



Workforce Investment Act (WIA)
Southeast Michigan Talent Enhancement Program (SEMTEP)
Request for Proposal (RFP) Questions and Responses
January 12, 2012

Please Note: The SEMTEP RFP seeks one vendor to provide Training Services in Wayne County. The provisions, standards and criteria of any previous grant agreements and/or contracts which entities bidding on the SEMTEP may have had with the WDASOM or its predecessors do not apply to the SEMTEP.

Question 1: What is the mailing address for proposal submission/delivery? Are there any special directions regarding proposal delivery (such as who to leave the proposal with, office hours, etc.)?

Response 1: Proposals are due by 5:00 P.M. on Friday, January 20, 2012 to:

Mr. Gary Clark, Director
Workforce Investment Act Section
Office of Talent Development Services
Workforce Development Agency, State of Michigan
Victor Office Center, 5th Floor
Lansing, Michigan 48913
517-335-5858

A date stamped receipt will be given for hand delivery.

There are no special directions regarding proposal delivery. The Workforce Development Agency, State of Michigan (WDASOM) is open Monday through Friday, 8:00 A.M. to 5:00 P.M.

Question 2: Is it correct that only hard copy proposals will be accepted?

Response 2: Yes, only hard copy proposals will be accepted.

Question 3: Are there minimum and/or maximum numbers of pages for the proposal narrative? Is there a specific format, such as font, spacing, margins, etc. that must be followed?

Response 3: Please see Section IV of the RFP for preparation and submission instructions. No page number thresholds or specific formatting must be followed. The proposal needs to be prepared clearly and concisely emphasizing the applicant's ability to meet the requirements.



Workforce Development Agency, State of Michigan
Victor Office Center | 201 North Washington Square, 5th Floor | Lansing, Michigan 48913
michigan.gov/bwt | 517.335.5858 | TTY 888.605.6722

Question 4: Why is the sequencing of services (Core, Intensive, and Training) as stated on pages 11 to 12 of the RFP included?

Response 4: Sections 663.220(a) and 663.240(a) of the WIA Regulations specify the requirements for the sequencing of participant services. Since this RFP is awarding WIA funding, all WIA requirements as stated in Sections 663.220(a) and 663.240(a) must be adhered to.

Question 5: Can funds for this project be used to provide supportive services to participants placed into employment, for example transportation which is allowable under the WIA?

Response 5: Per Sections 663.800 through 663.820(c) of the WIA Regulations, supportive services and needs related payments may only be provided when necessary to enable an individual to participate in the training activities under this grant. Supportive services may only be provided to individuals who are unable to obtain supportive services through other programs providing such services.

Question 6: If a customer is already enrolled in WIA (Adult, DLW or Youth) can they also enroll in this program?

Response 6: Yes, customers enrolled in WIA who have already received Core and Intensive Services, but not Training Services, can receive Training Services through the SEMTEP.

Question 7: Would customers already enrolled in WIA also enrolled in the SEMTEP, be considered a dual enrollment?

Response 7: No, they would not be considered a dual enrollment within WIA funded programs because the SEMTEP is also a WIA program. However, the selected provider will be issued a unique identifier and required to enter participant information on to the One-Stop Management Information System (OSMIS). Enrollments across programs such as WIA and Jobs, Education and Training are considered dual enrollments.

Question 8: Could a customer transfer from WIA to this program?

Response 8: Yes, The SEMTEP is a WIA program. Customers who have received Core and Intensive services may receive Training services through the SEMTEP. Customers receiving WIA Core and Intensive services at Michigan Works! Agencies (MWA) may transfer to a different MWA in order to receive Training services through the SEMTEP.

Question 9: Must all training providers under this program be located within Wayne County?

Response 9: All SEMTEP services must be performed in Wayne County. Please see Section II-A on Page 10 of the RFP.

Question 10: Must all program enrollees be Wayne County residents, or as long as the program operates within Wayne County is it acceptable to enroll qualified candidates from other counties?

Response 10: Program enrollees need not be Wayne County residents to participate in the SEMTEP – the WIA does not have residency restrictions or requirements. Yes, the SEMTEP must operate in Wayne County (please see previous response).

Question 11: Is the state seeking a vendor that provides the training directly, or one that proposes to use a variety of training facilities (allowing for greater customer choice) throughout Wayne County?

Response 11: Bidding vendors may provide training either directly or through various facilities throughout Wayne County when effective and efficient delivery of services is supplied. Please see Section II-A on page 10 of the RFP.

Question 12: Will proposals from entities not located in the City of Detroit receive consideration?

Response 12: Yes, Please see Section III-C of the RFP for Review and Selection Criteria. Please see Appendix B of the RFP for the Review and Selection Guidelines and Threshold Requirements.

Question 13: Since the grant period is so short, is there any possibility the state will go with more than one vendor, if qualified proposals are received?

Response 13: If a qualified proposal is received, the State anticipates making only one award to a single vendor. Please see Section II-B on page 10 of the RFP.

Question 14: Can you provide a better understanding of what you mean by “conduct or expand an existing workforce development program” referenced on page 10?

Response 14: An “existing workforce development program” is one that is already operational and is ready to enroll participants and deliver program services, within 30 days of notification of a grant award.

Question 15: If a program exists elsewhere in the state but is not currently operating in Wayne County could funds be used to conduct the program in the designated geography?

Response 15: All SEMTEP services must be performed in Wayne County; please see Section II-A on Page 10 of the RFP. SEMTEP grant funds are not intended for start-up/launch and infrastructure costs.

Question 16: Does the reference to “sustains an existing initiative” in the last paragraph of page 10 limit the ability for a prospective bidder to conduct or expand a program into Wayne County?

Response 16: Please see Response 15. An “existing initiative” is one that is currently operational or that is prepared to provide Training Services immediately through the SEMTEP.

Question 17: Would on-the-job training qualify as a training service and be an allowable expense since OJT is directly linked to job opportunities and is an allowable expense under WIA?

Response 17: Yes, On-the-Job Training (OJT) qualifies as a training service because it is an allowable activity under the WIA.

Question 18: Would other “employer based training” programs such as customized training be an allowable expenditure under this project? If so, would WIA employer match requirements apply?

Response 18: Yes, other “employer based training programs” may be allowable and all WIA employer match requirements would apply. However, employer-based customized training is not allowable because any customized training would need to be created and is not “an existing workforce development program” as required in Section II-A of the RFP. Please see Responses 14-16.

Question 19: Can funds for this project be used to support an eligible individual participating in and/or completing a registered apprenticeship?

Response 19: Yes, registered apprenticeship is an allowable activity.

Question 20: Are agencies limited to placing individuals into education/training programs that lead to employment in occupations that are classified (via SOC codes) under the industry classification (NAICS) for machining and information technology?

Response 20: The purpose of the SEMTEP is to deliver training and education programs which lead to employment in the machining and information technology fields. Please see Section II-A and II-B of the RFP on page 10.

Question 21: Can you provide the supporting data/research and include the SOC and/or NAICS codes that were used by the state to determine the need for WIA funds for these industries in this region?

Response 21: This question is not relevant to what is needed to prepare a proposal in response to the SEMTEP RFP.

Question 22: Are we limited to enrolling only Wayne County residents or can eligible individuals from other parts of the state receive these services as long as the services are delivered in Wayne County? [Similar to questions 9 and 10]

Response 22: The WIA does not have residency requirements or restrictions. Program enrollees are not required to be Wayne County residents. All SEMTEP services must be performed in Wayne County. [Please see Responses 9 and 10.]

Question 23: What is meant by the term “low-wage” on page 10, item B1. of the RFP?

Response 23: “Low-wage” refers to total earnings for the six month period prior to application, taking into account family size, which does not exceed the higher of the poverty line for an equivalent period or 70 percent of the Lower Living Standard Income Level (LLSIL) for an equivalent period.

The current Poverty Line guidelines may be found at <http://aspe.hhs.gov/poverty/11poverty.shtml> and the current LLSIL is available at <http://www.doleta.gov/lisil/2011>.

Question 24: On page 10, item B.1 of the RFP there is reference to “underemployed,” does this mean providers can serve incumbent workers? If so, should we propose what criteria we will use to determine whether or not an eligible individual is underemployed?

Response 24: In terms of this RFP, “underemployed” means the individual is not earning self-sufficient wages. It does not mean serving an Incumbent Worker in the traditional sense of lay-off aversion.

As defined in WIA regulations 20 CFR, part 668.140, and for purposes of this RFP, the criteria to use to determine whether or not an individual is underemployed is as follows: an individual who is working part-time but desires full-time employment, or who is working in employment not commensurate with the individual’s demonstrated level of educational and/or skill achievement.

Question 25: If funds can be used to serve incumbent workers, would employer match requirements apply?

Response 25: Not applicable, please see Response 24.

Question 26: Would the proposing agency need a signed agreement allowing for the required WIA reporting in the One-Stop Management Information System (OSMIS) if the organization already has the experienced staff with access to and the capability to complete all data entry on the OSMIS?

Response 26: Completion and submission of Attachment II of the RFP – “MICHIGAN WORKS! AGENCY (MWA) LETTER OF COORDINATION AND SUPPORT FORM” is part of the RFP’S Threshold Requirements specified in Appendix B, Review and Selection Criteria. If you have the ability to access to and the capability to enter data on to the OSMIS, please provide detail about what you propose to do in your proposal.

Question 27: Why are the eligible ages of participants on Page 10 of the RFP given as "adults aged 18-24 may be eligible" for the program?

Response 27: Adults aged 18-24 are targeted for services through the SEMTEP because of the disproportionately higher unemployment levels experienced by this age group.

Question 28: Is there any requirement for participant eligibility in terms of their geographical location or place of residency? [Similar to questions 9, 10, and 22]

Response 28: The WIA does not have residency requirements or restrictions. Please see Responses 9, 10, and 22.

Question 29: Must employers be in Wayne County? Must employers be in Michigan?

Response 29: All SEMTEP services must be performed in Wayne County. Prospective employer locations are not specified in the RFP.

Question 30: Please clarify the definition of "program/infrastructure development activities."

Response 30: The SEMTEP seeks to fund an existing workforce development program that is already operational, and thus is ready to enroll participants and deliver program services. The SEMTEP grant funds will provide funding for tuition, books, supplies and other required fees and are not intended for start-up/launch and infrastructure costs. Please see section II-B of the RFP on page 10. Also please see Responses 14-16.

Question 31: Please clarify the definition of quarters for reporting. Because this is a project that will begin on March 1, will the first quarter be March 1 - May 31?

Response 31: The standard definition of calendar quarters is used for reporting: January-March, April -June, July-September, and October-December. The first quarterly report for March 1 – March 31, 2012 will be due April 20, 2012 as specified in Section I-K on pages 3-4 of the RFP.

Question 32: Please define "participant." Is one a participant if they enrolled in but did not complete a program?

Response 32: A participant is defined as being determined to be eligible to participate and be enrolled in the WIA.

Question 33: Page 11 of the RFP notes the third performance measure "the entered employment rate is defined as the number of participants who have entered employment by the end of the first quarter after exit, divided by the number of participants who exit during the quarter" and that the performance measure target for the entered employment rate is 88%. Assuming that 30 people did maintain employment for two quarters after program exit, we would divide 30 by the number who "exit during the quarter?" Does this refer to the number of people who exit employment during that quarter or the number that exit the training program during that quarter? Please clarify exactly how this should be calculated (the same question applies to bullets 2, 4, and 5 on page 11, as well).

Response 33: Training and Employment Guidance Letter (TEGL) 17-05 [available at http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2195] provides one set of measures to be used for both common measures reporting purposes and WIA Section 136 performance accountability purposes. The methodologies of the measures are written as an equation, clearly identifying who is in the numerator and who is in the denominator. In cases where there are conditions that apply to both the numerator and denominator, the condition is represented in italics at the beginning of the measure.

Please note that exit is from the WIA program, not employment. Exit is defined as the last date WIA Title I or partner services, including follow-up services, were received by the participant. Once the WIA participant has not received any WIA funded or partner services for 90 days, except follow-up services, and there is no planned gap in services or scheduled service pending, that participant has exited.

For WIA Adult measures, the TEGL identifies performance criteria as follows:

1. Entered Employment Rate:

Methodology:

Of those who are not employed at the date of participation:

The number of adult participants who are employed in the first quarter after the exit quarter divided by the number of adult participants who exit during the quarter.

- Assuming 30 people exited in a particular quarter, and 27 are employed in the first quarter after exit, the entered employment rate is 27 divided by 30 = 90%.

Performance measures [bullets 2, 4, and 5 on page 11] would be calculated as follows:

2. Certificate & Credential Rate:

Methodology:

Of those adults who received training services:

The number of adult participants who were employed in the first quarter after exit and received a credential / certificate by the end of the third quarter after exit divided by the number of adult participants who exit during the quarter.

- Assuming all 30 people who exited during the quarter received training, of the original 27 employed in the first quarter after exit; assume 25 received their credential by the third quarter after exit, 25 divided by 30 = 83.5%.

4. Employment Retention Rate:

Methodology:

Of those who are employed in the first quarter after the exit quarter:

The number of adults who are employed in both the second and third quarters after exit divided by the number of adult participants who exit during the quarter.

- Of the 27 participants that were employed in the 1st quarter and assuming that 24 participants are still employed in the second and third quarters after exit, 24 divided by 27 = 88.9%.

5. Maintain Average Earnings Rate:

Methodology:

Of those adult participant who are employed in the first, second, and third quarters after the exit quarter.

Total earnings in the second quarter plus total earnings in the third quarter divided by the number of adult participants who exit during the quarter.

- Of the 24 participants who met the retention rate, and assuming that they each earn \$1,000 per quarter in both the second and third quarters, the total earnings for the two quarters is \$48,000 (24 participants times two quarters), divided by the number of participants who met retention (24), the average earnings would be \$2,000. (\$48,000 divided by 24 = \$2,000).

Question 34: Please explain the rationale for the average earning performance measure in bullet 5 on page 11 of the RFP. Must the overall average between all positions be calculated and reported, or must each of the programs meet an average earnings of \$10,200 for six months?

Response 34: All performance measures specified in Section II-B of the RFP on page 11 include definitions. These performance measure are the statewide levels for WIA. Please refer to Response 33.

Question 35: Page 11 of the RFP notes that 83% of participants must receive a certificate or credential - is this defined as 83% of those who complete the program or 83% of those that enrolled in the program?

Response 35: All performance measures specified in Section II-B of the RFP on page 11 include definitions. Enrollment levels are not used to determine the required 83% Credential and Certificate Rate indicated on page 11 of the RFP. Please refer to Response 33.

Question 36: Will prospective students still be eligible for the program if they already had an Individual Training Account in the past?

Response 36: Prior use of Individual Training Accounts is allowed under the WIA. Prospective adults who are otherwise eligible for the SEMTEP may still enroll in the program at the discretion of the service provider.

Question 37: By what date does WDASOM expect to inform applicants of the decision about their application?

Response 37: A projected notification date is not available, but the WDASOM hopes to have a qualified vendor selected as quickly as possible,

Question 38: Program Facility Costs: Page 25 of the RFP defines program costs and administrative costs, but provides no specific guidance on the facility costs associated with performing the tasks within the grant agreement. These costs would include utility expenses (electricity, natural gas, water), security expenses, general insurance, etc. Focus: HOPE's previous contracts for WIA Statewide funding allowed the facility costs to be included in the program costs and we want to make sure this contract would be consistent with this practice.

Response 38: The categorization of WIA expenses is dependent on the function being performed. Section 667.220 of the WIA Final Rules identifies what is categorized as an “Administrative” versus a “Program” cost. The categorization is dependent on the function being performed, rather than the individual who is performing the function. For example, facility costs associated with a case manager serving a program participant can be allocated as a program cost. Facility costs associated with an individual performing payroll and accounting functions would be allocated as administrative costs.

Question 39: Personnel Budget: Page 27 of the RFP provides a worksheet for calculating the personnel costs, but does not state to what detail the employee section should be completed. Can the employees be grouped together by job title (i.e. Instructors, Managers, etc.) or does each employee by name (Jane Doe, John Smith, etc.) need to be entered into the worksheet?

Response 39: Yes, employees detailed on the Personnel budget can be grouped together by job title and number of such positions.

Question 40: Is it considered a successful placement if someone who has completed a training program under this grant continues his or her postsecondary education rather than moving directly into employment?

Response 40: The SEMTEP is intended for job placement. The SEMTEP will deliver training and education programs which lead to employment in the machining and information technology fields. Please see Section II-B of the RFP for the Purpose and Objectives of the SEMTEP. Performance objectives for the SEMTEP are outlined on page 11 of the RFP.

Question 41: Is it considered a successful placement if someone who has completed a training program under this grant secures part-time employment?

Response 41: Successful placements are based on the performance criteria/measures as stated in Section II-B of the RFP on page 11.

Question 42: Can a grantee under this funding opportunity charge students tuition?

Response 42: No. The funds offered through the SEMTEP grant are intended to cover the costs of education and training programs which lead to employment in the machining and information technology fields.

Question 43: If an applicant has a project that would require two additional months past the project performance period, can it still apply under this funding opportunity with the understanding that it will not expend funds from this grant past the September 30th date for those activities?

Response 43: No. All activities must be completed within the specified Grant Period. The Grant Period of the SEMTEP is March 1 through September 30, 2012.