



RFP #19-002 Addendum #1

Please note: It is solely the bidders responsibility to ensure they have all information, including addenda, before submitting a proposal.

Questions: Week of December 10, 2018

Q1. Are Youth OJTs a part of the Business Services contract?

A1. No, proposals for youth services should include any costs for on-the-job training contracts/services for youth.

Q2. What are the performance numbers for the current ADW provider?

A2. Performance numbers are provided in Section 4: Resources of the RFP on page 44.

Q3. Can the Youth provider also be the Business Services provider?

A3. Yes.

Q4. Should we use the job titles on pp. 49-53, or can we use our own?

A4. Yes, please use the job titles given on pp. 49 – 53 for consistency and comparability.

Q5. Can we use an encrypted USB with a provided password?

A5. No. Do not use password protected files. CAWD is not responsible for unreadable computer media.

Q6. Are tables, charts, graphs, and other illustrations allowed to be smaller than the 12-point font and 1.5 line spacing, if legible?

A6. Yes. They need to be legible/readable.

Q7. Do required exhibits such as organizational charts and references count toward the page limits?

A7. Yes.

Q8. Are attachments, in addition to those requested in the RFP, allowed in the proposal? If yes, will the contents be viewed as part of the evaluation?

A8. Only the attachments requested in the RFP are to be submitted with the proposal. If additional attachments are included, the contents will not be reviewed as part of the evaluation.

Q9. **Please confirm headers and footers are allowed within the 1 inch margins.**

A9. Yes.

Q10. **In order to abide by the RFPs' required page limitations and request to "include the question for each response" in the narrative, may the questions be exempt from the 12-point font and 1.5 line spacing, if legible?**

A10. No to font size. Font size must remain at 12-pt font. Line Spacing for questions may be single line spacing instead of 1.5 line spacing.

Q11. **In order to abide by the RFPs' required page limitations and request to "include the question for each response" in the narrative, may the questions be truncated or removed entirely as long as we number the questions as indicated?**

A11. No. Questions must be included in the proposal as written.

Q12. **To encourage full competition from a wider range of bidders who could potentially bring more innovative approaches, would Capital Area Workforce Development reconsider its cap on profit? (p.70)**

A12. No.

Q13. **Question 23 asks for an indirect cost plan with current approval by a cognizant agency. Is this a requirement for contracting? Or would CAWD be willing to negotiate a rate, as is permitted in the Uniform Guidance § 200.331.a.4, where an entity that does not have a federally approved indirect rate and the de minimis rate is not viable, a contracting agency is allowed to negotiate an indirect rate. (p. 78-79)**

A13. If you have an indirect cost, include it in the budget. In the event there is no indirect cost, a 5% cap on Administrative Costs is permissible. Capital Area will not be negotiating an indirect cost rate with service providers.

Q14. **Please confirm that service partners of a bidding organization that are proposed as an integral part of the bidder's proposed service approach are excluded from the requirement for competitive procurement. (p. 6, Item 14)**

A14. The bidding organization will have to competitively procure the service provider. Rules that apply to Capital Area will apply to the bidding organization as well.