

# One Baltimore for Jobs Adult Education Services and Workforce Development Request for Proposal Pre-Bidder's Conference

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*3001 East Madison Street, Baltimore, MD 21205*

## Questions and Answers

*January 21<sup>st</sup>, 2016*

**Q1: Is there a cover page MOED would like grant respondents to submit with their proposal?**

*A: Please see [attached](#)*

**Q2: Who should I contact for questions in regards to the RFP?**

*A: Please send all your inquiries to [1B4J@oedworks.com](mailto:1B4J@oedworks.com)*

**Q3: Is it mandatory that individuals serviced under this grant have a criminal record? Do individuals serviced under this grant have to fit all criteria described for target population on page 3 of the RFP.**

*A: No, the target criteria described on page 3 of the RFP, which include the possession of a criminal record, are not requirements. We do ask that recruitment efforts "specifically target (but are not exclusive to)" individuals that fit these criteria.*

*January 8<sup>th</sup>, 2016*

**Q4: Can adult education service providers refer their clients to 1B4J training providers?**

*A: Yes, it is highly encouraged; however, it is important to note that no referral is guaranteed entry into a training program, even if they fit the educational qualifications.*

**Q5: Are there zip codes associated with the "economically distressed" neighborhoods described in the RFP? Has there been an area of the city specifically selected for funding under this RFP?**

*A: No, however, it is recommended that respondents describe how they specifically plan to identify and serve economically distressed neighborhoods.*

**Q6: Must all individuals served under this grant be referrals from 1B4J occupational skills training providers and the Mayor's Office of Employment Development (MOED), or are adult education service providers expected to conduct some direct recruitment as well?**

*A: Adult educational service providers are expected to conduct direct recruitment as well as considering referrals from 1B4J occupational skills training providers and MOED. It is not mandatory that all referrals be accepted into training; however, it is important that they are given consideration.*

**Q7: Is the cost per limit of \$800 per participant described in the RFP a mandatory requirement for an RFP's consideration?**

*A: No, but if a provider plans on exceeding this limit, it is important that to justify the additional cost and the commensurate increase in the quality of services provided.*

**Q8: If an individual referred by an occupational skills training provider increases his/her literacy by 2 grade levels in the grant period, but does still not qualify for occupational skills training, does he/her still count in an adult education service provider's performance outcomes?**

*A: Yes*

**Q9: Does an individual who increases their literacy by 1 grade level without earning a high school diploma or GED, count in an adult education service provider's performance outcome?**

*A: No*

**Q10: Can services provided outside literacy grade improvement and diploma/GED attainment count for a proposal? For example, Microsoft Office or Geographic Information System (GIS) Mapping training.**

*A: Respondents are encouraged to provide services that will benefit participants however trainers that cannot provide sufficient gains in literacy and math will not be considered, regardless of other services provided.*

**Q11: Will full or partial funding be provided before services are rendered?**

*A: No, MOED will follow a cost reimbursement protocol for all grants*

**Q12: Are there any budget restrictions for this grant? For example, purchasing bus passes or providing financial incentive to clients?**

*A12: Costs must be reasonable and necessary to carry-out the Program objectives and they must be allowable under the underlying federal grant cost principles. If a notice a conditional award is offered by MOED the proposer and MOED will have an opportunity to discuss any budget items that appear questionable.*

**Q13: Is it possible for a training provider to request less than the \$150,000 maximum funds provided under this RFP? Is it possible that more than 2 adult education service providers will be selected?**

*A: Yes. It is most important that adult education service providers request funding appropriate for the scale and quality services they are capable of providing. It is possible that more than 2 adult education service providers will be selected through this RFP.*

**Q14: Are vendors required to follow DLLR's guidelines for Adult Education?** *(If this doesn't exactly make sense, I'm sorry as I didn't hear this question well or who said it and got )*

**Q15: How long would it take to reimburse an invoice submitted to MOED?**

*A15: MOED anticipates that reimburse payments will be released within forty-five (45) days from receipt of a properly completed invoice along with required supporting documentation. Outstanding programmatic reports could adversely impact this timeline.*

**Q16: Is an adult education service provider that provides citywide services (rather than in one specific jurisdiction) less likely to be considered for this RFP?**

*A: No, but all applicants must address where they will target services under this grant.*

**Q17: Will a proposal, that includes a target neighborhood which already has existing adult education services, be less likely to receive funding under this RFP?**

*A: No, as long as the provider is increasing capacity in that neighborhood.*

**Q18: Can GED testing fees be included in the proposal budget?**

*A: Yes*

**Q19: Can an organization and a fiscal sponsor of that organization apply for the same grant, even if they are headed under the same 501(c)3?**

*A19: Fiscal sponsors must meet the grantee qualification requirements outlined in the RFP and will serve as the actual grantee on a grant award from MOED. Thus, grantees are only eligible for one (1) grant award under this RFP.*

**Q20: Can two or more organizations submit a collaborative proposal?**

*A: Yes*

**Q21: What other services are being provided by 1B4J?**

*A: Occupational skills training, legal services (expungement, shielding, other civil services), child support assistance, mental health services, and community engagement services.*

**Q22: How important is community engagement for a proposal?**

*A: Very important. MOED is looking for organizations with substantial community stakeholder engagement. Applicants should strive to not only name the partner but also describe in detail the level of*

*partnership. Proposals are encouraged to provide MOUs and Letters of Support from community-based partners.*

**Q23: Can an applicant submit MOUs, contracts or other documentation that details the extent of agreements it has with community groups or other entities that will provide support services.**

*A: Yes. Applicants are encouraged to submit this information if it is available.*