

**Lucas County Department of Job & Family Services
48-15-RFP-01 Question and Answer**

Question	Answer
1. Can LCDJFS provide a count of TANF clients per each zip code area?	See list at page 3.
2. Are text messaging, e-mail, and in-person home visits allowable methods of contact to clients regarding attendance and engagement?	Yes. All contact methods must be entered into iWAM.
3. Who are the parties of the existing agreements of WEP sites? How many clients can current WEP sites accommodate?	A list will be provided to selected bidders.
4. Are there specific occupational areas LCDJFS would like to focus on?	Focus should be in occupational areas in high demand and based on client interest.
5. What types of activities are allowable (and for what time frames) to ensure 50% placement into employment, or is employment only expected as a result of the client's work product while placed in WEP?	Allowable activities are WEP and job skills training. Required hours for each may differ by client and are based on a formula that takes multiple factors into account. Employment is expected as a result of the client's work participation.
6. Do job fairs or interviews count towards WEP attendance?	No, these would be considered job readiness/job search and are not allowable WEP activities.
7. If job skills training is expected, what type of job skills training is LCDJFS looking for?	Job skills activities must assist the client with successful completion of their current WEP assignment and/or prepare them for securing employment in an occupational goal identified. Job Skills Training includes, but is not limited to: <ul style="list-style-type: none"> • Literacy, language instruction or other elements of adult basic education when needed for a job; • GED; • Customized job skill training to meet the needs of a specific employer.
8. How many clients does LCDJFS project will need job skills?	Job skills hours are determined by many factors. Approximately 30% of the clients need job skills training ranging from 1 hour to about 50 hours a month.
9. The RFP indicates that the selected bidder cannot be a WEP site. Can a sub-contractor of the selected bidder be a WEP site (ie Maintenance and/or Food Prep)?	If the subcontractor relationship is solely for the referral of clients for WEP hours, no; if the subcontract is unrelated to WEP and subcontractor is just interested in being a WEP site, yes.
10. The RFP indicates 750 total clients are to be served annually, but providers are asked to serve 250-375. Does this mean that LCDJFS is seeking multiple providers?	Yes.
11. If a bidder has the capacity to serve the entire population, should their proposal include the entire population?	That is at the discretion of the bidder. LCDJFS is seeking more than one provider.
12. Will any transportation allowance be provided to clients by LCDJFS for the duration of WEP?	Each client receives a monthly \$60 work allowance for transportation assistance.
13. Will LCDJFS provide the standard WEP agreement to the selected bidder or do we need to develop on our own?	All WEP agreements are developed by the selected bidders, but must be approved by LCDJFS.

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14. Does the bidder choose, or does LCDJFS choose the 3 rd party evaluator?	The bidder may choose, but LCDJFS must approve all subcontracts.
15. Can the grant funds be used to cover costs of leased cars, to assist with transportation of clients?	Yes.
16. Can the grant funds be used to cover costs of incentives paid to clients who achieve employment, as well as an additional incentive for clients who retain employment?	No.
17. Can the grant funds be used to cover background checks, clothing, shoes, bus tokens, gift certificates, or tools for supportive services?	Yes, with the exception of gift cards, which may not be used. Also, LCDJFS would expect that bus tokens would only be provided in emergency situations as LCDJFS provides WEP participants with bus tokens after their initial assessment to assist with transportation until their \$60 work allowance checks start being sent from the state.
18. Can the grant funds be used to cover cell phones so staff can contact clients while in the field?	Yes.
19. Can the grant funds be used to cover the cost of computers for work skills assessments?	Yes.
20. How many clients are expected to be served between 7/1/15-9/30/15?	See RFP Section VI., Scope of Work
21. Does iWAM have capability to accept information/data electronically and in what format?	The system is designed to accept PDF files to be loaded to verify good cause for missing hours. The system is not designed to accept data from time keeping software. The selected bidder can provide details to LCDJFS and it will be determined if we can accommodate.
22. How many hours on average are clients required to participate each month?	On average, clients are required 129 hours per month.
23. Please provide the # of clients that are currently employed and being monitored to retain their jobs for 6 months.	At this time, retention is not currently being monitored for the OWF population by Work Activities staff.
24. If a bidder otherwise meets all requirements identified in section V.A 1-3, and possesses the Organizational Experience and Capabilities described in section B, would the county disqualify a bidder that is not a 501 (c)(3) or governmental entity?	Yes.
25. Is it the county's intention that the successful bidder also provides on-going case management support to participants to enable their success in both WEP placement and subsequent employment?	Yes.
26. Will a successful bidder take over management of any existing worksites?	See RFP Section VI., Scope of Work
27. Based on the reference to 8-13 people per day, three days per week, we assume the anticipated volumes to be 24-30 per week, or 96 people per month. If so, this yields an annual flow of participants of around 1000, more than the 250-375 estimated in the RFP. Can you clarify what you expect the volumes to be?	Although referrals of 8-13 should be expected three days per week, not all of those referrals will be required to do WEP as their assignment and not all referred will attend. As such, the number to be served will be approximately 250-375 per year.

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Adult OWF Recipients by Zip	
Zip Code	Total
43605	166
43609	120
43615	106
43604	88
43607	85
43612	80
43608	78
43606	66
43613	58
43611	55
43614	45
43620	34
43623	27
43528	18
43537	18
43610	17
43560	14
43616	11
43558	7
43617	5
43551	2
43566	1
43571	1
92407	1