

**PRINCE GEORGE'S COUNTY ECONOMIC DEVELOPMENT CORPORATION  
WORKFORCE SERVICES DIVISION**

1100 Mercantile Lane, Suite 120  
Largo, Maryland 20774

**REQUEST FOR PROPOSALS**

Workforce Investment Act  
Youth Services  
RFP #EDC-WSD 013 – 11/11

**Post-Conference Questions and Answers**

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**Q1.** “Should the bidder include in its bid stipends for program participants?”

**A1.** “If this is a line item you are considering, participant stipend is an allowable cost.”

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**Q2.** “How many awards are expected to be made?”

**A2.** “WSD intends to award multiple awards.”

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**Q3.** “The % that can be spent on salaries vs. direct expense and the cost per participant impact our program design. Do you anticipate either of these numbers changing?”

**A3.** “There is no anticipation of a percentage change, as it relates to salaries verses direct expenses. The goal is to maintain the percentages at a 60%, 40% respectively. However, as it relates to the cost per participant, this will be negotiated during the best and final phase of this solicitation.”

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**Q4.** “We currently serve students in grades 9 and 10 with a range of partner schools. Could we use EDC-WIA funds to provide these students with services in grades 11 – 12 which are the years linked to WIA performance measures?”

**A4.** “Yes you can have youth ages 14-21 in WIA funded youth programs. They are no grade requirements. Just keep in mind the WIA performance measures that include attainment of a high school diploma. It will be important that you have youth in the position to meet these measures by the termination of your contract.”

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**Q5.** “How many orgs will be funded?”

**A5.** “WSD intends to award multiple awards.”

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**Q6.** “Is it required that the program be operated in the County?”

**A6.** “Yes, the program must be operated in Prince George’s County.”

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**Q7.** “Could you please describe the current rules/process for certifying participants’ eligibility for services?”

**A7.** “All youth providers will be given an enrollment package that will outline in detail the process for enrolling youth into our program. It will include proof of birth, residency, income verification, proof of age, school status and other required documentation.”

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**Q8.** “Do in school youth require TABE or other literacy assessment?”

**A8.** “We do not require TABE or other literacy assessment for in-school youth but we recommend it as a good tool to determine if remediation is needed and it can aide deciding career paths.”

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**Q9.** “Please clarify if there will be one award of multiple awards. Both are indicated in the RFP.”

**A9.** “WSD intends to award multiple awards; however, if only one Offeror is successful, then only one award will be made.”

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**Q10.** “Will each selected vendor be responsible for delivery all services on pages 18 and 19 or can they propose which services they’d like to deliver?”

**A10.** “Selected vendors will be responsible for a minimum of five (5) WIA elements to deliver to youth participants.”

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**Q11.** “Should work for internships and enrichment similar experience also be only in the county? (I.e. college visits, one-day sessions to meet with employers at events outside the county.)

**A11.** “We recommend any travel outside of our region have prior approval from PGCEDC-WSD and DLLR if needed.”

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**Q12.** “Would PGCEDC provide support in screening youth candidates for drug addiction, abuse and bullying issues that could impact performance outcomes? In other words, would the Offeror need to provide psychological support for issues that impact performance outcomes?”

**A12.** “We will make referrals to our community partners when needed but will not be responsible for providing those services. Our supportive services budget is limited and psychological evaluations are not in our field of expertise.”

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**Q13.** “There is a pre-award survey sheet. Is this form to be turned in prior to submission?”

**A13.** “No. All documents should be submitted as one complete package to WSD by Wednesday, February 1, 2012 before 4:30 PM, as outlined in Section L of the RFP starting on page 43 – 52.”

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**Q14.** “Will participants be referred by the vendor or are they required to recruit?”

**A14.** “Vendors are responsible for recruiting youth to participate in their programs. Any youth accessing the One-Stop Career Center will be referred to the appropriate vendor for services but the responsibility for recruitment lies with the youth vendor.”

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**Q15.** “How many copies of the Proposal are needed?”

**A15.** “A total of seven copies is need of the technical proposal with its original. In addition, one copy of the other three volumes will be needed, as outlined in Section L of the RFP.”

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**Q16.** “Who are the mental health service partners we could use?”

**A16.** “We recommend that you research (Google) what mental health services are offered in Prince George's County and the region.”

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