



## Answers to RFP Questions

### WorkSource Atlanta Regional NextGen Program “Special Youth Target Population”

Question: The document says that data must be entered into the ‘WIOA Case Management System’ for clients you service. How often must this be done? Should a case study be attached for each client?

**Response** – Individual participant’s data such as initial/ongoing assessments, eligibility certification, ongoing services/activities, counseling notes, Service Plans, performance outcomes, etc. must be entered as often as services are provided and contact is made with the participant. The Contractor shall maintain ongoing contact with and provide continuing services for all active participants. Because this is a short-term Special Project, information related to the participants’ experiences in the program and receiving services through the program **MUST** be documented on a continuous basis so that the NextGen Program Director can appropriately assess the success of the project. Consequently, data entered must be up-to-date, appropriate, complete, addressing any important challenges (including actions/steps taken to address the challenges) and opportunities.

Question: Are there a certain amount of hours per week that you must fulfill for the program project?

**Response** – There are no assigned hours per week. However, the Contract must ensure that they are allocating the adequate time, effort and commitment to ensure they are meeting the obligations and expectations of the overall project, which will result in successful outcomes for the project and the participants.

Question: What are the disbursement dates for the awarded grant? Are they monthly, quarterly or one-time disbursements?

**Response** – The funding will be provided through a cost reimbursable contract with ARC. The Contractor will be required to bill ARC monthly for the costs they incurred for the prior month. The specific due dates for the reimbursement requests will be determined during contract negotiations

Question: The document states that the term of the contract is from April 22, 2019, ends December 31, 2019. What happens if you don’t spend all of the budgeted funds? How are they handled?

**Response** – We hope that is not the case. However, ARC will continuously track the expenditures of the project. If at a certain juncture, it has been determined that the Contract will

not expend the funds by the end of the project, a portion of the funds will be return to ARC to use at ARC's discretion.

Question: If you are successful, Is there a possibility to be selected next year 2020?

**Response** – This is a one-time Special Project, As a result, they are no intent for the project to extend beyond the December 31, 2019 date.

Question: Does the question on page 13 regarding For-Profits are limited to 15% does the same rule apply to non-profits. Is there a limit on staff funding.

For-profit proposals must include a narrative of your proposed profit along with the deliverables that must be met before profit will be reimbursed to your organization. The profit may not exceed 15% of the total operating costs (Salaries, Fringe, Operations, Facilities and Other non-participant costs). Deliverables may be divided into smaller increments of the total in order to receive a profit payment at predetermined achievement points. Details must be included in the budget narrative.

**Response** – The 15% does not apply to non-profits as they are technically not allowed to earn a profit.

For this RFP, ARC does not place limitations on the funding allocated to staff. However, ARC regards staff funding as part of the overall operating cost to be included in the submitted budget. As such, we will expect the Respondent to allocate a reasonable amount for direct client services. All costs are negotiable at the time of contract negotiations.