

RFP for Title I Youth Service Provider

I. Budget & Financial Requirements

1. What is the anticipated budget for the Youth contract?

Answer: \$1,169,051 total for Year One. Of that, \$742,091 is allocated for operations and other participant costs, and \$426,960 is allocated for Work-Based Learning. For the HWS Youth Budget Template, please see the end of the document.

2. Does the total budget amount of \$1,169,050 apply to the first year or the entire two-year term?

Answer: This amount applies to the first year only. Each March, HWS receives the estimated allocation and projects the next program year budget.

3. The RFP states a minimum of 20% of youth funds must be spent on work experience, but the bidder's conference slide states 36.5% (\$426,960). Please clarify.

Answer: The State automatically reserves 20% of the annual allocation for Work-Based Learning (WBL). Funds can be spent over two years. Carry-in funds from the previous year (\$167,520 projected) combined with the new allocation (\$259,440 projected) total \$426,960, which equals 36.5% of the overall budget.

4. What constitutes the required 40% Direct Participant Costs?

Answer: All participant costs, including Work-Based Learning, plus 20% of career coaches' salaries and benefits.

5. What makes up the remaining 60% of costs?

Answer: Operating costs and other participant costs.

6. What is the allowable indirect cost rate?

Answer: 15% of Modified Total Direct Costs (MTDC), or a federally approved indirect cost rate if applicable.

7. What is the allowable profit?

Answer: Profit is part of contract negotiations and is limited to 10%.

8. Is there an expected financial performance measure (e.g., cost per participant)?

Answer: No.

9. What is the de minimis percentage allowed in developing the budget?

Answer: 15% of Modified Total Direct Costs (MTDC).

10. Will there be infrastructure cost sharing that bidders must budget for?

Answer: No. Infrastructure costs are taken "off the top" and are not part of the service provider's budget.



11. What is the funding reimbursement process and timeline?

Answer: Costs are reimbursed at 100%. A monthly invoice must be submitted to HWS by the 10th of the following month. Payment is typically made within 30–45 days after submission.

12. Should bidders include a 50/50 waiver assumption?

Answer: The 50/50 waiver is not finalized. Assume 75/25.

13. Are contractors responsible for processing participant fees such as ITAs and incentives?

Answer: Yes.

14. What is the expectation for establishing ITAs for youth?

Answer: Yes, ITAs are expected where appropriate.

15. Please expand on the maintenance and warranty requirement in the RFP.

Answer: Bidders must disclose all anticipated maintenance costs and clearly state the length and coverage of the system warranty. Maintenance costs must include fully burdened hourly rates during normal business hours and any alternate rates (if applicable), travel expenses, and any other anticipated charges. The intent is to ensure full transparency regarding total cost of ownership.

II. Work-Based Learning (WBL) & Participant Services

16. Is On-the-Job Training (OJT) part of Work-Based Learning?

Answer: Yes. OJT is considered Work-Based Learning.

17. Is Work Experience the same as Work-Based Learning?

Answer: Work Experience is a component of Work-Based Learning. Work-Based Learning also includes OJT and apprenticeships.

18. Is Work-Based Learning included in the 40% Direct Participant Cost requirement?

Answer: Yes. It also includes 20% of career coaches' salary and benefits.

19. Who serves as the employer of record for WBL participants?

Answer: The service provider.

20. What are the youth enrollment numbers and current caseloads?

Answer: PY25 Active youth participants- 167, Youth Enrollments- 71

CAREER NAVIGATOR	CASE LOAD
Youth Career Navigator 1	25
Youth Career Navigator 2	48
Youth Career Navigator 3	64
Youth Career Navigator 4	7
Youth Career Navigator 5	55
Youth Career Navigator 6	199 (All follow-up cases between Adult, Dislocated Worker and Youth)

21. What was the number of participants during PY23 and PY24?

Answer: PY23 Active youth participants- 195

PY24 Active youth participants- 211

22. Is there a breakdown of participants by service category (WBL, OJT, Occupational Skills Training)?

Answer: Youth Occupational Skills Training- 7, Work Experience- 34, OJT-1

23. Is there an expected threshold for participants in Occupational Skills Training?

Answer: No, there is not an expected threshold.

24. What are the staffing levels and office locations for the current Youth program?

Answer: 4 Youth Career Navigators, 1 Youth Career Navigator II, 1 Youth Program Manager, 1 Follow Up Specialist (split between Adult, Dislocated Worker, and Youth), 1 QPT, 1 WEX Coordinator, 2 Outreach Specialists, and 1 Project Director

Staff are located between the two American Job Centers, 5752 Ames Ave and 4425 S 24th Street.

III. Data Systems & Technology

24. Should providers use their own participant tracking system or HWS's system?

Answer: Providers must use the State's system, NEworks to document and track all participants. Additional system may be used by service provider for their own tracking.

25. Is there any current licensing bidders should account for?

Answer: None.

26. Do bidders need to budget for laptops and cell phones?

Answer: Equipment remains with the contract. Below is a table of equipment used by current service provider.

EQUIPMENT TYPE	INVENTORY COUNT
Laptop	6
Keyboards	5
Monitor	8
Mouse	4
Headphones	1
Printer	3

27. Are shared printers/copiers available?

Answer: Yes. There is a shared workroom with two network printers.

28. Is internet service provided, or must bidders provide their own?

Answer: Yes, there is a shared network.

IV. Business Services & Employer Engagement

29. Does HWS have its own business services team or is the contractor responsible for employer outreach?

Answer: HWS contracts for a One-Stop Operator who promotes the American Job Center as a whole, for program specific outreach that is the responsibility of the service provider.

V. Proposal Submission & RFP Clarifications

30. May bidders include supplemental materials such as video links?

Answer: No.

31. Appendix I (Non-Disclosure Agreement) was referenced but not included. Can it be provided?

Answer: Yes, please see the agreement at the end of this document.

32. Clarification on Question 3b.3 – What type of additional work should be described?

Answer: Please describe any other youth-related work your organization is currently performing or proposing to perform outside of this contract. Indicate what percentage of your organization's overall operations would be dedicated to work under this contract.

33. Clarification on Questions 3c.1 and 3c.2 – Should bidders describe local leadership, corporate structure, or both?

Answer: Both local and corporate supervision structures should be described.

34. Clarification on Question 3e.5 – Where is the referenced appendix on core partners?

Answer: Please see the WIOA Core Partner chart at the end of this document.



35. Scope of Services Beyond the RFP (4a.4) – What should be included?

Answer: This section invites bidders to describe additional services, programs, or resources their organization offers that are not specifically required under this RFP but may enhance or complement Youth services in the Omaha service area.

36. Clarification on Question 4b.5 – Does this reference Youth instead of Adult/Dislocated Worker?

Answer: Yes, this should reference Youth.

37. Who will score the proposals?

Answer: A committee of board members.

38. Clarification on Question 3B – Descriptions & Examples?

Answer: If accomplishing goals internally or through alternative resources, disclose those creative or alternative methods.

39. Clarification on Supervision (3C)?

Answer: Provide examples of local vs. remote supervision and how oversight will occur.

VI. References

40. Is HWS requesting client references, funder references, or a combination of both?

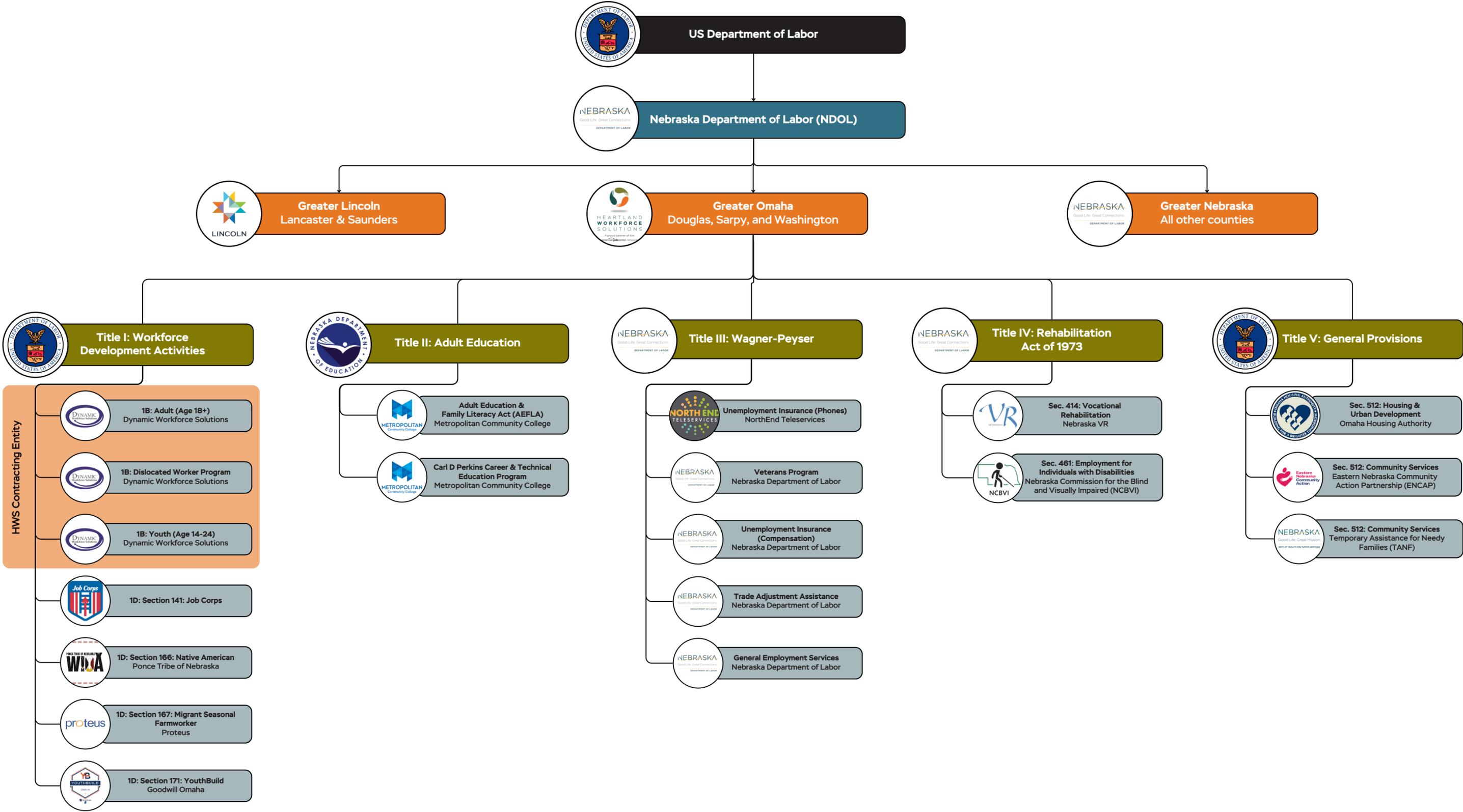
Answer: HWS is requesting references from other project areas, if applicable, or from other projects where the bidder has been awarded state or federal funds.

VII. American Job Center (AJC)

42. What is the expectation regarding services at the AJC?

Answer: The provider is expected to be housed at the AJC(s). Occupancy and infrastructure costs are not paid from the service provider's budget.

WIOA - American Job Center



Appendix I: Non-Disclosure Agreement

The Bidder agrees to keep the information related to all contracts in strict confidence. Other than the reports submitted to Heartland Workforce Services, Inc. the Bidder agrees not to publish, reproduce or otherwise divulge such information in whole or in part, in any manner or form or authorize or permit other to do so, taking such reasonable measures as are necessary to restrict access to the information, while in the Bidder's possession, to these employees on the Bidder's staff who must have the information on a "need-to-know" basis.

The Bidder agrees to immediately notify, in writing, Heartland Workforce Services, Inc.'s authorized representative in the event the Bidder determines or has reason to suspect a breach of this requirement.

Name of Authorized Representative

Title of Authorized Representative

Signature of Authorized Representative

Date

HWS Youth Budget Template