**Northern Middle Career Service Provider Procurement**

**Questions and Answers (Due April 17)**

1. Does the applicant submit 1 proposal encompassing all components (Adult/Dislocated Worker & Youth), or separate proposals for each component (1 for ADW, 1 for Youth)?

**Applicant may submit one proposal with two budgets. 1.) Budget for Adult & DW 2.) Budget for youth**

1. Does the applicant submit 1 budget or 2 budgets? The budget form on page 39 indicates a Total Budget Request of $6,000,000 Max, however on page 17, it states “A separate budget is required for each component.”

**Applicant must submit 2 budgets. See question 1**.

1. What is the breakdown of the WIOA Adult/Dislocated Worker funding of the proposed $4 million dollars so we can budget and propose a program design accordingly?

**Adult and Dislocated Worker funding is 100% transferrable between the two funding sources with Board and State approval. A good estimate is 60% adult and 40% dislocated worker.**

1. Does the NMTN Workforce Board envision that two providers can/will operate the Youth program?

**The NMWB did not specify the number of proposals they would fund. Due to administrative considerations, the Board anticipates awarding a minimum number of contracts.**

1. Page 32 indicates the proposal should be "organized in the following manner for each component" and includes Attachments A, B, C, D. However, on page 38 it states Attachment B should only be completed once per entry. Should Attachment B (Conflict of Interest), only be submitted once?

**The conflict-of-interest form is only required to be completed one time per organization.**

1. Is the Table of Contents included in the 15-page limit of the Scope of Work?

**The Table of Contents is not included in the 15-page limit.**

1. Are additional narrative attachments allowed? If so, are additional narrative attachments included in the 15-page limit of the Scope of Work?

**Attachments are allowable, but scope of work should be limited to 15 pages. Attachments should be limited to charts, diagrams or documents to complement the proposal.**

1. Under the funding it states that funding will be in two parts: Adult and DW and Youth services.  Do we apply separately for each funding, or is it one response with two budgets.

**See question 1.**

1. How is the percentage of funding allocated for each county?

**All counties must receive services. The Board does not establish a budget per county. A general approach would be to estimate based upon population of each county.**

1. On page 27, first paragraph and first sentence states “**The sub-recipient** is committed to delivering services through a proven, demand-driven, and highly collaborative WIOA Model to facilitate better connections between job seekers and sustainable career opportunities”.   Who is a sub-recipient? Is it the same entity as recipient of the funding?

**The entity submitting a proposal would be a sub-recipient of WIOA funding if awarded a contract by the NMWB.**

1. Under facilities and Equipment p. 16 it says that: “All Contractors, AJCs, both Comprehensive and Affiliate, must follow State of TN holiday schedule. Centers will be closed on all state holidays.” If you are a city/local government applying for this RFP and some of the State of TN Holidays are not considered holidays for the local government, can the staff still work on that day in a different office?

**The AJCs must be open at a minimum from 8 to 4:30 Monday-Friday. Adjustments to individual schedules may be made to accommodate after hours or weekend events. The centers will be closed on all State holidays. Camaraderie within the center is paramount for success. The winning proposer may differentiate as long as they follow the center hours and closure dates.**

1. We just wanted to confirm that your organization agrees that the bidder’s proposed indirect rate may be approved based on below listed options:

In accordance with 2 CFR 200.332(a)(4), all pass-through entities in sub-awarding some or all of the Federal award to eligible sub-recipients must approve either:

1. The Federally negotiated indirect cost rate

2. The 10% de Minimis rate, or

3. Negotiate an indirect rate with the sub-recipient, which can be based on a prior negotiated rate between a different pass-through entity and the same sub-recipient. If basing the rate on a previously negotiated rate, the pass-through entity is not required to collect information justifying this rate but may elect to do so.

**The NMWB will follow all federal and state policies. Budget negotiations will take place after review.**

1. Please clarify that the $3,000,000 direct participant funds are in addition to the $6,000,000 award.  It is indicated on the RFP’s Section III that:

*The NMTLWDB will award direct participant funds to the successful bidder for payment to vendors, training providers and participants as provided in this RFP. The Direct Participant line item will be increased/decreased via contract modification based on available funds and training needs as determined by the NMTLWDB. As pass-through funds, Direct Participant funds are not a required bid item.*

*NOTE: The NMTLWDB will pass-through direct participant funds to be paid to employers for on-the-job training, incumbent worker training, apprenticeships, customized training, etc. as part of its Business Service function.*

*and on Attachment C Budget- Direct Participant line item:*

*“Direct Participant Budget: The NMTLWDB will award all direct participant funds to the successful bidder for payment to vendors, training providers, and participants effective July 1, 2024 through June 30, 2025, as a pass-through budget line item. An estimated $3,000,000 must be budgeted on direct participant costs in order to meet the State required Minimum Participant Cost Rate. The Direct Participant line item will be increased/decreased via contract modification based on available funds. As pass-through funds, Direct Participant funds are not a required bid item.”*

**The $3,000,000 is a part of the $6,000,000. The $3,000,000 must be utilized for direct participant expenses, leaving $3,000,000 for contractor services.**