

**Rhode Island Department of Labor and Training  
Workforce Development Services Division  
SCSEP PY2014 Pre-Proposal Conference  
Wednesday, May 7, 2014  
Questions and Answers**

**Question 1:** Is the anticipated funding award amount of \$465,051.00 for the entire possible contract period of July 1, 2014 through June 30, 2017?

**Answer 1:** No, the anticipated funding award amount of \$465,051.00 is for the initial contract period of July 1, 2014 through June 30, 2015. The funding award amount may vary annually and should the contract be renewed for the up to two (2) additional one-year periods as described in the RFP, funding for each year will be available contingent upon the availability and provision of federal funds.

**Question 2:** Not less than 75% of funding must be spent on participant wages and fringe benefits, therefore, based on the anticipated funding award amount of \$465,051.00 the funds required to be spent on participant wages and fringe benefits is not less than \$348,788.25 which based on the 48 program participant slots this would be an average of \$7,266.42 per participant. Is this correct?

**Answer 2:** Yes. 75% of the anticipated funding award of \$465,051.00 is \$348,788.25. Therefore, not less than \$348,788.25 must be spent on participant wages and fringe benefits. With 48 program participants, to meet this requirement, the simple average spent per participant on wages and fringe benefits would need to be \$7,266.42.

**Question 3:** Are costs related to placing participants in subsidized and/or unsubsidized employment covered? For example: Drug Testing?

**Answer 3:** It is recommended that the bidder review federal regulations regarding allowable costs before submitting a proposal. Pertinent regulations regarding allowable costs and administrative rules begin at 20 CFR 641.800.

**Question 4:** If a participant is collecting Unemployment Insurance (UI) benefits, can they continue collecting UI benefits while participating in the program.

**Answer 4:** If a participant is eligible for the SCSEP program and is collecting UI, because SCSEP is a subsidy, they can continue to collect their UI benefits while participating in the SCSEP program. However, it is likely that any potential participant who is collecting UI would not meet the income levels required to be eligible for the SCSEP program.

**Question 5:** Who is responsible to take the taxes out of participants' wages and pay them to the appropriate government agencies? Can grant funds be used to pay for these taxes?

**Answer 5:** The Agency/Organization awarded this Grant is responsible to withhold and pay these taxes/fees (Medicare and income taxes) from participants' wages and ensure these funds are paid to the appropriate government entities. Grand Funds can be used to pay these taxes/fees (Medicare and income taxes) as they are part of the participants' gross earnings (wages & fringe benefits).

**Question 6:** How do you budget/request reimbursement for expenses that may be used throughout the contract period but are purchased upfront? For example, office supplies (pencils). You might purchase enough for 12 months at the inception of the contract period rather than a single box at a time as needed? How do you budget these types of expenses in the RFP Cost Proposal section and then how do you request reimbursement from the grant funds for what is actually used monthly?

**Answer 6:** For budgeting purposes, as part of the Cost Proposal section of the RFP, all expenses should be included using the anticipated spending amount covering the twelve (12) month initial contract period. Therefore, in this example, for pencils, you would include the anticipated cost for the total purchases of pencils for the entire 12 month initial contract period in the proposed budget. For reimbursement, since it makes sense to purchase an item like pencils in bulk and not a box at a time as needed, the cost of a year's worth of this item may be expended at the beginning of the contract period. Invoices are submitted monthly for reimbursement and in this example, you would submit the cost of the purchase of pencils on a single invoice for reimbursement, it is not necessary to spread the reimbursement request for this item over the entire period of the contract.

**Question 7:** In the Cost Proposal, where in the budget would you include expenses such as rental fees paid by the sub-grantee (in this context, sub-grantee refers to the successful bidders on this RFP) for space to conduct classroom training?

**Answer 7:** There is not an appropriate section for these expenses to be included in the Cost Proposal as under the Grant, the sub-grantee is not training individuals. The sub-grantee is placing individuals at host agencies/worksites to do training. Additionally, the host agency/worksites does not get paid for hosting a trainee; however, the trainee receives a subsidy for participating in the training at the host agency/worksites.

**Question 8:** Regarding fringe benefits, specifically physical examinations, if a participant declines the offer of a physical examination does that disqualify them from participation/continued participation?

**Answer 8:** No, participation does not require acceptance of the offer of a physical examination and participants who decline the offer of a physical examination are not disqualified from continued participation. However, documentation of the offer of examination is required in addition to a waiver signed by the participant declining the offer.

**Question 9:** The RFP calls for each proposal to contain three (3) components, a management, technical, and budget component; however, the Scoring Criteria include four (4) items to be scored, Organization or Business Qualifications, Management of Community Service Programs, Technical, and Budget. Is this correct?

**Answer 9:** Yes, there are three (3) components required within the proposal and four (4) scoring criteria. For the first two (2) scoring criteria (Organization or Business Qualifications and Management of Community Service Programs) points are awarded based on the information contained in the Management component of the proposal. The points for the criteria labeled 'Technical' are awarded based on the information contained in the Technical component of the proposal. In the Cost Evaluation phase, the final scoring criteria (Budget) points are awarded based on the information contained in the Budget component of the proposal.

**Question 10:** The RFP states that responses are limited to twenty (20) pages numbered, excluding the cover pages and any sample materials. Is this correct?

**Answer 10:** Yes, proposals are limited to twenty (20) pages. Answers to all questions, etc., requested in the management and technical components of the proposal should be included within these twenty (20) pages. Any additional background or information you wish to provide to substantiate these answers must also be included within these pages. Pages excluded from the twenty page limit count include: Appendices A – C from the RFP, W-9 Form, RI VIP Bidder Certification Form, and any additional documents requested within the RFP (e.g. Agency organizational chart, Agency's grievance procedures, job descriptions for project staff, staff resumes, etc.)

**The following are questions received via email after the pre-proposal conference.**

**Question 11:** A Technical Assistance question: Cannot find this RFP registered on purchasing.ri.gov, so unable to have it generate the bidder's certification form – please advise.

**Answer 11:** There was a technical issue that caused the RFP to not be available for you to generate the bidder's certification form. This issue has now been resolved and you should be able to generate the form without issue. We apologize for any inconvenience this issue has caused.

**Question 12:** The RFP specifies that, “offers received without the entire completed four-page RI VIP Generated Bidder Certification Form attached may result in disqualification” but when printed from the Purchasing website, the form prints only two-pages. Please advise if the two-page form is acceptable or how to access and print the four-page form.

**Answer 12:** The two-page form printed from the RI Department of Purchasing website is acceptable and will not result in disqualification of your offer for consideration.