

A: The way we're thinking about middle skilled jobs are those that require more than a high school diploma or equivalency and less than a bachelor's degree. Occupations that require an encourage short term training and industry recognized certification that allow for employment opportunities.

Q17: Is there a limit of cost for each program participant?

A: There are no cost per participant limits.

Q18: If we offer services in all the targeted geographic areas listed in the application, should we check them all even if we don't have a physical office in the area?

A: Please indicate where your physical space is located and also that services are available in those areas.

Q19: Is rental assistance an allowable expense under supportive services?

A: Yes, on a short-term basis with very specific parameters. We encourage you to review the CDBG program guidelines information linked in the RFP to fully understand what is eligible under rental assistance.

Q20: Can dollars be spent on training and supportive services?

A: It depends on what the dollars are actually paying for – we often pay for staffing costs to deliver training and services. Other supportive service expenses may not be eligible depending on the actual item.
Q21: If we intend to hire another people/a staff TBD, should we include a job description?  
   A: Yes, please include all personnel costs needed to administer the program.

Q22: In Section VII (Project Information) question A5, should we put in location information from where we provide our services, or the locations/geographical areas that our services cover?  
   A: This would be the location that residents can reasonably access their services from – either where they are located, and/or targeted areas where they travel to in order to provide services.

Q23: In Section VII (Project Information) question A8, do we need to list all block group numbers and census tracts if we are providing services citywide?  
   A: You can state “City Wide”.

Q24: Can you please define “resident”? Does it include document residents and DPS students?  
   A: We consider the following individuals to be Denver residents:
       • An individual physically residing full time in the City;
       • An individual experiencing homelessness presenting in the City and intending to stay in the City;
       • An individual, under 21 years of age and in the custody of Denver Human Services ("DHS");
       • An individual, under 18 years of age and in primary legal and residency custody of a City resident; or
       • A non-City resident who is placed in a mental health or substance abuse program while in a Denver City Jail.

Q25: If we partner/subcontract with another agency, what are the legalities around performance and outcomes if they are unable to obtain their projections (or vice versa).  
   A: The awarded agency is the legal entity that would contract with the City and County of Denver and would ultimately responsible for all performance and outcomes

Q26: Is this a cost reimbursement or fee for service contract?  
   A: Yes, this is a cost reimbursement contract.

Q27: Can we budget certification costs (for example testing/assessments)  
   A: Exams that are outside the prep courses and would be part of the program curriculum would be an eligible expense. However, if it's being paid to the agency or business as a third party, we may have some questions how you're ascertaining those services or if there are products, we might need a copy of a service agreement or something to that affect. Overall the expenses should be eligible if it's part of the services you are offering as part of the curriculum.

Q28: Outcomes – What are the kinds of metrics, and what is the timing of required outcomes to be reported?  
   A: Examples of metrics have been included in the RFP and will be driven by the program and service delivery model. Metrics will need to be reportable by the end of the period of performance.
Q29: The program that would be proposed will be entirely online. While we will market the program to those living in Denver, we cannot guarantee those will be the only ones registering for the classes. How strict is this piece of the RFP, and do we need to show the difference between people in Denver registering and those outside the City limits?

A: Yes, you will need to demonstrate how you will identify Denver residents who register/take classes and provide individual registrant information including address to prove Denver residency.

Q30: Is it appropriate to put work cited sections in the additional comments section, or is there a more appropriate place for the citations?

A: Yes, you may include any additional information that does not align with any other responses.

Q31: Does the 1,000 character limit include spaces?

A: Yes, this includes spaces, all text fields have a character limit please hover over ? icon for specific limits

Q32: Where do we submit the Duplicate of Benefits Attestation form?

A: The form is being provided in the proposal for reference only and does not need to be submitted with the proposal. Awardees will be required to submit a completed Benefits Attestation form prior to contract development.