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Technical Assistance Workshop
PY 2008 & 2009
RFP for WDP Literacy Programs
Monday August 18, 2008

Q. Is the contract start date of October 1, 2008 through September 30, 2010 firm? Two years ago there was an issue with start dates.

A. Yes, this year the funding is already in place whereas two years ago we did not receive the funding until December. However, if your program starts earlier than Oct 1, you can only be paid for services from October 1st on. Funds are from N.J. Department of Labor and Workforce Development (NJ LWD) so services should be geared to employment.

Q. Can we leave the proposal at the front desk at 26 Yard Avenue?

A. Yes.

Q. Can proposals be delivered to 640?

A. No.

Q. Is the Hours of Operations page part of the Scope of Services?

A. Yes.

Q. If you are submitting for more than one program, does every submittal need a separate set of assurances?

A. Yes, each proposal should be a full packet as outlined, but we will only need one copy of your audit if you are submitting for more then one program.

Q. Should we be focusing on the same customers as the consortium?

A. Customers can be additional people receiving the same services, a slightly different population, or a completely different service.

Q. In the RFP ABE and GED are separate programs. If our program is designed to address both levels as an ABE/GED program, would we write 1 proposal?

A. Yes ABE and GED can be and combined program but ESL and GED should be separate proposals.

Q. In the narrative section entitled Agency Administration, is this to be included in the allowable 5 pages of the narrative?

A. Yes.

Q. Are the pages with the budget forms also included in the 5 pages of the narrative?

A. No, budget pages are separate from the written narrative but you are expected to incorporate everything that is requested into the budget forms and the budget narrative.

Q. You ask for an outline of the curriculum, what if the program is a one-on-one basis and there is no formal curriculum?

A. That is fine but you must explain that in the narrative and include the description of any assessments done.

Q. When you ask for statistical reference of previous contracts, do you mean just WDP?

A. If you have received WDP contracts from us in the past then we expect you to reference those contracts. If you have not previously contracted with the One-Stop then reference any literacy services you have provided that are similar in programming.

Q. Do you want full job descriptions and resumes included in Attachment D?

A. No, simply provide a brief description (no more than 1 page) of the qualifications and job duties of the person that will fill that position.

Q. On page 27, question 2, you ask us to identify Funding Source, what are you asking for?

A. We ask you to identify the program funding you are applying for. It will either be WDP ABE, WDP GED, WDP ESL, WDP Computer Literacy, or WDP Literacy Tutor Training.

Q. On the Scope of Services: Operational & Program Summary (page 27) is the same the information that is requested in the budget narrative also to be in the summary?

A. Yes, the Scope of Services is an outline of the information that you will give in more detail in the narrative.

Q. On page 28 in the Scope of Services, numbers 11-13 and 14, if applicable, are you looking for an executive summary?

A. Yes, we want a brief outline of the services that you are providing that you have described in more detail in the narrative.

Q. In the operation of this grant, if the instructor's time is 100%, can the salary be applied 100% to this grant?

A. Yes, if the instructor is dedicated exclusively to this grant, 5 days a week full time then the salary can be charged 100% to this program. If the instructor spends time on any other program do not charge this grant 100% but allocate the percentage of time spent on this WDP program.

Q. Can you explain the budget page break down?

A. The total amount of your request from the One-Stop will be in column one, Cost Reimbursement. You must show how you will breakdown the program costs by line item. Any other funding sources are to be included in the column labeled In-Kind/Other Sources of Funding. Column one asks for the breakdown of Mercer County funds by line item, column two asks for the break down of in-kind and other line item costs, and column three is total program costs. A budget breakdown must be shown for each year. Funds for year two are provisional upon receipt from NJ LWD.

Q. Will you take questions about the Literacy RFP up to the 26th of August?

A. Yes.

Q. Do you have a predetermined amount of contracts to be funded?

A. No. Contract awards will be based on the evaluations and programming need.

Q. Do you want any additional documents such as brochures, letters of support, etc.?

A. No.

Q. Do you want the entire proposal to have page numbers?

A. No, the narrative is the most important part but everything should be in the order as outlined on page 10 of the Program Submission section.

August 25, 2008

Additional questions regarding the RFP for the WDP Literacy Programs.

1. What is the county's definition of a completion?

1. Completion would be defined as the customer no longer needing the service because they have achieved their goal as listed below in #2.

2. What is the county's definition of a success?

2. Success can be measured by achieving various goals as set out in the RFP: securing or improving employment, advancing to higher education, increasing literacy levels (ESL or ABE), obtaining GED or expanding career opportunities

3. What is the time frame, how many weeks are the customer's required to be in the program?

3. The time frame is open ended since learning English or improving reading may take more time than the length of this contract.

4. How many hours per day are the customer's required to be at their activity?

4. The hours per day are defined by the program itself. Some proposals in the past have customers attending 2 or 3 hours a day for five days a week. Other programs meet 3 days a week for 2 hours a day. Since this is a cost reimbursement contract, it allows flexibility in the design of the program.

5. If a customer is in a current CWEP not a combo, can any of the activities in the RFP be their core activity?

5. Eligibility requirements under this funding are that the customer be legally allowed to work in the United States. These services are not designed to be Core activities and while this contract is not specifically aimed at WFNJ-TANF customers, they would be allowed to attend a WDP funded program as a Non-Core activity. However, if a WFNJ-TANF customer does participate in a WDP program in this capacity, all timekeeping requirements for TANF customers would need to be strictly adhered to. If your organization already has an existing WFNJ-TANF contract for a stand alone non-core literacy directed activity we do not recommend that you apply for another.