

Request for Proposal No. RFP-24-600-4095 Youth Services Operator Questions and Responses

1. RFP Page 20, Section 11.2 says proposals are to be submitted in Microsoft Word for Office 365. Just to clarify, you do not want an Excel version of the budget to be returned on a thumb drive. Also, should we convert all the forms that you provided in a PDF to MS Word in order to submit a proposal or in Word? Or is it permissible to create the narrative content of our proposal in MS Word and assemble all elements as a PDF for submission.
Answer: Yes, everything may be submitted in a PDF.
2. RFP page 26, paragraph 12.3 describes the Management and Staffing section that is limited to 15 pages, however, on page 30, paragraph 13 it does not include the Management and Staffing section in the required assembly description. Should the Management and Staffing section be included/assembled as item D, then the Budget, Representations/Certifications and Audit would be assembled as sections E, F and G? **Answer:** Yes, that is correct.
3. RFP page 30, paragraph 13 notes that two (2) copies of our cost allocation plan is required and that it is only necessary to include the CAP with the original and on the digital version. Does one paper copy for the original and one digital copy satisfy the two-copy requirement or do you require 2 paper copies for the original and one digital copy? **Answer:** You may submit one paper copy and one digital copy.
4. Section 12.4 Budget of page 28 indicates that if a respondent is proposing to be reimbursed for a Federally Approved Indirect Cost Rate to submit a copy of the approved plan by the cognizant agency. Attachment C, Budget Summary and Narrative indicate that the Indirect charges are calculated at no more than 8% of Direct Costs. Can respondents use their Federally Approved Rate if it is greater than 8%?
Answer: Yes and that has recently been updated and you are welcome to submit your proposal using that most recent change.
5. Section 12.4 Budget on page 28 indicates that BWDB will directly pay all facility costs including phones, equipment, IT, customer training and supportive services. Will the BWDB provide computers and cell phones to the proposed youth staff provider staff? **Answer:** Yes
6. Is this for a service provider or a youth services. Is this for case management only and no training services?
Answer: This is for a service provider for youth services. Case management only; training would be through a vendor. You will not be able to be the training vendor. Ms. King asked about employability skills and GED training. Those activities would not be a reimbursable cost. To clarify, a training provider provides a training activity for the client, the cost of your staff to case manage and process would be the cost of the services provide in this RFP. If you are expecting to get paid for training a client for X amount of dollars, we do not pay the service provider for

that training.

7. Is BWDB looking for proposals that show they will provide services to young adults in both counties or will BWDB accept proposals showing that they will serve young adults only in one County?

Answer: If you believe that it aligns with the service you aim to provide in response to this Request for Proposal, please include it. Yes.

8. On page 7, section 6.3, the RFP states “Contractor must have a staff presence whenever they are in operation. At minimum, they must be open to the public from 9am to 6pm and Fridays from 8am to 12. These sound like the hours of a Career Center, so we are seeking clarification. Is BWDB expecting that the youth programs will be run out of the Career Centers? Because it’s been tried in the past and didn’t work, plus both youth provider either don’t pay rent or have very little overhead.

Answer: If you believe it aligns with the service you aim to provide in response to this Request for Proposal, please include it. A cost price analysis of your proposal will be evaluated by Brevard Workforce Chief Financial Officer and the Vice President of Operations before being given to the Raters. However, if you want to be reimbursed for your contract, please list that in your proposal.

9. On page 30 section 13.F the RFP is requesting 2 copies of the most recent audit, one to be included with the original hard copy and one with digital copy. Flagler County’s audit is over 20 pages. Does BWDB want this hard copy or is just an electronic version sufficient due to its size?

Answer: Electronic version is sufficient.

10. Page 28 – in preparing the budget. A. Is BWDB paying for provider(s) facility costs, IT, customer training like food handlers and first aid and CPR certification and does that include Youth Paid Work Experience, GED testing vouchers and transcripts? B. Is BWDB paying for employee training, does that include staff registration fees to the summit in Orlando? C. For Attachment B – past performance, page 35-44, can we add Appendix for the past performances back up date?

Answer: A. If you believe it aligns with the service you aim to provide in response to this Request for Proposal, please include it. Expenses for training would be paid to training providers. B. If BWDB finds the training acceptable and has adequate funding. C. Yes

11. Is it okay to bind the proposals with a binder clip?

Answer: Yes.

12. What is the current case load in Volusia and Flagler Counties by the current service providers?

Answer: Combined = 176

- 92 follow up
- 72 enrolled
- 10 closed
- 2 applicant

RTS = 63

- 35 follow up
- 20 enrolled



- 6 closed
- 2 applicant

Eckerd = 113

- 57 follow up
- 52 enrolled
- 4 closed

13. Currently CSFV board staff does the MIS for participants. Will board staff, still provide MIS of participants?

Answer: If you choose to provide these services or not, please list that in your proposal.