

RFP Questions – For Posting on January 10, 2025

Comprehensive Career Services

Question	Answer
How is the cost of rent/utilities/admin support determined for subcontractors?	Subcontractors charge administration based on an approved (by appropriate cognizant agency) indirect cost rate or via a formal cost allocation plan (10% limit).
May GST provide an estimated or most-recent monthly or quarterly example of rental/facility/utility/admin costs incurred by subrecipients in Genesee and Shiawassee adult programs?	Varies by contractor from 2% to 20%.
If new providers are selected for PATH and FAET programming, will the program transition occur as of 10/1/25 (Q1), or 7/1/25 (Q4)?	PATH and FAET transition would occur on 10/1/2025.
How many case managers are currently staffed for PATH, FAET, AD, and DW programs in Genesee and Shiawassee programs?	<p>Shiawassee County – 4 case managers are cross trained to cover, PATH, AD, DW, Youth, ES and FAET.</p> <p>Genesee County – 1 FAET case manager, 15 PATH case managers and 6 WIOA case managers who are cross trained to cover Adult, DW and Youth. These case managers cover all of Genesee County.</p>
Are there minimum/maximum caseload expectations in place for Adult Services?	No, most case managers are trained and provide services to all categories of participants.
Is it acceptable to include partner letters with a proposal? If this is so, are they allowed as additional pages to not count against the Narrative page limits?	An additional 3 pages are allowed for partner letters.
Regarding question 4, under Section 3.1: The last sentence states: “The comprehensive career services providers will furnish the receptionist/navigator at the service center, with coverage from 8 am to 5 pm, Monday-Friday.” Does this require that there is a separate position for this role in Shiawassee County, as well as Genesee? Or is it understood that this responsibility can be covered by other cross-trained staff in Shiawassee County, due to the layout of the building’s services?	This responsibility can be covered by other cross-trained staff in Shiawassee County.

Youth Services & Specialized Services

Question	Answer
If a JMG program is proposed to start in 2025, would a separate JMG budget need to be submitted or is it included with the WIOA budget?	I would say that for purposes of the proposal, we are looking for a complete budget. However, final funding may come from separate grants and will require separate budgets at that time. If they are looking at a certain amount of JMG funding (less restrictive than WIOA), then they can address that in the budget narrative.
<p>Information prompting these questions: The way the Youth Services RFP is written it appears that the Youth services needed to be bid on for an area (such as a particular County) to encompass all WIOA In-School, Out-of-School Youth Services and JMG under one contract.</p> <p>Question: Is it required that bidding on youth services for a specific county/area is required to encompass all youth programs listed in the RFP, meaning that any one service cannot be separated out for that county/area?</p>	In-School and Out-of-School can be separated.
If In-School Youth, and Out-of-School can be bid on separately, how much funds are available for each program, separately, and how would this be indicated on the proposal cover page? Can it be assumed that 75% of the total Youth Services budget, for a particular county can be requested for Out-of-School Youth Services (Including JMG funds) since at least that much must be spent on Out-of-School Youth Services?	About 75% of available funds will be directed to Out of School programs. If they are requesting a specific amount of JMG funding, that can be addressed in the budget narrative.
Can you please advise if I can submit one training proposal for specialized services and detail each of the trainings or if I need to submit 5 separate proposals?	One proposal may include multiple trainings or workshops.

Staffing Services

Question	Answer
What is the annual budget of the contract?	Budget amounts are contingent on grant awards. The amount paid in 2024 was approximately \$224,000.
Is this bid refresh? If yes, can you share details about where we can get old proposal details?	GST Michigan Works does Requests for Proposals on a three-year cycle. Each bidder should give their best quote considering their costs for providing this service in Michigan in the six GST counties.
Is GSTMW also involved in hiring and labor exchange services?	Yes
Under what circumstances does GSTMW require vendors to provide labor support, particularly when GSTMW is unable to supply labor?	The employees to be covered by staffing services are identified for GSTMW or GSTMW contractors. No recruitment is needed.
Regarding Section 1.5, "Proposal Submission," does GSTMW require certification for MBE, SBE, or WBE vendors from a specific agency?	No
Will GSTMW consider certifications from small businesses, women-owned business enterprises, and minority-owned businesses that are certified by government agencies from other states?	Yes
If a vendor is certified as an MBE by the National Minority Supplier Development Council (NMSDC), will this meet the requirements for utilizing small, women-owned, and minority-owned businesses?	Yes
In Section 3, "Staffing Services - Narrative Questions for Proposal," the categories of Service Design, Categories of Work, and Geographic Areas are addressed in Questions 1–6. Could you clarify where the next four categories should be covered in the proposal?	No format is detailed. Questions should be answered in the narrative.
Section 1.5 states that the narrative proposal should not exceed 20 pages, excluding the budget and budget narrative. However, the Narrative Questions for Proposal are limited to 3 pages. Could you clarify what should be included in the remaining pages?	Staffing services bidders may want to provide letters of reference, lists of previous customers or additional information about their company.
Should we address our proposal to a specific individual? If so, could you provide the name?	No
Do we need to provide only the cover page on our letterhead, or should the entire response also be on our letterhead?	Only the cover page needs to be on letterhead.

What is the estimated budget for this RFP? If unknown, please specify previous spending.	Budget amounts are contingent on grant awards. The amount paid in 2024 was approximately \$224,000.
Is this a new or old project? If old, could you please share with us the incumbent details and their pricing.	This is a continuing project. Staffing services are used for subsidized employment for both youth and adult services. Normally, GST does not share other contractors' information or pricing.
Apart from the end of tenure, is there any other reason to release this solicitation? Are there any pain points?	Three years is our standard time frame for RFP distribution. No pain points.
What is the expected duration of the assignment of the temporary employees?	Duration will vary according to employee success and funding availability with maximum of four months.
Could you clarify the typical working hours for these assignments?	A variety of working hours and locations will be included, but only up to 40 hours per week.
Please share the no. of awards GSTMW intends to give.	GST would prefer to award 1 contract to a respondent that will cover all 6 counties. However, the number of awards will depend on respondent's ability to serve the six counties of GSTMW, categories of types of work, and restrictions on employee backgrounds and/or ages.
Could GSTMW provide clarification on their expectations for the "Budget Pages with Budget Narrative" section?	The respondent may use their own format for the budget narrative. See separate document posted on website for budget format.
As mentioned in Section 2: "Staffing Services," GSTMW requires two categories: "Employer of Record" and "Manage Payroll." However, in Section 3: "Staffing Services - Narrative Questions for Proposal" under "Budget," it states that bidders must provide a cost proposal for a minimum of three job categories. Could you please clarify the categories GSTMW requires from the bidders?	Cost categories would include workers' compensation class codes. Examples could include retail, factory work, landscaping, clerical or others.
Please provide format for pricing, so it will be easy for the GSTMW to evaluate.	See separate document posted on website.