

**GSTMW Request for Proposals**  
**General 2022 Questions & Responses**

What template should be used for the budget?

Answer: See below.

**PROJECT COST CATEGORY/LINE ITEM BUDGET 2022-2023**

**Program:** \_\_\_\_\_

<b>LINE ITEM BUDGET TOTAL</b>	<b>Amount</b>	<b>% of Total Budget</b>	<b>Budget Explanation &amp; Narrative</b>
<b><i>SERVICE ADMINISTRATION COSTS</i></b>			
-Salaries/Wages			
-Fringe Benefits			
-Communications/Supplies			
-Travel			
-Rent/Utilities			
-Other (Describe)			
<b>TOTAL Administration Costs</b>			
<b><i>DIRECT SERVICE PROVISION COSTS</i></b>			
-Salaries/Wages			
-Fringe Benefits			
-Communications/Supplies			
-Travel			
-Rent/Utilities			
-Other (Describe)			
<b>TOTAL Direct Service Costs</b>			
<b>GRAND TOTAL</b>			

Is the proposal format limited to double space?

Answer: No

Is there an intent to bid letter template?

Answer: No special template is needed. An email with the basic information is all that is requested.

Should we identify all counties in which we could potentially provide services to? If we do not identify a county in the proposal would that prohibit us from providing services to clients in that county?

Answer: Please identify the primary counties you are proposing providing services. Please indicate in your narrative your openness to negotiating and considering services in additional counties.

How do we obtain a list of GSTMW staff and board members in order to determine a conflict of interest?

Answer: No certification of conflict of interest is requested.

## **Comprehensive Career Services Questions & Answers RFP for 2022**

It is evident that the intention of the Comprehensive Career Services contract is to include covering Wagner Peyser (WP Employment Services (ES) as part of the Adult & Dislocated Career Services in Genesee & Shiawassee Counties (only potential provision for ES in Shiawassee). Can it be understood that the additional funding amounts listed in the RFP (section 1.5), beyond the current budget for just WIOA Adult & Dislocated, may be used toward other WP/ES expenses, such as administrative costs (including admin staffing and supplies), program staff expenses, staff training, etc., along with staff wages and benefits for WP/ES Staff

Answer: Yes

Section 2.4 gives enrollment targets for each contracted area. Are these numbers to be understood and assumed, and thus the bidder does not need to project numbers, or are these just a sample for bidders to refer to for projecting numbers?

Answer: The numbers are given as a sample. The respondent should project numbers based on their proposed budget.

Could you provide the current program performance for separated by Adult, DW and Youth? Are there any current program or performance concerns?

Answer: There are no current program or performance concerns. Given the disruption to all employment systems during the COVID crisis overall GST performance may not be helpful. However, currently all performance outcomes are being met. See page 11 of RFP.

Do you have a policy/information that describes the GSTMW Customer Service Standards?

<https://gstmiworks.org/wp-content/uploads/2021/12/GSTMW-Strategic-Plan-Doc.pdf>

Who is the current provider of these services (Genesee and Shiawassee County)?

Answer: Action Management provides services in Genesee County and SVRC provides services in Shiawassee County.

Are there any current monitoring concerns within the programs? Does anything still need to be addressed/corrected?

Answer: There are no current program monitoring or performance concerns.

How many Adult, Dislocated Workers, and Youth participated in Work Experience, Classroom Training, and OJT for the contract year?

Answer: Chart Below

PY 20	Work Exp	Ad/DW OJT	CRT
Adult		80	292
DW		20	62
ISY	64		
OOSY	25		65
PY 19	Work Exp	Ad/DW OJT	CRT
Adult		58	311
DW		24	66
ISY	74		
OOSY	19		61
PATH			
PY 20	Sub Employ	VET	
Gen Co	13	79	
Shia Co	0	2	
PY 19	Sub Employ	VET	
Gen Co	158	190	
Shia Co	0	5	

Will you provide current staffing by job titles and salary ranges (for each center)?

Answer: Not available. Both centers are served by private contractors for comprehensive career services. Shiawassee will in the new contract year also provide employment services staff. In Genesee County, the contractor will provide employment service staff in the Fenton office and partial services in the Flint office. Two to three employment service staff in Flint may be contracted under a staffing services contract (see RFP).

Do we need to budget for facilities costs at the Career Center? If so, is there an estimate of operational costs and what expenses are included?

Answer: Facility costs do not need to be budgeted in Flint, Owosso and Fenton. The contractor will need to budget for office supplies, IT support, and printing.

Should classroom training costs (ITA) be included in the budget?

Answer: Yes, training costs should be included in the budget as well as OJT and subsidized work experience costs.

What were the supportive services costs for the program year?

Answer: Supportive service costs vary based on program and funding available.

Is profit allowed?

Answer: Profit is an allowable cost payable only to commercial organizations. The profit must be separately negotiated from the contract award and cannot be based on a percentage of costs budgeted or expended in the agreement. Profit must be tied to performance and cannot be paid as a guaranteed fixed fee. Profit is only earned when performance outcomes are attained and can only be disbursed when those outcomes are validated. Profit cannot be paid in addition to performance payments or incentive payments. [2 CFR Part 200.323(b); 48 CFR Part 15.404-4]. Some of GSTMW's previous and current contracts include profit.

Will we be allowed to use the de minimis indirect cost rate of 10% as indicated in the Uniform Grant Guidance?

Answer: If appropriate, it might be an option.

## **Career Services – Sector Strategies**

### **Questions & answers RFP for 2022**

Page 9 - Previous Yearly Enrollments Chart - What does this represent? Is this the metric for program year 2022/2023?

Answer: The chart on page 9 reflects the number of participants during one year of the health careers sector. It is only given as an example of the variety of participants to be served in a sector contract. The number of participants would be dependent on the size of the contract and could be more or less than the example.

Can letters of support from employers be included in the proposal? If so, will they count against the twenty-page limit?

Answer: Letters would count in the twenty-page limit but are allowed.

How many proposals will be awarded in sector strategies?

Answer: Currently GSTMW has one contract in health care under sector strategies. Funding will not support sector-based contracts in every designated GSTMW sector. Labor market information and the strength of proposals will be the major factors on how resources will be allocated. Successful respondents should expect to renegotiate the contract size.

Could you provide the current program performance? Are there any current program or performance concerns?

Answer: There are no current program or performance concerns. Given the disruption to all employment systems during the COVID crisis overall GST performance may not be helpful. However, currently all performance outcomes are being met.

Do you have a policy/information that describes the GSTMW Customer Service Standards?

Answer: The strategic plan and customer service standards are available on the GSTMW website  
<https://gstmiworks.org/wp-content/uploads/2021/12/GSTMW-Strategic-Plan-Doc.pdf>

Who is the current provider of these services (sector strategies)?

Answer: Greater Flint Health Coalition provides health sector career services in Genesee County.

If only one sector should be chosen, can there be several partnerships with training institutions and employers regarding that one sector?

Answer: Multiple partnerships with training institutions are allowable. Currently, in the health sector, a variety of training partners are used. However, all training partners must be listed on PMTC training connect. Data showing multiple employer needs will strengthen sector proposals.

Are there any current monitoring concerns within the programs? Does anything still need to be addressed/corrected?

Answer: GSTMW monitoring expectations include self-monitoring by the contractor for all aspects of program and fiscal operations. GSTMW does monitoring by GSTMW supervisory staff and contracts with an outside monitoring agency. Contracts are expected to participate in all applicable state and federal monitoring.

Will you provide current staffing by job titles and salary ranges (for each center)?

Answer: Not available. The current contract is held by a private contractor.

Do we need to budget for facilities costs at the Career Center? If so, is there an estimate of operational costs and what expenses are included?

Answer: GSTMW prefers to have programs at American Job Centers (AJC). If the program is in the AJC facility costs do not need to be budgeted. The contractor will need to budget for office supplies, IT support, and printing.

Is profit allowed?

Answer: Profit is an allowable cost payable only to commercial organizations. The profit must be separately negotiated from the contract award and cannot be based on a percentage of costs budgeted or expended in the agreement. Profit must be tied to performance and cannot be paid as a guaranteed fixed fee. Profit is only earned when performance outcomes are attained and can only be disbursed when those outcomes are validated. Profit cannot be paid in addition to performance payments or incentive payments. [2 CFR Part 200.323(b); 48 CFR Part 15.404-4]. Some of GSTMW's previous and current contracts include profit.

Will we be allowed to use the de minimis indirect cost rate of 10% as indicated in the Uniform Grant Guidance?

Answer: If appropriate, it might be an option.

## **WIOA Youth Services & JMG Q&A**

### **Youth Services**

Will we need to submit three proposals for Youth Services; WIOA Youth Services, JMG In-School, and JMG Out of School?

Answer: This RFP category is designed for respondents who do NOT wish to serve WIOA adults, dislocated workers and PATH recipients. Each respondent will decide how many proposals to submit. A proposal could be formulated in different ways. Some examples could include, but are not limited to:

- In School only
- In School with JMG
- Out-of-school only
- Out-of-school with JMG

Respondents may also combine the above categories into one proposal. Respondents are also asked to designate geographic areas of interest.