

## Addendum

**Issued Date: June 18, 2020**

**Emergency Purchase Informal Quote Title: Learn Earn Lead**

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

- Change in Solicitation Response Due Date**
- Change in Terms and Conditions**
- Other: Answers to Questions**

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

**Contractor questions and answers:**

**1. STIPENDS?**

Are stipends allowed for participants who are in this program? **Answer:** Yes

If so, is there a limited amount that can be given? **Answer:** The amount of a stipend should align with the nature of the activities or training within your program. The limits would depend on the structure of your program and time spent by participants on activities or training. The amounts should be consistent for all participants in your same/similar program activities. Stipend amounts are generally paid at a rate up to and no more than what is commensurate for the nature of the work or services being paid. Is there a structured format in which stipends must be given? **Answer:** Stipend structure should minimally include a clear written purpose within the program, written expectations for which the stipend would be earned, applied consistently to all participants in same/similar program activities, follow all applicable financial requirements for payment within your organization, include a not to exceed amount per participant, and include an acknowledgement sign off by the participant of understanding the stipend they will earn. Stipends are considered taxable income so informing participants of such is good practice. You will need to ensure that you have an accounting and tracking system in place of who receives stipends and how much as you may be asked to provide this as supporting documentation.

Is it up to each organization to structure their own format of who stipends are distributed? **Answer:** Yes, see above

**2. INCENTIVES?**

Can other incentives be offered if participants are receiving a stipend? **Answer:** An incentive is a reward to motivate efforts toward goals that are pre-planned and is given based on agreed upon progress toward a goal or achievement of a goal. Whereas a stipend is a regular or fixed payment in exchange for demonstrated time worked, spent or contributed toward a training, work experience, volunteering, service learning. The two can be provided concurrently but need to be clear and specific as to the difference. However, if a program includes a stipend, additional incentives are generally not included. Is stipend limited or can they have included any of the following: clothing vouchers (for interviews and new job opportunities), gift cards for living expenses, bus fare and/or gas cards? **Answer:** These are examples of support services and do not have to be tied to an incentive or stipend.

Can incentives assist in paying for the computer program that the applicant facilitates regarding scholarship type funds? **Answer:** See definitions above. Scholarship funds to pay for a training can be included in a program design and budget. This can also be referred to as tuition assistance. Scholarship or tuition funds paid to the training vendor cannot supplant other training funds available, or duplicate staff costs associated with the program budget.

**3. MOU'S MEMORANDUMS OF UNDERSTANDING/SUBCONTRACTS?**

If applicant is working with other agencies and or businesses, are memorandums of understanding or separate contracts needed to be included in the submission of this Quote? **Answer:** No – to submit a Quote, you only need to provide the information requested in Attachment A – Emergency Purchase Informal Quote Form. As a part of your proposal, you are asked to describe the referral partnerships you will leverage or integrate, as applicable, such as community resources, employers, training, etc. If you intend to have subcontractors, indicate that as well. Please refer to Section 3.5 Successors, Subcontracting and Assignment for more information and these terms will be updated in resulting contracts to include the following: The Contractor shall not enter into any subcontract for performance of any services under this Agreement without the prior written approval of the County. The Contractor shall be responsible for the performance of all subcontractors.

**4. COLLABORATIONS?**

Are there other documents or requirements needed for each organization, business or collaborating agency and should be included in the submission of this Quote? If so, can they be listed or is there a place to find out what the criteria and eligibility requirements are? **Answer:** No – see answer to #3

5. What are the expected award notification date and starting date for projects funded by this opportunity? **Answer:** We would like to get contracts executed as soon as possible.

6. Under 1.1 Scope of Services, budget information for another program seems to be included:

“The total budget for the Young Adult Transitions Program is 2 million dollars. Ramsey County intends to award multiple contracts for this program, and budgeted funds will be distributed among the selected organizations/contractors; the value of individual contracts will depend on proposed budgets and subsequent negotiations.”

**Answer:** Thank you for pointing out the typo. This section is amended to the following:

“The **projected budget for Community CARES Employment Services** is 2 million dollars. Ramsey County intends to award multiple contracts for this program, and budgeted funds will be distributed among the selected organizations/contractors; the value of individual contracts will depend on proposed budgets and subsequent negotiations.”

7. What are the minimum and maximum budget amounts for projects funded by this opportunity?

**Answer:** We recognize that every organization is very different and also that these funds have a fairly short duration. We would encourage organizations to apply for the funds needed in order to meet the goals of the request for quotes.

8. Would emergency certification and licensure scholarships be permitted under this opportunity for students who face economic hardships due to the COVID-19 pandemic, but need these certifications to access improved/higher paying employment opportunities in their field of training? **Answer:** Yes, these would be permitted, however, scholarships paid to the training vendor cannot supplant other training funds available, or duplicate staff costs associated with the program budget.