

RFP Amended Explanations

1) Pg 12 (Part A; II; 2) and Pg 49 (Part C, Project Description and Program Narrative)

Pg 12

Original:

A proposal must receive a minimum score of 75 from at least one rater in order to be considered competitive.

Amendment:

A proposal must receive a minimum average score of 75 in order to be considered competitive.

Pg 49

Original:

A total score of 75 or higher on the Evaluation Criteria is necessary for a proposal to be deemed competitive.

Amended:

A minimum average score of 75 or higher on the Evaluation Criteria is necessary for a proposal to be deemed competitive.

2) Pgs 68-71 (Attachment F)

**Q: Page 71 – Prior Performance Information – There are two columns for each program year. If an organization’s program year is the same period do they need to complete only one column? What is the purpose of two columns? Is it for instances where an organization’s program year is different?**

**A: Only one column needs to be completed. NOTE: Will most likely amend the tables.**

Original:

<b>Performance Measure</b>	<b>Program Year</b>	<b>Program Year</b>
Number of Enrollments – Adults Served		
Entered Employment Rate		
Employment Retention Rate		
Average Earnings Rate		

Amendment: Three columns changed to two columns

<b>Performance Measure</b>	<b>Program Year</b>
Number of Enrollments – Adults Served	
Entered Employment Rate	
Employment Retention Rate	
Average Earnings Rate	

3) Pg 76 (Attachment G)

**Q: On Page 76 – Profit/Fixed Fee Budget Detail – Item 10 Fixed Fee Per Placement (#3 divided by #11) – Where is #11 referenced?**

**A: This formula is updated to “(10) Fixed Fee Per Placement (#2 divided by #9)”**

A few additional changes were made:

(3) TOTAL PRICE (#1 plus #2)

(4) FEE AS A % OF PRICE (#2 divided by #3)

4) Pgs 72-84 (Attachment G)

Additional forms are added to include a budget breakdown of the Operations Costs, Personnel Costs, Equipment Costs, Tuition Costs, Miscellaneous Costs and Participant Costs.

5) Pg 33 (Part B; III; 1))

Original:

This part of the program design section should be about two pages or less.

Amended:

The “Project Description and Program Narrative” section of the program design should be limited to three (3) pages and double spaced.

6) Pg 72 (Attachment G)

Original:

3. Equipment Costs (Pg 82) – Include all cost related to equipment purchases, rental, usage fees, maintenance agreements or repair. Usage fees are limited to an annual rate not to exceed 6.67% of the acquisition cost of reusable equipment. If any item is fully depreciated, the rate must be less than 6.67%. The form must be completed to determine compliance with this limitation. Include the year of acquisition, useful life in years, unit acquisition cost, usage fee rate not to exceed 6.67% of the acquisition cost and resulting annual fee. The fee should be prorated based on the number of months to be used. Ownership of all equipment purchased will vest in the Consortium.

Amended:

Explain why the items are needed and the reason for purchasing, renting or charging a usage fee. Explain if the items are already owned, to be purchased or rented. Agencies may not charge rent on items they own. Instead refer to OMB Super Circular Section 200.436 and use the depreciation method for allocation cost of fixed assets to period benefiting from asset use.

7) Pg 33-48

Amended:

Format of proposal submission. As a result pages 49-51 are amended. The submission deadline is extended to December 15<sup>th</sup> by 5:00pm as stated on page 8.

**Proposal Format to follow which are individually described in pages 33-48 of the RFP.**

- I. PROPOSAL COVER SHEET (ATTACHMENT C)
- II. PROPOSAL SYNOPSIS SHEET (NOT APPLICABLE)
- III. PROGRAM DESIGN
  1. OVERVIEW
  2. PROGRAM TIMING, SEQUENCES AND INTENSITY OF ACTIVITIES
  3. TYPES & METHODS OF TRAINING
  4. OBJECTIVES AND PERFORMANCE STANDARDS
  5. NON-DUPLICATION/MAINTENANCE OF EFFORT
  6. OTHER PROGRAM DESIGN FEATURES
  7. SERVICES/ACTIVITIES REQUESTED
    - (1) COUNTIES TO BE SERVED
    - (2) OUTREACH & RECRUITMENT
    - (3) INTAKE AND ELIGIBILITY
    - (4) ORIENTATION
    - (5) ASSESSMENT
    - (6) REFERRALS
    - (7) INDIVIDUAL SERVICE STRATEGY DEVELOPMENT
    - (8) CASE MANAGEMENT, SERVICE COORDINATION & COUNSELING
    - (9) PARTICIPANT FILE/RECORDS REQUIREMENTS
    - (10) TRAINING PROGRESSION REQUIREMENTS

- (11) GED EXAMINATIONS
- (12) PARTICIPANT TRACKING
- (13) WORK EXPERIENCE
- (14) WORK READINESS CURRICULUM
- (15) JOB SEARCH/ JOB PLACEMENT
- (16) POST SECONDARY EDUCATION ASSISTANCE
- (17) TRANSPORTATION
- (18) FOLLOW-UP SERVICES
- (19) DATA ENTRY INTO GEORGIA WORK READY SYSTEM
- (20) PARTICIPANT CONTACT
- (21) FACILITIES
- (22) STAFFING & DUTIES

- IV. PARTICIPANTS TO BE SERVED
  - 1. PARTICIPANT SKILLS, NEEDS AND BARRIERS
  - 2. PARTICIPANT RECRUITMENT AND ASSESSMENT
  - 3. OTHER PARTICIPANT SERVICES/CONSIDERATIONS
- V. EMPLOYER INVOLVEMENT AND OTHER LINKAGES
  - 1. LABOR MARKET DEMAND AND OBJECTIVES
  - 2. EMPLOYER INVOLVEMENT AND JOB DEVELOPMENT
  - 3. OTHER LINKAGES
- VI. ORGANIZATIONAL CAPABILITY
  - 1. AGENCY BACKGROUND
  - 2. ASSISTANCE IN PREPARING PROPOSAL
  - 3. FORMER CLIENTS AND PROGRAM PERFORMANCE
  - 4. PROGRAM ORGANIZATION AND PERSONNEL
  - 5. CONFLICT OF INTEREST
- VII. BUDGET AND COST ANALYSIS
  - 1. LINE ITEM JUSTIFICATION
    - (1) OPERATIONS COSTS
    - (2) PERSONNEL COSTS
    - (3) EQUIPMENT COSTS
    - (4) GED EXAMINATION FEE AND/OR TUITION COSTS
    - (5) MISCELLANEOUS COSTS
    - (6) PARTICIPANT COSTS
  - 2. PROFIT JUSTIFICATION
  - 3. GOODS OR SERVICES PROVIDED AT NO COST TO THE PROGRAM
- VIII. OTHER REQUIRED COMPLETED AND/OR SIGNED ATTACHMENTS (PART C)