

Response To Questions for WorkSource Montgomery Workforce Network 2.0 RFP

- 1. Are we responsible for recruiting and signing up participants for our proposed program. I believe the answer is yes, but I just wanted to double check.**
 - Yes. It is expected that the proposed programs will be able to demonstrate the capacity and procedures necessary to recruit and register program participants. Therefore, staff and other costs directly associated with recruitment are considered allowable expenses for the purposes of this funding opportunity.
- 2. And if yes, would there be any assistance from WSM in finding eligible people for the program, help or direction in targeting the populations this initiative is trying to go after?**
 - WorkSource Montgomery is not responsible for identifying or recruiting eligible program participants, and referrals from WorkSource Montgomery should not be considered a central component in the recruitment process as part of proposed programs.
- 3. On page 6, it references helping participants set up an ITIN. We are familiar with how to do this, but unsure if the process is different for undocumented residents. Just wanted to clarify if this was a requirement of the program that every participant come away with an ITIN?**
 - Yes, programs that offer assistance and/or training for undocumented residents are required to include the registration of the individual(s) with the IRS and obtain an Individual Tax Identification Number (ITIN).
- 4. Is the "System for Award Management Exclusions (SAM Exclusions) system maintained by the General Services Administration." – something different than the Federal SAM system? I am not familiar with the exclusions, but wanted to confirm since we do have a SAM registration, that we would be able to apply.**
 - Bidders must register with the System for Award Management (SAM.gov) system. For bidders who are already registered in the SAM system, there are no additional requirements or further registration needed to satisfy this requirement. For questions about registering with SAM, please see <https://sam.gov>.
- 5. To whom the LOI should be addressed? Does it need to go to a specific member of Thomas P. Miller Associates or Workforce Montgomery or to the procurement email address?**
 - Bidders should submit the Letter of Intent to procurement@tpma-inc.com.
- 6. Pages 7 and 11 of the proposal package indicate that up to 10% of the total requested funding may be used for administrative or indirect costs. However, page 16 indicates that only up to 10% of personnel expenses will be considered. Which one is accurate?**
 - There is an error in the budget table on Page 16 (Appendix C) in the RFP. That item should read "Administrative or Indirect Expenses (maximum is 10% *for administrative costs*)." Personnel costs are not considered a part of the administrative or indirect cost calculations. Budget items directly associated with personnel costs should be included in the Program Staff Salaries section of the budget table and detailing in the proposal's budget narrative.