

Addendum

Issued Date: June 18, 2020

Emergency Purchase Informal Quote Title: Virtualization of Training

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. BUDGET AND FUNDING?

Is equipment purchasing allowed for the applicant and its collaborating agencies, businesses or organizations working together? Are there specific things that are covered for the applicants collaborating agencies, businesses or organizations working together? Will separate budgets have to be submitted for all agencies, businesses or organizations working together?

Answer: There needs to be a lead applicant who holds the contract with the county. You are welcome to list other partners and explain their role. Budgets submitted should relate to the expenditures being requested and should be inclusive of the collaborating agencies, businesses or organizations that are working together.

2. FORMS AND DOCUMENTS?

Are there additional forms and or documents needed for the collaborating agencies, businesses or organizations will need for submission of payments? Or to be submitted in this Quote?

Answer: To submit a Quote, you only need to provide the information requested in Attachment A – Emergency Purchase Informal Quote Form. When submitting payments or “invoices” you will need to submit supporting documentation. In our other subrecipient contracts, we ask for a general ledger to be submitted with each invoice and additional back-up documentation may be asked of you. Please refer to section 1.1 of the Emergency Purchase Informal Quote to see additional monitoring and reporting requirements.

3. Are the other agencies, businesses, or organizations subject to filling out the same forms for reimbursement as the applicant?

Answer: There needs to be a lead applicant who holds the contract with the county. You are welcome to list other partners and explain their role. Budgets submitted should relate to the expenditures being requested. As the lead applicant, you will need to ensure that other agencies, businesses, or organizations are adequately tracking their expenditures and supporting documentation in accordance

with your accounting practices and would assist you in meeting the monitoring and reporting requirements listed in section 1.1. of the Emergency Purchase Informal Quote. In addition to expenditures, this opportunity is for organizations with a proven track record of delivering work-based learning, and occupational skills training, therefore organizations will be asked to provide reports including demographics of people receiving services and types of services received.

4. ADDITIONAL INFORMATION?

Does any of the collaborating agencies, businesses or organizations need the same criteria as the applicant (i.e., insurances, nonprofit status, etc.) to work with the applicant for this Quote?

Answer: If you intend to have these entities as sub-contractors they do not need to meet the insurance requirements; the Prime contractor's (Lead Applicant) insurance must be sufficient to protect the Contractor from claims which may arise out of, or result from, the operations of any sub-contractors under the resulting contract/agreement – see section 3.10.1 of the Contract Terms and Conditions.

5. What is the expected starting date for projects funded by this opportunity?

Answer: We would like to get contracts executed as soon as possible.

6. What is the expected award notification date for this opportunity?

Answer: We have not provided an estimated date for award notifications; but, in the interest of getting contracts executed as soon as possible, we are completing eligibility checks and (if necessary) evaluations as quickly as possible.

7. Many of the required technology systems require yearly contracts. Will these yearly contracts be paid in full or only paid for the four months of the grant?

Answer: The CARES Act requires that costs be fully incurred by the County and its contractors or subrecipients by December 30, 2020. Responses should include the necessary costs of services or equipment through December 30, 2020.

8. Can funding requests be something that can be paid for up front, but our organization can benefit from for a longer period of time? Examples: A two-year contract for an online Learning Management System, paying upfront for a yearly AmeriCorps contract.

Answer: See answer to Question #6.

9. Is there a cap for how much an organization can apply for?

Answer: Yes, for the Virtualization of Training project, individual project budgets must not exceed \$75,000

10. Is there a dollar amount per participant?

Answer: No.

11. How closely does our project have to fit the theme of the application? Will it be rejected or submitted for a different grant if the reader thinks it fits elsewhere?

Answer: Please submit your proposal for the scope of the request. You will need to refer to our deadlines for other quotes at [Ramseycounty.us/workforcecontracts](https://www.ramseycounty.us/workforcecontracts). Organizations are welcome to submit multiple requests that align with the scope of each request.

12. Can we submit multiple proposals as a collaborative program between a non-profit, education program, and employment services organization?

Answer: There needs to be a lead applicant who holds the contract with the county. You are welcome to list other partners and explain their role.

13. How is the county ensuring that there isn't duplication of services or efforts?

Answer: In your proposal, organizations need to demonstrate that the services are not supplanting other funds and if organizations are applying for more than one opportunity they need to submit separate quotes, projects and budgets that are not duplicative.

14. Will there be additional grant opportunities for continuing these projects after December 2020?

Answer: At this time, our understanding of the CARES funding is that they will expire December 30, 2020. We are unable to commit as to whether the county will have additional funding opportunities beyond December 2020.

15. What's the frequency our organization will be reimbursed?

Answer: 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.

16. Is an intermediary is eligible to apply for this funding? Our organization provides technical assistance and grants to a network of workforce development non-profits in the metro (including St. Paul and Ramsey County based ones); we are interested in this opportunity because it would enable us to provide targeted technical assistance for virtual training, and online classroom management as well as support equipment and internet access for job seekers enrolled in these programs.

Answer: Any applying organization has to have a proven track record of delivering work-based learning, and occupational skills training intermediaries would not be eligible.