



Date: March 8, 2019

To: All Potential Respondents

Re: RFP1119309057 – RFP for Future Ready Iowa

Note: The State has added an additional vendor question and answer period and has extended the due date for proposals to March 28, 2019 no later than 3:00 PM CT. Please see the amendment in this Addendum.

ADDENDUM ONE

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

Q1. Since this is a “pilot,” has it never been done before? (Is there an incumbent vendor?)

A1. There is not an incumbent vendor.

Q2. What is the budget for this?

A2. \$250,000 is the amount of money the state has funded for proposals. There is not a specific budget per pilot project.

Q3. Are you looking at a school district writing a proposal for this program or businesses?

A3. Proposals can be submitted by Iowa employers, non-profits and educational institutions.

Q4. The proposal states (on page 20, section 5.1) that the mandatory minimum performance is for 10 participating youth and a 6 week program. Is there a maximum number (either maximum number of youth served or maximum time of program) they will fund? Given the scoring for the budget sections described on pages 22-23, scoring is highest for the organization with the smallest project budget. What if we propose to serve 15 students and other propose to serve 10, or we propose a 10-week program instead of a 6-week program? Will we be docked points because our budget is larger for serving more people or providing a longer program?

A4. The State will make a fair comparison of cost proposals by dividing the total cost of the program by the number of students proposed, and then divide the cost per student by the number of proposed program weeks to calculate the cost per student per week of the program. The cost per student per week of the program will be used as the cost comparison between cost proposals.

Q5. What is meant by the term “Respondent’s account representatives” on page 19, section 4.7 (Performance Measures)?

A5. The term “Respondent’s account representatives” could be the Respondent’s staff who are working directly with students in finding an internship or providing student guidance. The State is seeking information in Section 4.7 concerning how the Respondent measures its performance in providing the services of the RFP.

- Q6. Is there a target budget range?
A6. No. The State may award multiple proposals based on the evaluation scores and funding available.
- Q7. Are there any specifications on the type of internship opportunities that would be acceptable for participating youth? Are there certain approved fields?
A7. No specification on the type of internship, other than it allows participants to explore and prepare for high-demand careers, gain work experience, and develop personal attributes necessary to succeed in the workplace and labor market. High-demand careers refers to those for which the Iowa Workforce Development Board determines substantial work opportunities are available, and a lack of genuine qualified applicants are available in the state of Iowa. Careers such as those identified on the [State Workforce Development Board High-Demand Job List](#)
- Q8. Is there an approved age range for participating youth?
A8. No, but participants should be in high school, or of an age appropriate for high school or secondary education in the State of Iowa.
- Q9. What should be included in a Transmittal Letter in Section 3.2.1?
A9. The RFP states “The letter shall include the Respondent’s mailing address, electronic mail address, fax number, and telephone number.” It must be signed by an individual authorized to legally bind the Respondent with regards to their proposal submission. Respondents may provide additional information in the letter, or just provide the information required.
- Q10. How many awards do you anticipate awarding?
A10. The State has no anticipated number of awards.
- Q11. How much total funding is available for this project?
A11. \$250,000
- Q12. What is the max award amount?
A12. Refer to A11. above.
- Q13. Are Administrative costs an allowable expense?
A13. The cost per student proposed in the cost proposal should include administrative and all other expenses incurred through the provision of services outlined in this RFP.
- Q14. Page 15, 3.2.6.6- Should letters of Reference be included as attachments? Letters of Reference are not listed on the attachments sheet.
A14. Letters of reference may be included as attachments, exhibits, or within the experience section of the Proposal. The letters will be accepted regardless of where they are located in your Proposal.
- Q15. Page 22, 6.4-Cost Proposal Scoring – 1) The Cost Proposals will be ranked from least to most expensive- will they be scored per total cost or total cost per participant?
A15. Refer to A4. above.
- Q16. Page 22, 6.1 Our agency has different service locations in 4 regions Quad Cities, Cedar Rapids, Iowa City, Burlington/Muscatine- should separate applications be submitted or one for the organization?
A16. One proposal per agency. We recommend the project design include information about multiple locations.

- Q17. Page 14, 3.2.5.1-This question asks “Does your state have a preference for instate vendors?” Is this an error? Do you mean to ask “Does the respondent have a preference for instate vendors?”
- A17. Some states have a preference for vendors within their own state. The state of Iowa only has a preference for in-state vendors when there is a tied bid. If the Respondent is based within the state of Iowa, your response to this question would be “No”.
- Q18. How much funding is available? We read \$250K in an email but they didn't list it in the RFP.
- A18. Refer to A11. above.
- Q19. What is the anticipated number of awards?
- A19. Refer to A10. above.
- Q20. Who is an eligible applicant? (Nonprofit, school, business, cities)
- A20. Refer to A3. above.
- Q21. Is there a preference/priority on respondents based on the response for question?
- A21. Proposals will be evaluated on a combination of overall project design in alignment with Future Ready Iowa and the proposal specifications and project budget.
- Q22. If program will be operating in more than one physical location across the state, should those be combined into one proposal or proposed separately?
- A22. Refer to A16. above.
- Q23. Must the Respondent have curriculum in addition to the internship to meet Section 4, Scope of Work criteria? Pg. 18-19.
- A23. The outline of the project design should include how the respondent will meet the required core capabilities outlined in section 4.2.
- Q24. Cost Proposal: What are allowable expenses?
- A24. Allowable use of funds need to be attributable to activities and resources to support program outcomes, examples include, but are not limited to, cost to support staff time, transportation and participant support costs.
- Q25. Cost Proposal: Are staff salaries considered allowable?
- A25. Refer to A24. above.
- Q26. How does the successful bidder receive payment for services? (One-time payment, reimbursement, etc?)
- A26. As a one-time payment. At the end of the grant period, a full accounting of the use of award funds will be submitted, and any funds remaining will be returned to Iowa Workforce Development for future program use.
- Q27. Request for a modification of cost proposal scoring to include criteria and weighted with points for cost per student served AND matching funding and/or ability to sustain program after contract period. For example; If one organization will serve 10 individuals and the other will serve 20, and their costs are \$10,000 (the least expensive submitted) and \$20,000 respectively, does the second proposal only receive 50% of the cost points despite having the same cost per individual served?
- A27. Refer to A10. above.

Q28. Can the issuing Agency provide the scoring tool (rubric, etc)? Section 5, pg. 20-21 Does the cost proposal account in any way for impact?

A28. An addendum identifying the points assigned to evaluation criteria and minimum score will be posted on the due date of the RFP.

In Section 6.4 of the RFP, it states that once the Technical Proposals are evaluated and scored, the Cost Proposals will be opened and scored. In Section 6.5 it states that the compliant Respondent's Technical Proposal points will be added to its Cost Proposal points to obtain the total points awarded for the Proposal. A compliant Respondent is one that is able to comply with the Mandatory Requirements and has obtained the minimum score for the Technical Proposal (Section 6.3). Therefore, the Cost Proposal score will affect the compliant Respondent's total points for the

Please amend the subject RFP to include the following amended language:

The State is restating and amending the RFP schedule as shown below.

The RFP Cover Sheet currently states:

PROCUREMENT TIMETABLE—Event or Action:	Date/Time (Central Time):
State Posts Notice of RFP on TSB website	February 22, 2019
State Issues RFP	February 25, 2019
RFP written questions, requests for clarification, and suggested changes from Respondents due:	March 6, 2019 3:00 PM CT
Proposals Due Date:	March 20, 2019
Proposals Due Time:	3:00 PM CT

The RFP Cover Sheet is amended to state:

PROCUREMENT TIMETABLE—Event or Action:	Date/Time (Central Time):
State Posts Notice of RFP on TSB website	February 22, 2019
State Issues RFP	February 25, 2019
RFP written questions, requests for clarification, and suggested changes from Respondents due:	March 6, 2019 3:00 PM CT
<i>RFP written questions, requests for clarifications and suggested changes (Second question and answer period)</i>	March 14, 2019 3:00 PM CT
Proposals Due Date:	March 28, 2019
Proposals Due Time:	3:00 PM CT