



CONTRA COSTA COUNTY EMPLOYMENT AND HUMAN SERVICES DEPARTMENT
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

**Title I Youth Program Services
REQUEST FOR PROPOSALS (RFP) 1218**

**Questions & Answers
Posted 2/19/25**

All questions regarding RFP 1218 are shown as submitted by the deadline of 2/12/25.

ADMINISTRATIVE

1. Will this presentation be sent out?

Answer: The slides from this RFP Bidders' Conference were uploaded to the ehds.org website on 2/12/25.

2. Can we submit other documents as part of our proposal beyond the ones listed in the Proposal Checklist? Such as letters of support / partnership or program brochures?

Answer: Partnerships can be described within the scope of the twenty (20) page Proposal. Program brochures may be submitted to further describe agency offerings if deemed expansive to what is included in those pages.

3. Did that answer about it being okay to submit letters of agreement only pertain to consortium / collaborative applications (as opposed to single agency applications)?

Answer: Yes. A consortium application (multiple agencies in partnership with one as the lead agency / applicant) may include letters of agreement from the other agencies in the consortium/partnership.

4. Is there any way or anyone to whom the applicants can reach out for technical assistance during the RFP?

Answer: This bid conference, and the submission of questions to contractbid@ehsd.cccounty.us are the final opportunities to get questions answered about this RFP. Ex parte will apply at the conclusion of the bidders' conference on 2/12/25. Potential bidders may reach out to the Contracts Unit for technical assistance in submitting the bid only, should they encounter difficulties in uploading their proposals.

5. How may agencies identify collaborative opportunities amongst parties interested in this RFP?

Answer: Interested parties can send an email to contractbid@ehsd.cccounty.us with "RFP 1218 Collaboration" in the subject line, and provide contact information such as agency name, contact person, email address, website and phone number. EHSD will prepare a contact sheet and will send it to all self-identified parties.

PROGRAM

1. Under Qualified Bidders – bidders must have documented success providing services that are the same or similar to those requested in this RFP. Can you give an example?

Answer: Please refer to Section 5 (Program Description / Services Requested) on page 11 of the RFP. The list of WIOA 14 Youth Program Elements (page 12) contains live links to additional information and examples of each.

2. Do companies have to be in Contra Costa County?

Answer: No. However, proposals will need to clearly describe how and where services will be delivered to Contra Costa County youth.

3. Does out-of-school youth mean youth that have already graduated or drop-outs? Or are both considered out-of-school?

Answer: See page 15 of the RFP for the WIOA definition of Out-of-School Youth.

4. Are services only for documented students / students with legal status?

Answer: WIOA eligibility does not require work authorization. However, the federal Immigration Reform and Control Act requires employers to verify a job-seeker's authorization to work documents prior to employment. Additionally, WIOA services that require coordination with an employer prompt the need for I-9 documentation. [wsd18-03.pdf](#)

5. Are there other documents we should review besides the RFP that will help guide our proposals?

Answer: EHSD is unable to provide guidance in the development of proposals. See page 9 of the RFP re: Conflict of Interest and Ex Parte Communication.

6. Does the provider need to have a physical location / co-location / satellite office in Contra Costa County?

Answer: No. However, proposals will need to clearly describe how and where services will be delivered to Contra Costa County youth.

7. Could you please share the performance metrics for Local Plan 2025 – 2029?

Answer: The Local Plan 2025 – 2028 will be posted on the [wdbccc.com](#) website for public comment at the end of February. WIOA Performance metrics are listed in the RFP on pages 15-16.

8. If we plan to leverage funding, do we need to include a letter of commitment?

Answer: Letters of commitment regarding leveraged funds may be included but are not required. See response to Question 3 in Administrative section above.

9. In today's webinar, one of the slides said that the WDBCCC priority industry sectors are: Advanced Manufacturing, Health & Life Sciences, Construction/Energy/Engineering, ICT including Digital Media, Transportation and Logistics. However, in the RFP they are listed twice, differently. Page 13 lists them the same as just mentioned, but on Page 22 it is listed as: Advanced Manufacturing, Health & Life Sciences, Energy, Construction/Engineering, Information Communications Technology and Digital Media.

Energy is listed on its own, not combined with Construction/Engineering and Transportation and Logistics is not listed. Can you please clarify which one is the correct list?

Answer: The Bidders' Conference slides and page 13 of the RFP are correct. Page 22 of the RFP has been corrected to correspond with page 13 and the slides. The updated RFP was uploaded to ehds.org on 2/12/25.

FISCAL

No questions submitted.

Enforcement of the prohibition of ex parte communication is now in place.

If a bidder has process-related questions, e.g. how to submit the bid, such questions can be submitted via e-mail or phone as follows:

- *Phone:* Employment and Human Services Department Contracts Unit, 925-608-4969
- *E-mail:* contractbid@ehsd.cccounty.us

**Final proposal submission will be due via submission on ehds.org
by 5 pm on March 7, 2025.**

Thank you for your interest in RFP 1218.