

**Learn & Earn Provider RFP  
Responses to Questions about RFP**

**Q: The cover sheet mentions learning outcomes. How are these different from performance standards?**

**A:** Learning outcomes are the specific educational goals of each summer work experience. For example, a career exploration work experience may seek to increase participants' awareness of a particular career pathway, while an entrepreneurially focused work experience may seek to have all participants complete the design, production, and marketing of a product or service.

Performance standards are universal goals that the Learn & Earn program establishes for all providers, regardless of the type of work experience offered. These include youth retention, attendance, and completion of work-readiness training hours.

**Q: If the need does not exist for a bus pass (i.e. CYF already provides youth with a bus pass), are providers required to purchase the youth bus passes?**

**A:** Generally, all youth should be provided with a bus pass as part of their Learn & Earn experience. However, if a provider is able to verify that a youth already been provided with a bus pass, the provider is not required to provide one.

**Q: Is there a specific curriculum that Partner4Work is using this year?**

**A:** No. Providers are welcome to use a curriculum of their choosing, as long as it helps participants gain skills in each of the following 21<sup>st</sup> Century Skills: 1) Communication, 2) Productivity and Accountability, 3) Initiative and Self-Direction, 4) Problem-solving, 5) Teamwork, 6) Financial Literacy. Partner4Work will provide an approved curriculum to providers that do not have a preferred curriculum (upon request).

**Q: Can a provider pick the applicants to be placed with their organization?**

**A:** Providers may request youth to be placed with their organization, and applicants may also request to be placed with a particular provider. Partner4Work makes every effort to place youth with organizations that have the resources, capacity and expertise to meet youth's specific needs. **However, Partner4Work cannot guarantee placement to any individual applicant or groups of youth.**

**Q: Does Partner4Work reimburse all costs associated with the program?**

**A:** Partner4Work reimburses providers up to \$2,215 per participating youth for actual costs incurred to deliver Learn & Earn (up to \$1088 for youth wages, \$87 for youth training stipends, and \$1040 for other programmatic costs). Providers may need to secure funds from additional

sources if their total program expenses will exceed the maximum reimbursement amount offered by Partner4Work.

**Q: Are student who have IEPs or 504 agreements exempt from the family earning limits?**

A: No. All students must meet the Learn & Earn income criteria regardless of whether they have an IEP or 504 agreement.

**Q: Is there a page limit for proposals?**

A: No.

**Q: Can a provider start the work experience earlier than the week of June 26?**

A: No. Due to the timing of youth placement, we ask that all providers follow the same work experience schedule.

**Q: Who interviews the applicants, and who selects the youth for each site?**

A: Partner4Work screens all applications for eligibility and selects the youth to be placed with each provider based on factors such as geography, career tracks, and learning experiences offered by the provider. Providers may submit a list of requested youth to be placed with their organization; however, Partner4Work cannot guarantee placement for any individual youth.

Once a youth is placed with a provider, it is up to the provider to determine that youth's summer worksite, as well as what process is used to make the match.

**Q: Can Partner4Work provide us with an example of a desired training curriculum?**

A: Partner4Work uses a curriculum from a third party and will be glad to make a copy available to all bidders who are selected as 2017 Learn & Earn providers. Bidders are not required to have identified a specific curriculum as of the proposal deadline, but should be prepared to explain their approach to work-readiness training.

**Q: Can our proposed budget be a cost-per-participant budget?**

A: No, please include your entire program budget based on the maximum number of youth that your organization has the capacity to serve. We understand that budgets are ultimately impacted by the actual number of youth, but we want to see the big picture.

**Q: What are your definitions and qualifications for the categories: Beginner, Intermediate & Advanced?**

A: See below for a general description of the categories:

- Beginner = Applicants have little or no prior exposure to the world of work and may not have defined career interests.
- Intermediate = Applicants have limited experience in the world of work and have an idea of their career interests. Applicants may have participated in prior Summer Youth Employment programs.
- Advanced = Applicants have multiple years of experience in the world of work and have identified their career/educational goals and skillsets.

**Q: Does the budget have to be an attachment? If so where can we find that attachment?**

A: There is no standard budget template for this RFP. Bidders should provide a comprehensive budget using whatever format the bidding organization typically uses when submitting a proposal. The Learn & Earn cost-per-participant parameters are included in Attachment B of the Provider RFP.

**Q: Can providers charge an administrative fee for this year's program?**

Providers may include administrative costs in the budget, as in past years. These are considered part of "program costs" in the cost-per-participant chart on Attachment B.