

July 18, 2003
Three (3) Pages

Education: Pathway to Independence
Pre-Bid Conference Recap
2:00 PM; July 15, 2003

The pre-bid conference for the 'Education: Pathway to Independence' RFP was held as scheduled at the offices of Workforce Florida, Inc. WFI staff briefly discussed the program requirements and the process for submitting proposals as described in the solicitation. This was a 'non-mandatory' pre-bid conference and those prospective respondents who were unable to attend may still submit a proposal without prejudice. Attendees were reminded that this written pre-bid conference recap, distributed via email to all known recipients and posted on the WFI web site, provides the 'official' WFI responses to all questions raised prior to and during the pre-bid conference.

Following is a list of attendees at the conference:

ATTENDEE	REPRESENTING
Jennifer German	Gulf Coast Regional Workforce Development Board (Region 04)
Nathaniel Birdsong	Florence Villa Community Development Corporation
Latrece Rowell	“
Sandra Caldwell	Florida Community College at Jacksonville
Karen Armel	“
Camille Brockman	Communities in Schools
Mary Anne Rosen	“
Lynda Wynn	The Bridge Project
Stacey Jefferson	Agency for Workforce Innovation
Freida Sheffield	Workforce Florida, Inc.
Mike Johnson	“

1. Procedural issues:

- Respondents are encouraged to follow the format and use the headings outlined in Section 7.0. Fancy binders, etc. are discouraged.
- Limit responses to 20 pages.
- WFI adds emphasis (bold print, underlining, bullets, etc.) in an RFP to call the respondent's attention to items WFI feels are important. Respondents are advised that they should make sure their proposals address those emphasized items.
- Proposals will be rated by a committee administered by the Agency for Workforce Innovation (AWI). The committee will include AWI staff and outside raters.
- Award notices will be emailed to ALL respondents and posted on the WFI & AWI web sites on or about the date indicated in the RFP (August 21); if a respondent has not received an email award notice, that means the award has not been finalized. PLEASE DO NOT CALL.
- Respondents are reminded that Workforce Florida, Inc. is subject to Florida public records laws which means that all materials associated with this RFP, including proposals, are 'public records'. Upon written request and the payment of costs, proposals may be made available to any interested party within ten (10) days after the deadline for proposals or upon award, whichever comes first.

- Proposals are to be submitted to the Agency for Workforce Innovation – not to WFI – as prescribed in Section 11.0. No faxes or email responses are allowed.
- There was brief discussion about ‘leveraged funds’ (see 5.1). Although it is not a mandatory requirement of this RFP that respondents identify additional funds that will be brought to this project, the leveraging of other funds is strongly encouraged and proposals that include leveraged funds may receive additional rating points over proposals that do not. Leveraged funds help WFI obtain more value from the funds it devotes to a project and leveraged funds also give WFI some assurance that, since there is a financial commitment from another organization(s), there is an increased chance for project success.
- Respondents are reminded that, based on satisfactory performance and the availability of funds, projects funded through this initiative may be extended for an additional year (7/1/04 – 6/30/05).
- Respondents are reminded that WFI’s use of “at-risk” youth or first time job entrants in this RFP means those persons who not only meet the eligibility criteria for WIA and TANF but also are “at-risk” because of academic shortcomings that will affect their long-term ability to find employment and attain economic self sufficiency – those who have dropped out of school or are subject to dropping out because of poor academic performance or attendance problems, etc. Therein lies the reason for labeling this initiative “Education: Pathway to Independence”. WFI recognizes that some persons may meet the economic/social criteria for eligibility in either WIA or TANF but may not be ‘at-risk’ as contemplated by this RFP because their academic status and attendance is good and their outlook for attaining economic self sufficiency is good. Those persons, therefore, are not the intended target of this initiative.
- Respondents are reminded that at least four (4) of the components mentioned in Section 5.4 must be included in the project that is offered. In addition, there was discussion about the outcomes listed in Section 5.6. Staff advised attendees that attainment of a high school diploma or GED was an important issue for the First Jobs/First Wages Council. WFI acknowledged, however, that that particular outcome (diploma/GED) may not be an attainable outcome for projects that target younger youth (ages 14 – 16).
- Respondents are reminded that the projects that are funded as a result of this RFP, either through a contract (outside organizations) or a grant (regional workforce boards) will contain performance measures. Contracts will be ‘performance-based’ which means that payments will only be made upon the achievement of certain deliverables contained in the RFP and in the respondent’s proposal. Grants with regional workforce boards are handled somewhat differently (see 10.0) but performances are still tracked.
- Respondents should be realistic about the number of participants they anticipate serving. Frequently, respondents include the number of people they have the *capacity* to serve rather than a realistic number based on eligible participants in the area. If a respondent has the capacity to serve 200 people but there are only 100 people in the pool of people eligible to be served, the project should reflect the 100 rather than the 200.
- Respondents are reminded that funds will be rolled out on a 75% WIA – to – 25% TANF ratio and that the participants they serve must therefore be 75% WIA eligible and 25% TANF eligible. Eligibility determination (see 4.0) is somewhat complex so non-regional workforce board respondents are encouraged to enter into an agreement with a regional workforce board(s) for eligibility determination services.

2. Questions/Answers:

Q. Do respondents need to serve **both** youth and first time job entrants?

A. No, the project can serve either youth or first time job entrants or a combination of the two.

Q. A potential respondent mentioned that its organization had established a project that met the requirements of the RFP. Can an existing project be offered?

A. Yes. The existing project must, however, meet the requirements outlined in the RFP.

Q. Can an organization with a statewide network of subsidiaries or partners offer a proposal that incorporates a number of those subsidiaries/partners as service providers?

A. Yes. There will be a two-party contract established for the project so the headquarters or a specified subsidiary/partner must be identified as the administrative and fiscal entity. Coordination of services through a network such as this will be the contractor's responsibility. WFI and its agent, the Agency for Workforce Innovation, will not be a party to any subcontracts. There will be one organization held accountable for performing under the contract.

Q. Is there an acceptable 'format' for the budget required in Section 7.2.5?

A. No. Respondents should submit a project budget that reflects the allotment of funds, both funds received from WFI and leveraged funds, for the expenses required to carry out the project. The 'budget' will be rated 0 – 10 points. Budgets reflecting more dollars expended on direct services to participants will be rated higher. Administrative costs cannot exceed 10% of the WFI funded amount.

NOTE: WFI will not accept further questions regarding this solicitation.

The deadline for the *receipt* of proposals remains –

5:00 PM August 11, 2003