



# Mayor's Office of Employment Development

## One Baltimore for Jobs

### Frequently Asked Questions

Mayor Stephanie Rawlings-Blake  
Jason Perkins-Cohen, Director

**AS OF JULY 30, 2015**

- 1. Q. May we propose progress payments to clients upon completion of certain activities, e.g. assessment and preparation; life skills class attendance, etc?**

Payments will be made on a cost-reimbursement basis. Incurred and paid expenses should be billed on a monthly basis and supporting documentation should accompany each invoice.

- 2. Q. May we include and/or subsidize wages for trainees/participants?**

Stipends and wages are permissible.

- 3. Q. It appears that the only way to present how we may leverage the funds is on page 12 – Required Leveraged Resources. May we present a budget that shows sources of funds and uses to provide a comprehensive view of our proposal as an addendum?**

Yes, a supplemental budget document may be submitted in addition to the required budget materials

- 4. Q. Because we are an employer/trainer, may we have a "boot camp" period, similar to the Customized Training program we currently conduct? This would give us an opportunity to suss out if the candidate/participant likes and is interested in the work we perform (deconstruction) before formally entering a training program.**

A boot camp prior to the actual start date of training can be conducted using leveraged resources.

- 5. Q. How many participants need to be enrolled and serviced throughout the 18 month period?**

Each respondent must identify the number they will enroll and place into jobs. There are no minimum or maximum enrollment requirements.



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**6. Q. What educational gains are required if education is a barrier to employment?**

The intent of this RFP is to place city residents in jobs. There are no specific educational gain requirements.

**7. Q. How many community groups and associations and do we need to partner with?**

The number of partnerships is up to the respondent.

**8. Q. Do the resumes for the Project Manager and key personnel requested in the Project Management and Key Technical Staff portion of the RFP count toward the 10 page narrative limit?**

Resumes of Project Manager and Key Technical Staff are not included in the 10 page count.

**9. Q. Do we complete all pages of the budget?**

If the page is not applicable, write N/A.

**10. Q. Can letters of employer support also be paraphrased and used as the letters of reference as required by the RFP?**

Letters of support or letters of reference must be signed by the author and are not included in the 10 page count.

**11. How many cohorts per session?**

The number of cohorts and/or sessions is up to the respondent.

**AS OF JULY 24, 2015**

**1. Q. Will monthly reports be due in electronic format or to be sent to MOED on paper?**

The reports will be electronic and a template will be provided.

**2. Q. Are there any income-related eligibility requirements for program participants?**

Not at this time.



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**3. Q. Can the grantee charge the cost of background checks to the grant budget?**

It is an allowable cost

**4. Q. Should audited financial statements be included in the proposal?**

This is not necessary. However, the audited statements must be provided immediately after a grant has been awarded.

**5. Q. Can you please outline which documents will not be subject to the 10 page limit for the proposals?**

Abstract, cover page, subcontractor agreements, letters of reference & budget are not included in the 10 page count.

**6. Q. What level of documentation do you want to accompany an invoice showing that a grantee staff member has worked specifically on the 1B4J project? This question is most pertinent for staff members with various roles, who may work on 20-30% of the time on 1B4J.**

Grantee must show a "level of effort" in their documentation. A fuller explanation will come later.

**7. Q. For purposes of the proposal, what will constitute proof that we have genuine employer commitment to hire training graduates?**

The extent of the employer commitment will be considered in the proposal review process. The stronger the commitment the better. *Documentation that you have a relationship with employer (s) and that they are willing to consider and potentially hire your graduates. A letter signed by a representative of the employer attesting to this fact would be very helpful. Please see Page 8 of RFP.*

**8. Q. Can you be a subcontractor on one successful proposal and be the primary grantee on another?**

Yes. However, the extent to which an organization has the capacity to commit to two proposals and the potential for a conflict of interest will be considered by the review panel.

**9. Q. Can budget include wages/stipends for trainees in our proposals?**

Yes. However, it is not necessary that trainees be paid.



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**10. Q. Is there a minimum number of community or non-profit partners that must be included in the project proposal?**

No.

**11. Q. Under transportation jobs, you listed examples of bus or truck mechanic. Would car mechanics qualify? What about car detailing?**

These are examples of jobs identified through research of local labor market demand. Other jobs such as those identified can be considered. The proposer should demonstrate that there is an employer need and commitment to hire.

**12: Q. It was mentioned that we need in our application to demonstrate commitment from employers to hire our graduates. Do you need a letter in writing from them as attachments, or a verbal commitment discussed in the application? Does the commitment need to say that they will CONSIDER interviewing and hiring our graduates, or that they absolutely know for sure they WILL HIRE a certain number of them by April 2017? (similar to Q7 above).**

Refer to page 8 of the technical proposal format. The intent of this proposal is to train city residents in occupational skills that lead to jobs. Proposers must demonstrate an ability to place graduates.

**13. Q. Can a nonprofit submit more than one proposal in response to the One Baltimore for Jobs Request for Proposals?**

Yes.

**14. Q. Is this performance based-will payments be made based on performance?**

No. These are cost reimbursement contracts but vendors must submit appropriate documentation to ensure contract compliance before reimbursements are made.

**15. Q. Can trainer providers submit 1 proposal that has more than 1 training initiative (i.e. construction credential training program, culinary training program & customer service credential training) providing choices/options for potential participants?**

As above



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**16. Q. Is the maximum award amount of \$250,000 per proposal or per prime contractor?**

The maximum award for any proposal is \$250,000.

**17. Q. Can an organization propose to provide services for more than one sector as long as the amount does not exceed \$250,000?**

Yes

**18. Q. Under the Background section on page 3 of the RFP, it states, in part, "....MOED is pursuing funding in partnership with Maryland's Department of Labor, Licensing and Regulation (DLLR) for a federal demonstration grant. Once awarded these funds, MOED will secure the services of experienced vendors.....". Question: If funding is not awarded, will MOED utilize alternative resources to fund all (or some) of these projects or will they be a no-go?**

Awards will be made available once MOED is awarded funds from Maryland's Department of Labor, Licensing and Regulation.

**19. Q. Under the Background section on page 3, it uses the term "distressed neighborhoods" and under the Scope of Work-Targeted Training in In-Demand Careers section, item 1 on page 4, it states, "Recruitment must be conducted in or near identified communities." Question: Can MOED please provide any specific distressed neighborhoods and/or identified communities that are to be included?**

Please refer to the first FAQ and the poverty map distributed at the bidders conference or the poverty map posted on our website at [www.oedworks.com](http://www.oedworks.com).

**20. Q. Under the Contract Period and Amount section on page 3, it indicates that the amount of each award may not exceed \$250,000. Question: Does MOED have any guidelines as to how much should be allocated towards training (occupational and life), case management, participant expenses, etc.?**

No. The proposer should determine allocations based on achieving the purposes of the solicitation.



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21. Q. Under the Scope of Work-Targeted Training in In-Demand Careers section, item 1 on page 4, it identifies the population to be served as "hard-to-serve, low skill unemployed and under employed Baltimore City residents." *Question: Does MOED have any specific groups to be targeted within this population, e.g., minority males, high school dropouts, ex-offenders, etc.?*

Please review the purpose on page 3.

22. Q. Under the Scope of Work-Targeted Training in In-Demand Careers section, item 2 on page 4, it lists the industry sectors as health care, construction, technology, manufacturing, and transportation and logistics. *Question: Does MOED have any targets for the number of participants to be trained in each of these sectors?*

No.

23. Q. Under the Documentation of Organizations' Qualifications section, it indicates that MOED must receive these items by August 21, 2015 from "all applicants given selection notification". *Question: Can MOED please advise the actual (or estimated) date that it will make such notification?*

Awards are expected to be announced on or about August 20, 2015.

24. Q. Under the Technical Proposal Format section on page 8, it lists eight bullet points that should be included in our proposal(s) and under the Evaluation Criteria section on page 23, it lists how our proposal(s) will be scored. *Question: Does MOED have a preference for how it would like us to organize our responses? For example, should we use the format on page 8, the format on page 23, or develop our own format?*

We do not have a particular preference for how responses are organized. However, we are strongly encouraging responders to ensure that proposals clearly address all of the requirements and suggestions outlined in the RFP, including but not limited to those listed in the Scope of Work, Technical Proposal Format and Evaluation Criteria sections.

25. Q. Under the Proposal Submission section on page 5, it indicates that the Proposal Narrative is limited to 10 pages. The Technical Proposal Format section on page 8 lists eight items to be



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**included. Question: Can MOED please provide clarification as to which items are included in the 10-page limitation? In other words, is the Proposal Narrative inclusive of Experience and Qualification, Project Management and Key Technical Staff, and Tasks Proposal? Can Performance Objectives, Timeline, Subcontractor Agreements, Letters of Reference, and Other Information be included as attachments and excluded from the 10-page limitation?**

Abstract, cover page, subcontractor agreements, letters of reference & budget are not included in the 10 page count.

**26. Q. Under the Technical Proposal Format section, Subcontractor Agreements bullet point on page 8, it calls for "drafts of agreements with all planned subcontractors." Question: Does a Letter of Intent with our subcontractor(s) meet MOED's definition of a draft agreement?**

Inclusion of Letters of Intent which identify the scope of anticipated services, the term, any other significant conditions, and the anticipated dollar amount of each will be sufficient for submitting with your proposal. However, fully executed Agreements with subcontractors must be forwarded to MOED before a contract will be submitted to our law department for review and approval.

### **AS OF JULY 15, 2015**

**1. Q. Is it mandatory that training providers reside or deliver services in a distressed neighborhood?**

While the training provider does not have to reside in the neighborhood, the provider must partner with neighborhood associations and community based organizations to recruit and enroll residents from distressed neighborhoods. Trainings must be conducted at a location that is convenient to the residents enrolled and should be accessible on mass transportation.

**2. Q. What qualifies a neighborhood as distressed?**



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A neighborhood qualifies as distressed if it was affected by the civil unrest that occurred in April 2015. Priority will be given to neighborhoods where the poverty rate exceeds 20%.

**3. Q. Are the training funds reserved for West Baltimore only?**

No. The funds are available to serve those Baltimore City residents who reside in a distressed neighborhood.

**4. Q. Can these training funds serve in-school youth?**

Yes. Funds can be used to serve in school youth; however, individuals enrolled into occupational skills training are expected to enter employment once the training is completed.

**5. Q. How many grants will be awarded?**

MOED expects to award anywhere between 8-12 contracts.

**6. Q. How many people do you plan to serve with the awarded contracts?**

MOED expects to enroll at least 535 Baltimore City residents from distressed neighborhoods into occupational skills training.

**7. Q. Are submitted proposals to address ONLY "mid-skill occupations" per RFP Attachment I? Can entry-level skills training proposals be submitted, such as: Patient Transporter, Hospital Environmental Services Technician (Housekeeper) or Dietary Aide?**

Attachment I was provided only to provide an illustration of some of the jobs identified by the Opportunity Collaborative. It is not meant to limit the types of jobs for which training can be provided. Occupational training must result in employment opportunities that lead to jobs paying at least \$11.00 per hour.

**8. Q. Per the RFP, where are "distressed Baltimore neighborhoods?" I did not see a list of zip codes or neighborhood descriptions.**

Priority will be given to neighborhoods where the poverty rate exceeds 20%. Example neighborhoods include:

Poppleton	Hollins Market	Union Square
Franklin Square	Shipley Hill	Carrollton Ridge
Southwest/Mt Clare	Carroll-South Hilton	Mill Hill
Gwynns Falls	Cherry Hill	Brooklyn
Penrose/Fayette	Sandtown/Winchester	Franklinton Road





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Street Outreach		
Midtown/Edmondson	Druid Heights	Upton
Madison Park	Heritage Crossing	Seton Hill
Edmondson Village	Rosemont	Northwest Community Action Center
Mount Holly	Walbrook	Panway/Braddish Ave.
Park Circle	Liberty Square- Leighton	Towanda-Grantley
Greenspring	Parklane	Central Park Heights
Langston Hughes	Reservior Hill	Jones Falls Area
Remington	Old Goucher	Oakenshawe
Abell	Better Waverly	Coldstream Homestead Montebello
East Baltimore Midway	Harwood	Barclay
Charles Village	Charles North	Greenmount West
Mid-town Belvedere	Johnston Square	Govans
Lake Walker	Parkside	Oliver
Gay Street	Oldtown	Pleasant View Gardens
Jonestown	Little Italy	Patterson Place
Dunbar-Broadway	Middle East	Milton-Montford
McElderry Park	Baltimore Highlands	O'Donnell Heights
Highlandtown	Baltimore Highlands	Perkins Homes
Washington Hill	Frankford	Berea
South Clifton	Broadway East	Belair-Edison
Orchard Ridge	Armistead Gardens	

A map with detailed information is available at the Bidders Conference and is posted online at [www.oedworks.com](http://www.oedworks.com).

- 9. Q. Is the RFP limited to only in-demand careers, or as stated on p. 2 the industry sector "may" include" health care, construction, technology, manufacturing, transportation and logistics. We are focused on culinary work sector. This is a very viable on-ramp for young people to gain their first work experience.**

As stated – it “may” include which means other trainings that meet the criteria will be considered.



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