

**WESTCHESTER-PUTNAM WORKFORCE INVESTMENT BOARD  
RE-ENTRY EMPLOYMENT INITIATIVE REQUEST FOR PROPOSALS**

**Q & A**

**Thursday, December 4, 2014**

**Q. What is the minimum number of customers to be served?**

**A. Respondents are to provide that information in their proposal**

**Q. What is the maximum number of customers to be served?**

**A. Respondents are to provide that information in their proposal**

**Q. Are we required to hire 1-full-time Job Developer?**

**A. Yes**

**Q. Can other aspects of the Re-Entry Employment program operate from another location other than the One-Stop?**

**A. Yes**

**Q. Are we able to operate the program out of the Mt. Vernon and Yonkers Employment Centers?**

**A. Negotiable**

**Q. What happens if an individual has mental health issues that continue throughout the program year; do we enroll the individuals into the program?**

**A. Only if the individual is job ready**

**Q. Are we required to define which re-entry group we are going to target, i.e. individuals just released, individuals who were released months and/or years ago, etc.?**

**A. Respondents need to outline in their proposals what groups they would be working with. However, this RFP is inclusive of all groups**

**Q. What is the mechanism in place to obtain participants' background information?**

**A. Respondents are to provide that information in their proposal**

**Q. Can we build in the cost for obtaining participants' background information into our budget?**

**A. Yes**

**Q. Can state aid funding be used towards the match?**

**A. Yes**

**Q. How many awards will be given under this RFP?**

**A. Undetermined**

## Re-Entry RFP Questions from James Rather, Greyston

Q: Is there a maximum award amount, or must all applicants simply set forth a quote within their proposal?

A: There is a maximum award amount, however, for the purpose of this RFP the amount will not be made public. Respondents must provide their best cost estimate to operate the program.

Q: Are applicants expected to provide services to individuals who are still incarcerated (i.e, pre-release), or solely post-incarceration?

A: Respondents may include any activity that they think will provide the best services to the customers and highest outcomes for the program which may include pre-release and post-incarceration services.

Q: For prior offenders served via the grant, what is the window in which we are eligible to serve them? In other words, does a client have to be no more than a month post-incarceration, or no more than 3 months, 6 months, or some other number?

A: There is no window. Recently incarcerated individuals must first receive pre-program activities. Once they successfully complete the pre-program they could then be referred to the in-program.

Q: For the client references - are you looking for applicants to supply references from prior individuals served who were ex-offenders only, or can they be individuals who have received workforce development training but were not ex-offenders?

A: References should come from prior funders and not customers.

---

---

## Re-Entry RFP Questions and Answers

### Youth Advocates Program, Inc.

Q: Has this program contract been awarded before and if so, how many clients are currently being served in the Westchester Re-entry program?

A: A similar program was awarded over seven years ago to the Urban League of Westchester and its last year of operation was 2009

Q: If this is a new Re-entry program, how many clients do you anticipate serving?

A: Respondents need to submit their best estimates.

Q: What is the total dollar amount allocated per client for the Re-entry program?

A: Respondents need to submit their best estimates.

Q: Is there a cap on the total budget for the program?

A: There is a maximum award amount, however, for the purpose of this RFP the amount will not be made public. Respondents must provide their best cost estimate to operate the program.

Q: Is there a cap on the overhead rate?

A: To be negotiated.

Q: If an organization has a federally approved overhead rate and holds other WIA re-entry contracts that accept that rate, may the federal overhead rate be used?

A: To be negotiated.

Q: The RFP states "refer to STRIVE"- who provides this curriculum?

A: Strive East Harlem provides the curriculum and they are located at:

240 East 123<sup>rd</sup> Street # 302

New York, NY 10035

---

Phone: (212) 360-1100

---

You could also visit them online at: <https://www.myphilanthropedia.org/top-nonprofits/national/workforce-development/2010/strive-east-harlem-employment-services>

Q: Is training on OSOS available, and is there an associated cost?

A: The training is provided by our staff and at no cost to the contractor.

Q: The RFP states that the "Pre-Program requires a different type of case management than that required for the other two components". Is it required that staffing be different for this portion?

A: Yes. Pre-program is social services focused while the In-program is employment focused.

Q: Are there pre-defined qualification levels for staff across the 3 phases? If so, please clarify?

A: No pre-defined qualifications for staff. Each respondent is to ensure that the qualification of the staff for the different phases of the program match the requirements of the program.

Q: Both the Pre and In Program components refer to assessments. Are these predefined, or to be identified by the Contractor? (e.g. CASAS testing, GED testing etc.) And is funding provided for all assessments required?

A: Assessments are to be identified by the contractor. These costs should be included in the proposer's budget.

Q: The RFP states that Adult Mentoring and follow-up/tracking of outcomes must last a minimum of 12 months. Is the expectation that these services will be built into the budget for the original 12 month submission, and how will the contractor be reimbursed if they occur post-contract?

A: The intent is that the program will last for one year with a two one year options at the County's discretion. Yes we want the services to be built into the contract and the contractor will be reimbursed according to contractual agreement.

---

---

Q: The RFP states, "Respondents must provide 100% matching cost to the amount requested to operate the program. This match may be in-kind, cash or both." Our question is: Are client expenses (i.e. Participant Training Costs & Supportive Services) included in the matching cost? If not, please define the budget items included that must be matched at 100%.

A: The 100% matching requirement may be satisfied by 1) Allowable costs borne by non-Federal grants or by cash donations from non-Federal third parties; and/or 2) the value of third party "in-kind" contributions.

Examples of cash match would include:

- a) Hours of service provided to the program by staff of the grantee or subrecipient which are not paid for with grant funds
- b) Services provided by the grantee or subrecipient which are not performed by staff of the organizations and which are not paid for with grant dollars
- c) Equipment and supplies used by the grant program but not paid for with grant funds
- d) Space used for the operation of the project which is not paid for with grant funds.

Examples of in-kind contributions would include:

- a) Personnel services performed for the grant program by volunteers or paid non-grantee staff
  - b) Services provided to the grant program by a third party organization
  - c) Equipment and supplies donated by an outside entity and used for grant purposes
  - d) Space provided by an outside organization to be used for grant activities
- 
-