

**Job Readiness Training**



Q1. Section 1 - 1.1 Eligible Entities - How would an individual demonstrate the ability to manage Department funds if they have never been a vendor or been awarded a contract before?

**R1. The application would need to be persuasive in terms of the structure of the new entity. This could include credentials, research foundation, board structure, and quality of the overall proposal.**

Q2. Section 1.5 Mandatory Requirements, Page 8 of 44, Item 1.5.3 Disclosure Statement Do in-state companies/firms have to complete the Disclosure Statement?

**R2. Yes.**

Q3. Section 3.0 Service Description – Page 15 – Item 3.0 Does the thirty (30) hours for the operation of the program include or exclude lunch hour because some clients need to be at home by 3:00 p.m. to get their children off the school bus or pick up their children at Head Start by 2:30 p.m.?

**R3. Training hours will need to equal 30 for the week.**

Q4. Section 3.0 Service Description, Page 15 of 44, Item 3.0 Service Description

1.
  - a) Can we subcontract with other firms that offer these additional themes?
  - b) Can we utilize existing government services that offer these additional themes to the general public or low-income audience?
  - c) Can we submit the RFP addressing only the area of specialty that our company offers, which is Job Readiness Training, and be matched with other vendors that offers the additional themes such as effective job search, resume writing, and so forth without penalty?
2. Please explain this requirement, "Vendors must indicate plans to incorporate information about post-employment support services, such as EITC, food stamps, Subsidized Childcare, and DHR's SEA services." Can you clarify by providing examples of this action?

**R4. 1. a) Arrangements with other firms are allowable.  
b) Partnerships with other governmental and private entities are allowable.  
c) Proposals should be comprehensive. Arrangements with other entities should be comprehensive and workable.  
2. Vendors need only affirm that they will incorporate information on these services in their program if it is funded.**

Q5. Re: Section 3.0 Service Description, Page 15 of 44, Item: last paragraph 2<sup>nd</sup> sentence

In regards to the statement, "Job placement and job retention are the primary goals sought by DHR." Are vendors responsible for finding jobs for welfare recipients too?

**R5. Vendors are responsible for preparing TANF recipients for employment. Whether they obtain employment after training will be one of the factors evaluated.**



Q6. Section 3: Scope of Project – 3.1 – Page 15

Please explain the statement that vendors may elect to expand their potentially eligible participants. Does that mean that we can elect to serve those individuals that are not TANF eligible and how much leeway do we have? When will that approval be given? On an individual basis? Should we address possible expansion in the proposal? Currently, the city of Sylacauga is facing layoffs of 1,100 employees of Avondale Textile Mills and we are anticipating that these individuals will be coming to us for training, etc. They may not be TANF eligible or have applied?. Can we serve?

**R6. This section of the RFP reads: “The Department may, at its sole discretion, elect to expand the pool of potentially eligible participants if it is deemed by the Department to be necessary and appropriate to better serve the purposes of TANF.” DHR has no plans at this time to expand the target population beyond TANF cash assistance recipients.**

Q7 Re: Section 4.0 Proposal Format & Instruction, Page 17 or 44, Item 4.2.4.1.1, 4.2.4.1.2 & 4.2.4.2

If a vendor has been in business ten months and would like to bid as the prime contractor with other companies being subcontractors on this proposal, how would the vendor answer 4.2.4.1.1 Vendor Profile, Experience, 4.2.4.1.2 References, and 4.2.4.2 Vendor Financial Stability? In other words, the company is not a year old but the owner has vast experience in the need of this RFP. How would the vendor answer 4.2.4.1.1, 4.2.4.1.2, and 4.2.4.2 without being deemed as non-responsive?

**R7. Vendors must provide clear and complete descriptions/explanations regarding all topics.**

Q8. Section 4.0 Proposal Format and Instructions – Page 18 – Item 4.2.5.3.9  
Can we incorporate into the project and bill in the cost to send Welfare-to-Work clients to Trenholm Technical College for an objective assessment with WorkKeys in order to implement our work-first theme?

**R8. Assessment costs would be allowable, however, vendors should attempt to obtain assessments from cooperating institutions, whenever possible, without cost.**

Q9. Section 4.0 Proposal Format and Instructions – Page 18 - Start Up Item 4.2.4.3.2  
Can we purchase an internet drop and five (5) computers in the implementation of our comprehensive computer itinerary component?

**R9. Equipment cannot be purchased.**

Q10. Re: Section 4.2.4 Technical Proposal, Page 16 of 44, Item 4.2.4 Technical Proposal  
In regards to your request “The Technical Proposal must not exceed 50 pages, and must prescribe to sections 4.2.5.1 through 4.2.5.4.6 below.” For clarification, can you list what the Technical Proposal consist of?

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**R10. The technical proposal must include all topics identified under the “Technical Proposal” heading.**

Q11. Concerning 4.2.4.3 -- "Method of Providing Service" -- Is there a length requirement for each section?

**R11. No.**

Q12. Concerning Sec. 4.2.4.3.2 (p 18) -- How does the "start up" plan apply to an existing organization? Do we address that issue as if we were a beginning organization?

**R12. New and existing organizations must describe how they will develop and implement proposed services.**

Q13. Page 18, 4.2.4.32 Start-Up Plan

Is there a transition time for new vendors for start-up prior to services commencing?

**R13. No, selected vendors are expected to begin providing services by October 01, 2006.**

Q14. Page 18, 4.2.4.33 Target Area

1. Is Job Readiness Training being bid out for the entire state of Alabama? If so, which counties are included?
2. For a statewide target area, what are the individual required service areas?
3. What is the current staff breakdown serving Job Readiness Training Participants of each of the areas?
4. Can Job Readiness Training be performed in the DHS office areas?

**R14. 1. The RFP is statewide.  
2. There are no required service areas.  
3. We do not have a staff breakdown. See R6 for a list of current providers.  
4. Vendors are responsible for space for training. County DHR offices can be utilized at the discretion of the County Director of DHR.**

Q15. Section 4: Proposal Requirements – 4.2.4.3.6 – page 18

Can we utilize a “logic Model” format for our work plan or should it be presented only in narrative format? Generally, we present this type of information in both a chart (logic model format) and narrative explanation. What do require?

**R15. Topics must be described in narrative format. However, logic models, charts, etc. may be included as attachments.**

Q16. Page 18, 4.2.4.3.7 Number to be Served

1. What is the breakdown of those participants served in each county?
2. What is the current performance from each service area?
3. What is the state's performance goals for 06-07?



- R16. 1. See R56.  
2. See R41e.  
3. The state is required to meet a federal performance Work Participation Rate of 50% for all families**

Q17. Page 18, 4.2.4.3.8 Participation Reports  
What data system is available for use to enter data and reports?

**R17. Reports will be manual and submitted electronically.**

Q18. Section 4: Proposal Requirements – 4.2.4.3.8 – page 18  
It is stated that vendors will be required to submit job readiness participation reports on a quarterly basis to State DHR and the county DHR office(s). Will the format for these reports be generated by State DHR or will the vendor develop their own method of reporting and provide that to DHR?

**R18. DHR will provide the report format with reports being submitted electronically.**

Q19. Concerning Sec 4.2.5.1.5 in Points and Evaluation -- Our question concerns "Background Checks". Even though that is mentioned in "Points and Evaluation," we could find nothing explaining "Background Checks". Are background checks required? If so, for whom? Is there a procedure for that?

**R19. Background checks are not a requirement and will be removed from the Points and Evaluation Section.**

Q20. Section 4: Proposal Requirements - 4.2.5.3.11 – page 19  
This section states that if any party named in the Vendor's response to this RFP was an employee of the State in the past two years, identify the individual(s) by name, state agency by which employed, job title of position held with the State and separation date. There are three employees identified in this project that are employees of the Sylacauga City Schools, including myself. Does this apply to us? We are currently employees and under management contract with SAFE and the Sylacauga Board of Education.

**R20. Yes, if you were considered a State employee.**

Q21. Section 4: Proposal Requirements – 4.2.5.4 – page 19  
Is there a form that would need to be signed and inserted in this section that provides appropriate documentation that we warrant and represent to the Department that we accept and agree with all certification and terms and conditions of this RFP?

**R21. No form is required. Vendors must include a statement for each certification agreeing to comply with all requirement of said certification.**

Q22. Section 4: 4.2.5.4.1 – page 19  
The Director of the Talladega County Department of Human Resources serves as an ex-officio member of the Board of Directors. Is this in violation as she has no voting

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authority? She is required to serve on the Board of Directors by another State DHR funded program, Family Preservation and Support Services. There is no monetary gain associated with her service and it is totally voluntary as is all Board of Directors.

**R22. The DHR County Director cannot serve in a voting capacity on the Board of Directors, but may serve in an advisory position.**

Q23. Regarding DEBARMENT - 4.2.5.4.2 (p. 19 of RFP)  
Please explain Ex Order 12549. I am not familiar with what that means.

**R23. Vendors may contact the Attorney General's office for clarification and for a copy of the executive order. The executive order may also be viewed on the state's website at [www.al.gov](http://www.al.gov).**

Q24. Re: Section 5.0 Program Budget, Page 21 of 44, Item 5.0 Program Budget  
If my office location is not on a bus route, is it acceptable to include a van purchase, driver, and gasoline cost factored into the budget? If not, please advise on transportation for welfare recipients.

**R24. Van purchases are not allowable. Vendors should take all factors into account, including transportation difficulties, when designing a proposal.**

Q25. Page 21, 5.2.1 Detailed Line-Item Budget

1. Is equipment supplied, or is it the vendor's responsibility to provide computers, fax machines, telephones, copy machines, printers, etc.?
2. Is a separate budget needed for each county/service area?

**R25. 1. Equipment is not supplied.  
2. A separate budget is not required.**

Q26. Is there a policy against having DHR employees as members of a Board of Directors for a nonprofit organization?

**R26. Yes, DHR employees can not serve in a voting capacity. However, they are allowed to serve in an advisory capacity.**

Q27. In 2003 we were required to submit a list of the Board of Directors along with their occupations. If that is in this RFP, where would it be?

**R27. This information is not required, but may be included in Section 4.2.4.1.1 Vendor Profile and Experience.**

Q28. Our CWJC currently has 3 educational sites, each with a different slant for our students. Only one site meets DHR time requirements for TANF students, although they would be welcomed at any of our sites. Our question is -- Do we apply our answers only the site that directly receives TANF referred students, or do we describe our total program?

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**R28. The total program may be referenced to provide context but DHR is primarily interested in information regarding the portion for which you seek funding.**

Q29. There is no reference to availability of funds related to this RFP and whether or not there is a cap associated with that available. Could you clarify that? Is there a limit to amount requested?

**R29. There is no limit to amount that can be requested.**

Q30. If non-profit organizations are just getting started, are they eligible to apply for this grant?

**R30. Yes**

Q31. What is the proposed budget for this project?

**R31. The overall budget is \$1,000,000.**

Q32. Will there be multiple contracts awarded in different areas of Alabama?

**R32. There could be several contracts awarded serving different parts of the state.**

Q33. What is the target TANF population? Hard to Serve? non custodial? Prison Reentry? Youth?

**R33. TANF cash assistance recipients.**

Q34. What is the minimum number of TANF recipients to be served under this proposal?

**R34. Vendors should propose numbers to be served consistent with the available TANF population in the counties in which services are proposed.**

Q35. Who has the current contract?

**R35. There are currently eight (8) job readiness providers. These include:**

- 1) Opportunity Center Easter Seal  
6300 McClellan Blvd.  
Anniston, AL 36206  
\$25,000.00  
Serve Calhoun County**
- 2) Goodwill Easter Seals of the Gulf Coast, Inc.  
2448 Gordon Smith Drive  
Mobile, AL 36617  
\$51,558.30  
Serve Mobile County**
- 3) Huntsville Rehabilitation Center  
2939 Johnson Road  
Huntsville, AL 35805  
\$105,000.00  
Serve Madison County**



- 4) **Central AL Opportunities Industrialization Center, Inc.**  
2035 Mobile Road  
Montgomery, AL 36108  
\$140,260.76  
Serve Montgomery County
- 5) **Careers, Inc.**  
2932 Ross Clark Circle  
Dothan, AL 36301  
\$120,000.00  
Serve Statewide
- 6) **Power Media, LLC**  
270 Jerome Court  
Auburn, AL 36830  
\$50,000.00  
Serve Statewide
- 7) **Christian Women's Job Corps of Madison County**  
600 Governor Drive  
Huntsville, AL 35801  
\$33,687.00  
Serve Madison County
- 8) **MOCA, Inc., d.b.a. Genie Maid (Motherly Care)**  
1818-A Lake Street  
Montgomery, AL 36106  
\$340,000.00  
Serve Statewide

**NOTE: Contracts listed as 5, 6, and 8 above operate on a fixed fee basis and travel to counties to offer training as needed. They are active only to the degree that they are called on by the local DHR offices and do not operate year round in any location.**

Q36. Is this a renewal opportunity or is this the first contract of its kind?

**R36. There are current providers. The RFP was last issued in 2003.**

Q37. Will initial subsidized employment be considered with this proposal?

**R37. No. DHR will not subsidize employment through the contract programs.**

Q38. Can internships or work experience be considered with this proposal?

**R38. Any internships or work experience will need to be strictly voluntary.**

Q39. Is there an MBE percentage requirement?

**R39. Unable to answer,**

Q40. Will there be allowance for transportation--either bus passes or van services to transport recipients in the rural communities.



**R40. Vendors should take into account existing transportation programs. Transportation costs may be included in the proposal.**

Q41. Questions about current providers

- a) Who is currently involved in the project and how are they doing?
- b) Please provide a list of current providers delivering service by name, address etc. including amount their earned and cost per client served.
- c) Please provide a list of all associated agencies who receive funds for this project now.
- d) Please provide information on the performance measures for each current provider.
- e) What is current success rate of program (completion, placement, etc)?

**R41. a) See R35.  
b) See R35.  
c) See R35.  
d) Current job readiness providers submit Cumulative Participation Reports on a quarterly basis and provide the following information:  
Number of TANF referrals, average daily attendance, number of participants completing session, number employed prior to end of session, number employed after end of session, total number employed, number employed with health insurance provided/offered, average wage, number working after 30, 60, and 90 days.  
e) State DHR staff evaluate performance based on the data gathered from the items listed in d) above and through on-site monitoring visits. Success rates vary by provider. No provider has been terminated on the basis of performance.**

Q42. Budgetary questions

- a) Is there a ceiling budget for project? For Vendors?
- b) What is the total budget of this project?
- c) Is there a target amount per vendor?
- d) What is the amount of funding allocated to each of current providers?
- e) What are the high and low \$ figure for fixed fee contracts?
- f) What are the total amount of funding allocated for these EXACT services during the past contract year?
- g) What is the max allowable profit margin and admin fee for cost reimbursement/line item budget?
- h) What are the total available funds for this contract year?
- i) Do proposals include both the line item and the cost per budgets?
- j) Is rent allowed?
- k) Is leasing instead of purchasing equipment allowable? (RFP says no equip.)

**R42. a) The overall cap is \$1,000,000. There is no cap for vendors although the overall cap infers that individual proposals should be modest.  
b) See a) above  
c) See a) above  
d) See R35.  
e) See a) above**



- f) See R35.
  - g) **The contracts are cost reimbursement. There is no profit margin except for any profit resulting from fixed fee contracts. Administrative cost is an allowable cost item in line item budgets .**
  - h) See a) above
  - i) **Vendors may propose line item budgets or fixed fee cost proposals.**
  - j) **Rent is an allowable cost.**
  - k) **Leasing equipment is allowable.**
- Q43. Demographic scope of the award(s)
- a) What is the number of preferred providers?
  - b) Number of distinct regions/locations delivering service now and projected for this contract year?
  - c) Location of delivery areas?
  - d) Number of maximum awards given? Minimum amount?
  - e) Mandatory partners?
- R43. a) There is no specified number.**  
**b) See R35. Vendors may propose services in any number of counties or statewide.**  
**c) See b) above**  
**d) There is no established maximum or minimum number of awards.**  
**e) County DHR offices/ JOBS Program**
- Q44. Reporting and Job Placement
- a) What are the reporting requirements?
  - b) Will the selected vendor(s) be responsible for job placement?
- R44. a) See R41d.**  
**b) Job placement is the primary goal of the program. DHR case managers will assist in job placement activities at the end of training but job acquisition for program graduates is one of the things measured.**
- Q45. Future Interests - Will there be an option for a secondary RFP, or are these three years it?
- R45. No secondary RFP is planned.**
- Q46. Decision Making Process
- a) What is the decision process?
  - b) Will there be a Bidders Conference after questions?
  - c) Will there be oral presentations and if so how many and who will be involved?
- R46. a) A brief overview of the evaluation process is described in Section 2.5: Pre-Screening and Evaluation of Proposals and in Section 6: Evaluation Criteria.**  
**b) No**  
**c) No**

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Q47. Is the funding source willing to purchase materials (if so how many is the total needed by projection for the entire targeted group)?

**R47. Materials are an allowable cost item.**

Q48. Is a license agreement sold to the State of Alabama an option?

**R48. Unable to respond, question is not clear.**

Q49. Is a successful track record in designing and implementing a successful statewide project for similar services valued?

**R49. Yes**

Q50. Is there an average award size? If so, what is it?

**R50. No**

Q51. How much money is available for job readiness training?

**R51. \$1,000,000.**

Q52. Is there a floor or ceiling for the grant awards? If so, what is the floor and ceiling?

**R52. No**

Q53. Question is six-fold

- a) What is the overall 3-Year award amount for this RFP?
- b) How much will be awarded each calendar year?
- c) What is the amount of the monthly payments to the Vendor?
- d) After accepting and signing the contract, when is the first payment to the vendor?
- e) After the first year, does the payment schedule change?
- f) Are funds issued on time or usually delayed? If delayed, please explain.

**R53. a) \$3,000,000  
b) \$1,000,000 (approximately)  
c) Will vary by contract  
d) Vendors will be under cost reimbursement contracts and will receive payment about two weeks after invoices are submitted.  
e) No  
f) Reimbursements are normally consistent.**

Q54. I need to know the dollar amount of the contract for Job Readiness Training 2006-300-01.

**R54. See R31.**

Q55. Is this RFP available in Word instead of as a PDF file?

**R55. No, it is only available in PDF format.**



- Q56. Where can an unduplicated count of eligible individuals be obtained? Since you are the only point of contact, can you furnish this information for each county?
- R56. The number of Family Assistance cases is available on the DHR website under "downloads." Click on "Monthly Statistical Reports" and select a month. Table 6 gives the number of Family Assistance (FA) cases. The number of potential job readiness participants would be approximately 1/6 of the total number of cases for each county.**
- Q57. The RFP states that letters of support are required that include information about Family Assistance caseloads, potential participants, and need for the proposed services. It also states that you are the only person in DHR that can be contacted regarding this procurement. How are the letters of support to be obtained?
- R57. Vendors may contact county offices to request a letter of support, only.**
- Q58. Along the same lines as the previous question - How are references from DHR to be obtained?
- R58. See R57.**