

## Youth Internship Program Questions and Answers

**April 7, 2009**

Q. 1. Can you forward us which WIA existing Youth programs are able to serve all ten elements?

A. 1. The successful bidder will have to provide access to or referral to all ten elements and should identify how that will be done in their proposal.

Q.2. Should the proposals be written for 50 youth or 300-400?

A.2. The Request for Proposals states: "For immediate impact and effectiveness of scale the Board has established a suggested service delivery design for at least **50 youth.**"

Q.3. How does each individual end date of the contract affect the maximum number of youth that can be served?

A.3. There is no maximum number of youth specified.

Q.4. Will Career Seekers (or currently enrolled youth in a WIA program) be allowed to enroll in this program as well? Or should I say, can we co-enroll them?

A.4. This decision has not yet been made.

Q.5. Can the internships be in the public AND/OR private sector?

A.5. No, all internships must be with private sector employers.

Q.6. Are you suggesting that we request money for 50 youth at a minimum or at a maximum?

A.6. The Request for Proposals states: "For immediate impact and effectiveness of scale the Board has established a suggested service delivery design for at least **50 youth.**"

Q.7. Can we actually include money in our proposal for occupational skills training or does that put them in different performance measures?

A.7. The internship component is the main focus of this Request for Proposals. Any additional components that a proposer wishes to include should be identified as such and detailed separately in the budget.

Q8. The description of required youth elements mentions follow-up for not less than 12 months after the completion of this program, are we going to have to do 12 months of follow-up.

A.8. Whether youth in summer programs are exited from WIA services at 9/30/09 or 3/31/10 will be dependent on future policy guidance from the Illinois Department of Commerce and Economic Opportunity on the ARRA youth programs. Once an end date is established, any youth exited before that date will not require 12 months of follow-up.

- Q.9 Can we also get a copy of the proposal in Word format?
- A.9. The forms included in the Request for Proposal have been posted in Word format on our website.
- Q.10. If the proposer is only going to bid on the "Summer Employment" from May 22, 2009 - September 30, 2009. is follow up necessary for 12 months? It states in TEGL 14-08 that local areas have the flexibility to determine if the 12 month follow up will be required for youth served with Recovery Act funds during the summer months only (May 1 through September 30).
- A.10. Whether youth in summer programs are exited from WIA services at 9/30/09 or 3/31/10 will be dependent on future policy guidance from the Illinois Department of Commerce and Economic Opportunity on the ARRA youth programs. Once an end date is established, any youth exited before that date will not require 12 months of follow-up.

### **April 10, 2009**

- Q.11. What are the dollar limits for each organization for this program?
- A.11. There are no dollar limits set at this time.

### **April 13, 2009**

- Q.12. What is the relationship between the Workforce Investment Board and Workforce Services Division? What is the relationship when it comes to distributing money from ARRA in Will County?
- A.12. The Workforce Investment Board oversees and provides policy direction for the Workforce Investment Act funds that come to Will County. The Workforce Services Division is the administrative and operational arm for the Workforce Investment Act in Will County
- Q.13. Why has the Workforce Services Division already been granted a conduit to federal stimulus money to start a summer youth program with government or nonprofits, as outlined in the March 22 Herald News article?
- A.13. It was required that the ARRA funds be allocated in the same method as annual WIA allocations.
- Q.14. I've read the RFP issued on April 7 10 times and I can't see anywhere that it says internships can only be with private sector employees. Yet that is what Q5 says on your Q and A. So you're saying we cannot propose a work site at a government entity or a nonprofit? What if we wanted to start green job training for 25 youth with Pilcher Park Nature Center, for an example?
- A.14. This RFP is not for training but the focus is on work experiences. This program will require that internships only be developed with private sector employers. We do encourage proposers to include internships in green jobs.

Q.15. The rfp says we cannot supply interns to any company that might use it to replace a laid-off worker? Many private sector employees have laid off workers in the past year.

A.15. It is required that these internships not be used to replace any laid-off worker

Q.16. Can you define Individual Service Strategy and what does it entail?

A.16. The Individual Service Strategy (ISS) details a participant's path as he/she prepares for the workplace. It should contain an overview of the participant's current strengths and barriers as they enter the internship. The ISS will outline how the participant's planned participation in the program may address any barriers and assist in realizing his/her goals.

Q.17. Can you define Case Management expectations since it may differ from our normal follow-up.

A.17. There must be direct contact with each participant a minimum of once every 30 days.

Q.18. Will youth for the Summer Youth Program be put thru the normal Work Certified Program?

A.18. No

Q.19. What does 12 month follow up expectations look like i.e. frequency of contact, etc.?

A.19. Whether youth in summer programs are exited from WIA services at 9/30/09 or 3/31/10 will be dependent on future policy guidance from the Illinois Department of Commerce and Economic Opportunity on the ARRA youth programs. Once an end date is established, any youth exited before that date will not require 12 months of follow-up.

Q.20. Referencing checklist on pg. 12—Do you want our submittal to be in the order of the checklist or to follow Section III, A,B, C, etc?

A.20. The proposal should be submitted in the order listed on the Checklist. The RFP Section II-Proposal Format provides the format for the information to be included in the proposal narrative and budget/budget narrative.

## **April 15, 2009**

Q.21. Is there a specific date that 50 participants must be placed in an internship experience? Will it be a gradual increase with certain benchmark dates?

A.21. All Youth should be placed in an internship experience by July 6, 2009.

Q.22. Is there a limit to the length(# of weeks) or (# of hours) of the internship?

A.22. No

- Q.23. Is there a minimum or maximum number hours/week for the internship?  
A.23. There is no minimum number of hours per week but youth may not work more than 40 hours per week.
- Q.24. Are the internships paid on an hourly or stipend basis?  
A.24. Youth in internships will be paid an hourly wage.
- Q.25. Is there a minimum number of hours of work readiness classroom instruction?  
A.25. This has not been determined yet.
- Q.26. Will the youth be paid for classroom time?  
A.26. This has not been determined yet.
- Q.27. If a youth is not satisfied with their internship placement, is there a limit to how many times they can change placements?  
A.27. That is a program design issue to be determined by the contractor.
- Q.28. Can participants do internships at governmental agencies that are not gambling establishments, aquariums, zoos, golf courses or swimming pools?  
A.28. No, all internships must be with **private** sector employers. No public sector or governmental internships will be permitted.
- Q.29. The following was taken from a Q & A on a web site. Does the following question & answer hold true for the Internship Proposal:  
“Q: Can ARRA funds be used to place work experience participants in areas that contain multiple activities, only some of which are prohibited by section 1604?”  
“A: Yes, so long as the participant is not engaged in activities related to the prohibited establishment. For example, a youth work experience participant could be placed at a state park containing a swimming pool so long as the youth does not engage in activities related to the pool. (Usual restrictions regarding displacement and supplanting also apply.) “  
A.29. We do not know where this Q&A was obtained from so we cannot comment on the question or response. All Youth Internships for this program must be with **private** sector employers. We will obtain additional clarification on this issue from the Illinois Department of Commerce and Economic Opportunity for private sector employers.
- Q.30. Since we are paying hourly do we include payroll taxes as if it was a subsidized work placement?  
A.30. Yes. Internships are subsidized work placements in private sector companies.
- Q.31. Are we responsible for the cost of criminal background checks if the employer requests or requires?  
Q31. Yes, all costs associated with the internship are the responsibility of the contractor.

## **April 16, 2009**

Q.32. Are there any educational requirements of youth 18-24 that are participating in the program. i.e. do they have to possess a high school diploma or GED?

A.32. No, there is no such requirement

Q.33. If the above question is no, are we required to provide an educational component i.e. GED in addition to work readiness?

A.33. If an internship candidate does not have a H.S. diploma/GED they may be required to attend GED classes as part of their training.

Q.34. Will we be responsible for entering monthly case notes into IWDS on these youth?

A.34. Yes

Q.35. If all youth (Minimum 50) are placed in an Internship program by July 6<sup>th</sup>, do you have to maintain 50 slots or better continuously through June 30, 2010?

A.35. The length of an internship will be determined through an evaluation of the youth and employer needs.