Coastal Counties Workforce Board’s WIOA Youth Services RFP
Questions & Answers
November 19, 2021

The questions below were submitted in response to the CCWB’s Youth Services RFP.

1) Youth ISS - Is provider expected to use a customized Individual Service Strategy document for all Youth clients? Or should provider utilize existing plan templates in Maine Job Link, ensuring the components identified as part of a high-quality assessment are incorporated into those electronic Maine Job Link templates?

CCWI Response: Respondents should follow the prompts in Section V. Subsection III. ‘Framework Servies,’ to describe their approach to developing an Individual Service Strategy (ISS) for youth clients. Respondents can choose an ISS model/approach that matches their desired outcome for the ISS. The responses should serve to highlight respondents’ methodologies as opposed to providing a format for the ISS. Note: There is a Sample Youth ISS, designed by the US Department of Labor Employment and Training Administration, included in Appendix L ‘Resources and Links’ as an example of a recognized high-quality ISS.

2) “career pathways continuum for enrolled participants (and include a diagram as an attachment)...” is the diagram included in the 20 page limit of the Narrative Submission?

CCWI Response: With regards to a Career Pathways diagram, CCWI acknowledges that a discrepancy in instruction occurred. A diagram outlining the Career Pathways model for enrolled participants is not required. The only required attachments are those listed in Section VII. ‘Proposal Checklist.’ However, respondents may provide a diagram which will be counted as part of the 20-page limit on the narrative. Follow the prompts in Section V. Subsection IV. Part C. ‘Career Pathways’ to describe the respondent’s approach to connecting youth participants to Career Pathways.

3) Is there space available at the current one stop comprehensive center, workforce solutions centers, affiliate service sites; If so is there a cost for the space – are utilities provided (ie. Computers, telephone, printers)

CCWI Response: Expect that there will be space available at the One-Stop Comprehensive Center (OSC) at 190 Lancaster Street in Portland and the youth service provider will provide services through that space. Please refer to the current Infrastructure Funding Agreement for details regarding costs at the Center. You can access the IFA here: http://www.coastalcounties.org/wp-content/uploads/2021/03/CCWI-Local-Area-MOU_FINAL_w-IFA.pdf. Note that for Program Year 2020 $6,868 of WIOA Youth Program funding was utilized to support the OSC.
As for the other Workforce Solutions centers and affiliate sites, the exact allotment and availability of space moving forward is to be determined. Given limitations due to funding constraints, a Covid-19 environment in which services can be virtually provided, in addition to system partner locations which can and should be leveraged, this is a time of “re-envisioning” service delivery locations. In the response to the RFP, CCWI is interested in obtaining an understanding of the respondent’s vision for their service delivery model that ensures access points across the six-county region.

4) Is there a cap on indirect costs?

Currently, CCWI/CCWB does not have a cap on indirect cost rates. However, CCWI must operate within the indirect cost rate requirements/restrictions of the prime awards in hiring subawardees/contractors. All proposals will be evaluated for the respondent’s ability to perform deliverables and obtain metrics in a cost-effective manner. The following (per the RFP guidance, Financial Systems Questionnaire (Appendix I)) shall also apply:

If you include an amount for indirect costs (through a Negotiated Indirect Cost Rate Agreement or De Minimis) on the line-item budget, then include one of the following:

   a. If you have a Negotiated Indirect Cost Rate Agreement (NICRA), provide an explanation of how the indirect costs are calculated. This explanation should include which portion of each line item, along with the associated costs, are included in your cost allocation base. Also, provides a copy of your most recent NICRA; or

   b. If you intend to claim indirect costs using the 10 percent de minimis rate, please confirm that your organization meets the requirements as described in 2 CFR 200.414(f). Clearly state that your organization has never received a Negotiated Indirect Cost Rate Agreement (NICRA), and your organization is not one described in 2 CFR 200, Appendix VII(D)(1)(b).

Applicants choosing to claim indirect costs using the de minimis rate must use Modified Total Direct Costs as their cost allocation base. Provide an explanation of which portion of each line item, along with the associated costs, are included in your cost allocation base. Note that there are various items not included in the calculation of Modified Total Direct Costs. (Refer to 2 CFR Part 200 - UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS for more information).