



Date: March 18, 2019

To: All Potential Respondents

Re: RFP1119309057 – RFP for Future Ready Iowa

ADDENDUM TWO

Please amend the subject RFP to include answers to the following timely received questions:

- Q1. Are employers required to pay a stipend, wage or incentive and if so, what is an acceptable percentage or amount?**
A1. Yes, the amount is not specified.
- Q2. Do employers have to provide any funding for this program to the application entity as a match or is the application entity required to provide any match?**
A2. No.
- Q3. Is there a set duration of time the internship is required to be conducted/completed within (semester, three months, etc.)? Is it the 6 weeks identified during the summer?**
A3. Yes, it is the 6 weeks identified during the summer.
- Q4. Are internship positions/descriptions required to be approved by an educational partner such as SWCC?**
A4. No.
- Q5. Will internship experiences offer the students credits or a grade for their participation?**
A5. They can offer credit, but are not required to do so.
- Q6. Will business or community mentoring be incorporated into the internship experience?**
A6. This is dependent upon project design.
- Q7. Will internship experience require autonomous project oversight – will student have the opportunity to determine their own path to accomplish the overall goal, along with some mentoring, and be allowed to implement/execute their project.**
A7. This is dependent upon project design.
- Q8. Will students be required to prepare a final capstone project/presentation to recap their overall experience?**
A8. No.

Q9. Will employers, mentors, school/counselor be allowed or required to evaluate the overall outcome of the internship capstone project presentation?

A9. NA (see Q8)

Q10. Might students present their overall experience/project and what they learned as a result of this experience be shared in an open-to-the-public setting to engage the community and leaders to interact as well (this provides an opportunity for interns to show off what they've done, showcases the companies and shares what companies do from a unique perspective and overall, helps promote our companies and our talent abilities when given autonomous/application-focused opportunities)?

A10. Yes, if part of the project design.

Q11. Can the grant pay for youth internship wages?

A11. Yes.

Q12. Should an organization include all complaints filed against them regardless of whether they were "founded"? If so, what type of complaints or claims are included in administrative or regulatory proceedings?

A12. Yes, a respondent should include all complaints filed against them regardless of whether they were actionable. The Respondent may include a statement explaining they were not actionable claims.

An administrative or regulatory proceeding generally involves a federal or state governmental entity which is alleging a business entity has not performed according to administrative law (usually at the state level) or regulations (usually at the federal level).

Q13. Whose responsibility will it be to source students to this Pilot and how will this be done? This potentially impacts scope of a Pilot proposal if students will be sourced from multiple locations for a single pilot or can be sourced as part of Pilot from one geographical location. (i.e. By school district, or by high school local areas).

A13. The grantee is responsible for student sourcing.

Q14. Last round of Q and A states proposal budget is \$250,000 but there is not a specified budget for Pilots. Is \$250,000 the total state budget for the entire Intern Pilot Program, which may award multiple pilot sessions?

A14. Yes.

Q15. Other state proposal RFPs have included a scoring point breakdown for how they are evaluated for awards. Why is this not being provided to respondents prior to the end of the RFP submission period?

A15. The State can only address the process for this RFP. The scoring point breakdown is not presented until the RFP due date because Proposals should be written based on the merits of the solution being proposed.

Q16. Invoicing. Will the vendor be able to invoice for monthly planning and preparation costs incurred prior to the execution of the actual 6 week long Summer Youth Intern Pilot ?

A16. Yes, these expenses need to be included in the proposed budget.

Q17. For RFP1119309057, are community colleges eligible to apply?

A17. Yes.

- Q18. In the Future Ready Iowa: Summer Youth Intern Pilot Program will the Respondent be responsible for recruiting the youth or is Workforce planning on identifying and referring youth to participate in the Respondent's project?
- A18. Respondents are responsible for recruiting.
- Q19. Is there a required length of time per day that the curriculum needs to span?
- A19. No.
- Q20. Need I be a registered vendor on the DAS VSS System prior to submitting a bid?
- A20. No.
- Q21. What core class competencies should we expect potential applicants for the program to come into the program having?
- A21. To be determined by respondent.
- Q22. What components of career literacy should the program cover? (For example, that the students understand basic math skills, budgeting skills, time management skills, basic computer skills, etc.)
- A22. Proposals need to include, at a minimum, the components in section 4.2.
- Q23. Is an increased interest in pursuing secondary education a goal for curriculum to include?
- A23. Curriculum needs to, at a minimum, include the components in section 4.2.
- Q24. Are there any fields of increased interest the career literacy should focus on? For example, such as STEM vocations?
- A24. The internship opportunity is to allow exploration of high demand careers. These are careers designated by the [State Workforce Development Board](#).
- Q25. If the day spans over the lunch hour, will lunch need to be provided or is that something that can be brought from home by each individual student? (Past experience has taught me that not all students have the financial ability to provide the food.)
- A25. To be determined by respondent.
- Q26. As far as career literacy is concerned, is it more important to receive **payment** or **internship** credit, or is it more important that the student understands different career opportunities and options available to them upon completion of a high school degree?
- A26. The intent of the program will be toward a focus on career opportunities and options.
- Q27. If there are career and internship opportunities, do they need to include the entire group of students at the same time, or can they be on an individual basis?
- A27. They can be on an individual basis.
- Q28. Does a staff member need to be present during any career or internship opportunities?
- A28. To be determined by respondent.
- Q29. Are there certain required hours of operation, such as school or typical business hours, that these opportunities need to occur within?
- A29. No.

- Q30. Is there an overall requirement of how many hours the program needs meet during the minimal six-week period?
- A30. No.
- Q31. Is it more important that the students are ready to enter a job, or that the students leave the curriculum with job experience?
- A31. The purpose is that students leave the internship program having had the opportunity to explore and prepare for high demand careers, gain work experience, and develop personal attributes necessary to success in the workplace and labor market.
- Q32. It is stated that the program will be for high school students, is there a guarantee of the age range? For example, is there guarantee that all students will be above the age of 14, or perhaps it all students will be above the age of 16? Should it be assumed that none of the students will surpass the age of 18?
- A32. No, but participants should be in high school, or of an age appropriate for high school or secondary education in the State of Iowa.
- Q33. Will the students be required to attend the entire camp, or can it be set up in a manner that students will only attend if covering careers that pose interest to them?
- A33. To be determined and described in project proposal.
- Q34. Can potential monetary compensation/reward system for the students *upon completion of the program* be included in the proposed budget of the program?
- A34. Yes.
- Q35. Is there an area of the state that you feel is at higher need for this program, or has an increased interest in such a program?
- A35. No.
- Q36. Are there any other similar programs in the past that you will be using as a comparison when examining and comparing different curriculum presented?
- A36. No.
- Q37. Will students be required to provide their own transportation to field sites if included in the curriculum, or is group transportation something that should be included in the budget?
- A37. Respondents make these decisions as part of the project proposal.
- Q38. Should we plan for any students that will need special accommodations?
- A38. Respondents are required to recruit students and therefore will be required to plan accordingly.
- Q39. What will the selection process be in recruiting students to the program? Is this something, if up to me, that I should include in my bid?
- A39. Recruiting and enrolling participants is the responsibility of the respondent and thus can be included in the proposal.