

Addendum

Issued Date: June 5, 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. In attachment A, the scope of work outline has this statement below. Is there somewhere where I can see what the county's goals are?
"Include how the requested services align with Ramsey County's goal of reducing disparities in employment and how they are a response to the barriers caused by Covid-19."

The County's strategic priorities and plan can be located at the following website:

<https://www.ramseycounty.us/your-government/projects-initiatives/strategic-priorities-vibrant-community>
2. Second, all the funds need to be utilized by the end of 2020 correct? Can some of the programming take place in 2021? The direct CARES Act allocation does end December 30, 2020, therefore there would be no allowable costs or expenditures into 2021. If there is programming that extends into 2021 as a continuum of service that would be an ideal outcome, however that would need to be sustained by your organization utilizing other resources.
3. Is this grant funding or something else? This project is funded by a Federal Award with CFDA # 21.019 and is considered "Other Financial Assistance" under 2 CFR 200.40. Contractor is subject to internal controls, subrecipient monitoring, and single audit requirements under federal law and regulations consistent with the applicable, federal, Uniform Administrative Requirements 2 CFR 200.303 (internal controls), 2 CFR 200.330-332 (subrecipient monitoring), and, Subpart f (audit requirements).
4. Our primary clients are living in the Hennepin County. Do we qualify for this? No, this is a direct allocation to Ramsey County. Hennepin County also received a direct allocation of CARES Act funding but you would need to check with Hennepin County on how they are utilizing it.
5. Is there a grant range you are expecting to provide? 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. We certainly anticipate

funding smaller amounts up to larger allocations well. We do have \$1,000,000 set aside for this initiative and intend to fund multiple organizations.

6. Are non-fixed general operating costs allowed to be included in the funding request or is it just the changes you need to make to be more 'remote/virtual'? -e.g. can we include line items (e.g. staff hours) that fluctuate directly with the number of trainees we work with? Yes, non-fixed general operating costs are allowed. Funding is provided on a reimbursement process, amounts may vary from month to month with proper documentation/allocation and in accordance with allowable expenditures. As long as you are not supplanting existing resources.
7. Can funds be used to support staff time mentoring students and to pay students to help with existing projects? Yes, as long as you are not supplanting existing resources that you have to do so.
8. Do the projects have to be in Ramsey County? Could the students be from Ramsey County and work and help with projects in Hennepin County? See the answer to question #4 for more information about Hennepin County. Additionally, the project can be in Hennepin but only the expenses incurred for the Ramsey County residents would be reimbursable, see answer to Question #35.
9. Our summer and fall programming have been impacted by Covid-19, but we have reorganized and we have multiple programs going forward. Would you recommend submitting multiple programs? A couple fit very well with guidelines. If so, how would you recommend submitting: all on one form or multiple forms? One form will suffice, in your narrative please describe the multiple programs. However, this is the first of many other opportunities and perhaps some of the other programs may be a better fit. You need to submit a separate quote for each request. Go to the following website to see a brief description and tentative release dates of workforce related quotes: [Ramseycounty.us/workforcecontracts](https://ramseycounty.us/workforcecontracts)
10. Is the 14-19 age range only for employment opportunities or is that also the target age range for the "program recipients" of efforts such as online educational materials as well? Contractors eligible for the Learn/Earn/Lead model are organizations that provide employment and learning opportunities for youth ages 14-19 and may no longer be able to provide the same level of employment and learning opportunities due to Covid-19. However, this is the first of many other opportunities and perhaps some of the other request for quotes may be a better fit. Go to the following website to see a brief description and tentative release dates: [Ramseycounty.us/workforcecontracts](https://ramseycounty.us/workforcecontracts)
11. Will this be the only RFP for the additional CARES funding Ramsey County received? Some of the CARES funding that Ramsey County received was allocated to workforce programming that is being managed by the Department of Workforce Solutions. This is also not an RFP, it is considered an emergency purchase and is being done by way of requesting informal quotes. This is the first of many other opportunities through Workforce Solutions and perhaps some of the other options may be a better fit. Go to the following website to see a brief description and tentative release dates: [Ramseycounty.us/workforcecontracts](https://ramseycounty.us/workforcecontracts)
12. Will undocumented individuals/youth be eligible? No undocumented individuals are not eligible.
13. Is there a bid range (min and max an org could request)? See the answer to Question #2.
14. How many organizations are expected to apply or were invited to apply? How many organizations will Ramsey County fund? In other words, is there an estimated award rate/rate of competitiveness? See

the answer to Question #2. The request for bids went out to a contact list of approximately 200 individuals and organizations in Ramsey County. If you know of anyone who wishes to be added to the list, go to: [Ramseycounty.us/workforcecontracts](https://ramseycounty.us/workforcecontracts)

15. What is the average contract size and estimated number of contracted agencies? See the answer to Question #2.
16. What is the cap amount of Overhead (administrative) cost? This is direct reimbursement only – no overhead is allowed at a flat rate. All costs, including overhead, must be necessary and directly linked to the project and within compliance with CARES Act funding regulations. The overhead costs in the budget request form is where these are broken out.
17. What is the length of the contract timeline (project start and end dates)? Your project would begin immediately upon contract execution and would be completed by December 30, 2020.
18. Can we include Letters of Support as part of the submission? No, this is not something we asked for.
19. Is Direct Program Services/Employee Development Training the cost related to training staff during the project period, or costs related to training youth participants? The Employee development training cost is the cost related to training staff with necessary training that is directly linked to the project that is within compliance with CARES act funding regulations.
20. Is there a guideline for the amount of funds that can be used for one-time curriculum and experience creation in order to create employment and training opportunities? Funding is available as long as it is central to the delivery of your program, but there will be guidance on reporting after the creation. Program curriculum and experience must be within compliance with the CARES act funding regulations and timeframe. One of the benefits is that these dollars could help build capacity in organizations beyond 2020.
21. Are there guidelines regarding administrative costs? (not sure--perhaps you are already familiar with their standard) This is direct reimbursement only – no overhead/administration costs are allowed at a flat rate. All costs, including overhead, must be necessary and directly linked to the project and within compliance with CARES Act funding regulations. The overhead costs in the budget request form is where these are broken out.
22. Can this cover all or part of a student's tuition for a vocational program that is WIOA certified? All those expenses should be covered within WIOA. This is direct reimbursement only, all expenditures must be necessary and directly linked to the project and within compliance with CARES Act funding regulations to reduce disparities in employment in response to the barriers caused by Covid-19. These funds can only be used to supplement, not supplant existing programs and are not connected to WIOA funding.
23. Can this cover training equipment, facilities and needed resources to complete a vocational career program of a vocational program that is WIOA certified? See answer to Question #22.
24. Can this cover faculty/staff expenses running a vocational program that is WIOA certified? See answer to Question #22.

25. Are we expected to provide employment to youth, not enrolled at HSRA? Please refer to Attachment A, where we ask you to include the population you are proposing to serve.
26. What are our insurance binder expectations? 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."
27. What are the expectations for federal reporting and applicant data? There will be fiscal and programmatic required reporting to Ramsey County. Vendors are considered subrecipients of CARES act monies and will be expected to maintain proper documentation available to Ramsey County for back up to proof that the program was conducted within compliance of the CARES act funding regulations, timeframe, and other federal regulations for a minimum of 7 years after the close.
28. Is there skill assessment support from the Minnesota WorkForce Center? Do we need to develop our own? Please note that there are no skill assessment requirements or expectations.
29. What are the Diversity and Inclusion expectations? This program is intended to reduce disparities in employment in response to the barriers caused by Covid-19. Ramsey County strives to provide programs and services to the community that is in line with Ramsey County Strategic Priorities found here: <https://www.ramseycounty.us/your-government/projects-initiatives/strategic-priorities-vibrant-community>
30. Is there a dedicated program supervisor expectation? Organizations are expected to develop a program structure necessary to ensure compliance with CARES Act Funding regulations and to ensure there is the proper level of support necessary to provide safe and quality programming. It is up to each agency to decide what level of supervision and oversight is necessary. If allocation of time is applicable, as CARES monies are direct reimbursement only – no overhead/administration costs are allowed at a flat rate. All costs must be necessary and directly linked to the project and within compliance with CARES Act funding regulations. The vendor must develop a way to accurately account for the direct time applied.
31. Will we have to provide proof of ability to sustain the program once CARE ACT funds run out? No, however, the hope is that this opportunity may provide organizations with the ability to position themselves to sustain programs beyond the CARES Act funding. Additionally, organizations should please take into consideration how they might ensure residents receive a continuum of service. Agencies are recommended to consider the implications of a program that will not be funded by CARES Act funds after 2020.
32. Are you looking for a 1-year plan, 5-year plan, etc? No, this is short-term funding that will come to an end December 30, 2020. Submitted plan should only cover until 12/30/2020.
33. Is there an expiration on the funds once awarded? Yes, December 30, 2020.
34. Are there any expectations of helping youth with job placement beyond the initial program? See answer to Question #31.

35. Our organization is applying for funds from the Learn Earn Lead Program to support converting our programming to online activities. Our organization serves both Ramsey and Hennepin Counties and so all program development and online activities will serve youth living in both places. How do we budget and tailor our ask amount appropriately for this request? This CARES Act program is intended for residents of Ramsey County. If the organization serves both Ramsey and Hennepin counties, the agency will need to develop an accurate way to separate, track and account for which funds are for Hennepin and which are for Ramsey. As CARES monies are direct reimbursement only, all costs must be necessary and directly linked to the project and within compliance with CARES Act funding regulations.

36. How often can payments occur? Invoicing is typically required by the 7th day of the month for the prior month's expenses as CARES funds are reimbursement only; however, agencies may discuss a different invoicing schedule to be determined on case to case basis.