

Addendum One

Issued Date: September 9, 2020

Solicitation Title: CARES Future Today Internship Program

Addition(s)/Change(s)/Clarification(s):

- ☐ Change in Solicitation Response Due Date
☐ Change in Terms and Conditions
☒ Other

Please Note the Following Addition(s)/Change(s)/Clarification(s):

1. What if the intern leaves their internship due to finding other employment or in worst case, loses their position?
If an intern leaves his or her internship for any reason, you should compensate them for any wages that are owed to them. The internship is considered over at this point and no additional wages would be paid to this person.
2. Is the Chamber able to vet and select their interns to find the best fit for specific business sectors?
Yes, organizations are to design and organize matches for internships as they see fit.
3. How is the funding disbursed? Immediate lump sum or on a payroll schedule?
This work is funded by federal CARES dollars which requires a reimbursement model. Payments are reimbursed for the previous month after submission of an approved invoice with appropriate documentation.
4. How long are the internships required to be? All 9 weeks or can they be less of a time frame?
The timeframe of the internship is outlined in the Request for Informal Quote. If you have reason to propose a shorter internship period, please explain why in your proposal.
5. Are these full-time internships or can they be part-time? Ex. 20 Hours/week
Internships can be full or part-time. Not all internships have to have the same hours/week though we do ask that internships happen as a cohort and are paid the same hourly wage as specified in the Request for Informal Quote.
6. Are we able to readjust current job descriptions to take on this project or do we need to hire this position out?
You can re-adjust a role to be a work experience coordinator or project manager for this effort. The number of hours/percentage of staff time should be proportionate to what is reasonable and necessary to support the effort, number of interns/businesses, etc. being proposed.

7. The Ramsey County page for Q&A tells me that I'm not authorized to access the page; will this access be changed next week when the answers are posted? (<https://ramseycounty.us/workforcecontracts>)
ANSWER) Yes, the page has been updated.

8. Is it possible to share interns among several organizations, with one organization taking the lead as the contractor? There are two possible scenarios:

- 1) We would support interns as the contractor and enable many of our startups and growth companies in our incubator to work with them and benefit from their services; and would assume the primary liability and administrative work. There are 63 companies ranging from startup to growth to scaling companies.
- 2) We are connected with two other incubator / accelerators supporting work in Ramsey County; we would like to offer the interns project-based work that would also engage them with Lunar Startups and gener8tor. As before, we would take on the primary contract role and administrative functions to support the grant.

ANSWER) Yes, we ask for one administrative entity but these scenarios are allowable. Please elaborate your model in your proposal.

9. What will be the background and skill set of the available interns? It sounds like we recruit them and the CARES Future Today reimburses us for expenses – but is there already a pool of available interns that are seeking work?
ANSWER) It is expected that the organization would recruit interns through your networks and partnerships.

10. Is there a desired number of interns for each organization? Our ideal number would be 3, but we can manage up to 6 depending on program scope.
ANSWER) No, we had suggested 5 to 25. However, you can propose a number that is reasonable to execute in the timeframe.

11. There are some incremental costs associated with adding interns and doing background checks, payroll, et.al. Is there any funding available to support administrative costs for this program for partner organizations, or is this wholly the responsibility of the organization?
ANSWER) These would be considered overhead costs and are allowable costs as you describe them, please note that all costs must be reasonable and necessary and you must keep documentation of actual costs as CARES is on a reimbursement basis.

12. What is the organization's insurance liability as it relates to the students?
ANSWER) The insurance requirements are listed in section 3.10 of the Emergency Purchase Informal Quote document. These are standard terms and conditions, however, please note that under #5 of the process and instructions on the first page it states "...Some terms and conditions can be negotiated, but Ramsey County is not obligated to accept exceptions to these terms and conditions."

13. Disbursement of funds. It will be challenging to wait until the project ends or 3 weeks after an invoice is submitted. Some bills will need to be paid immediately. What is the likelihood that we will be able to secure some funding earlier?
ANSWER) We can work with organizations on a case by case basis. For example, if you need to have the county provide the payroll services, we are willing to discuss this on an organization by organization basis.

14. What will success look like?

ANSWER) 1. Supporting COVID-19 impacted new graduates to receive an internship experience within a cohort model that includes three sessions of professional development. 2. Supporting businesses to connect internship opportunities with COVID019 impacted new grads.

15. How much integration and collaboration will occur amongst all grant recipients?

ANSWER) None is expected.

16. Do you have specific milestones or date markers that need to be met?

ANSWER) All relevant dates are stated in the Request for Proposals. Invoices and monthly reports will be expected on the 7th of each month for the duration of the contract.