

April 18, 2004

NOTICE TO ALL OFFERORS

REFERENCE: AMENDMENT NO. 1
 RFP-DOL051RP20028

Additional information has been requested by prospective offerors and it has been determined by the Contracting Officer that this information is made available to all bidders. The closing date and time for the receipt of proposals remains May 2, 2005, by 2:00 p.m. local time.

Keith A. Bond

KEITH A. BOND
Contracting Officer

Attachment(s)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

BPA NO.

1. CONTRACT ID CODE

PAGE
1

OF PAGES
17

2. AMENDMENT/MODIFICATION NO.
0001

3. EFFECTIVE DATE
April 18, 2005

4. REQUISITION/PURCHASE REQ. NO.

5. PROJECT NO. (If applicable)

6. ISSUED BY
CODE

ETA

7. ADMINISTERED BY (If other than Item 6)

CODE

U.S. Department of Labor/ETA
Division of Contract Services
200 Constitution Avenue, NW
Room N-472
Washington DC 20210

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

To all Offerors/Bidders

(X)

9A. AMENDMENT OF SOLICITATION NO.

DOL051RP20028

X

9B. DATED (SEE ITEM 11)
03-18-2005

10A. MODIFICATION OF CONTRACT/ORDER NO.

10B. DATED (SEE ITEM 13)

CODE

FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning 0 copies of the amendment; (b) By acknowledging receipt of this amendment of each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified. N/A

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(X) A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor is not, is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

(See Attachment)

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

KEITH A. BOND
Contracting Officer

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA

16C. DATE SIGNED

(Signature of person authorized to sign)

BY _____
(Signature of Contracting Officer)

14. RESPONSES TO TECHNICAL QUESTIONS

1. Where are the 30 communities located? If some of them aren't local, will I be able to budget the travel and expense costs in my proposal? Thank you.
 - a. The 30 communities have not been selected. Offerors should expect out-of-town travel for site visits and should include all associated estimated costs in their proposed budgets.
2. On page L-4 of the RFP document it states, "Offerors may not use company senior or general managers or consultants to make any part of the oral presentation." I would typically make these types of presentations on behalf of The Leadership Factor, Inc. Would I be allowed to deliver the information that is required?
 - a. The Government is aware that in small businesses corporate officials are often the ones designated to manage the contracts. Our concern is corporate officials or others making the oral presentation that will not manage the projects or will be not part of the performance team. If a company senior manager is proposed as the Project Manager/ Director, or designated in the budget for the requirement, then yes, that person will be allowed to present at the oral presentation.
3. I have been doing re-entry evaluations for BOP for over 15 years. I have just read RFP-DOL051RFP20028. I am a Texas Certified Historically Underutilized, Small Women Owned business. I do not have the infrastructure to apply as a prime for this RFP, but would like to sub with another prime. How do I do this? Who are firms that intend to apply? I understand that the intent to apply is do?
 - a. Please see the attached "Bidders/Networking List."
4. We would like DOL to reconsider the time commitments required of key personnel. Fully loaded salaries of staff that meet the minimum qualifications for Project Director and Principal Investigator, with the required time commitments as specified in the RFP (60% for Project Director and 40% for Principal Investigator), would absorb approximately 65% of the total project budget for just these two individuals. Given that the project budget must also support multiple Task Leaders (20% time commitments each), a large cadre of field staff to conduct two rounds of site visits to 30 sites, and programmers and support staff, as well as M&S expenses, dedicating so much of the project budget to the Project Director and Principal Investigator is severely constraining. Moreover, this allocation of resources seems inefficient from the standpoint of carrying out the project's work activities most effectively. We feel that time requirements that are no more than half of those specified for the Project Director and Principal Investigator would be more than adequate for these key staff to carry out their project obligations while ensuring that sufficient resources were available to support other necessary members of the project team.
 - a. We believe the required time commitments for key personnel are appropriate.
5. Section M.2.A of the RFP mentions that draft discussion protocols should be included as part of the Technical Approach. Since protocols can themselves run to many pages, can they be included as an Appendix to the proposal and, hence, not count against the 30-page limit?

- a. PLEASE NOTE: Pursuant to Section L.7, (A), Part 2 – (1), the 30 page limitation for the combined technical approach, management plan and understanding sections of the technical proposal shall be disregarded. There will be no page limitation for any parts of the Technical proposal, which includes the technical approach, management plan, understanding, modified resumes, etc. However, appendices are not permitted.
6. Assessment of the project timeline is mentioned as an evaluation criterion for both the Technical Approach (Section M.2.A) and the Management Plan (Section M.2.E). Can we include the timeline in one place or the other in the proposal, rather than both?
 - a. A timeline for the proposed project will be considered by the review panel when evaluating both the technical approach and the firm's management plan for accomplishing the proposed project. The location of the timeline within the proposal is at the offeror's discretion. The table cross-referencing the evaluation criteria and the proposal (see page L-7 of the RFP) should indicate where this will be found for both criteria.
7. It is our understanding that the evaluation contractor will work with the Technical Assistance Provider to advise on the data elements to be included in the MIS (Section C.4), but that the evaluation contractor will not develop the MIS software as part of the evaluation contract. Is this correct?
 - a. That is correct.
8. Page M-4 suggests that a writing sample should be provided for the proposed task leader for Analysis and Reporting, while page M-3 implies that writing samples should be provided for all task leaders. Would the review panel like to see writing samples for all task leaders or just the task leader responsible for analysis and reporting? What types of writing samples does the review panel prefer to see? Of what length?
 - a. PLEASE NOTE: Pursuant to M.2, B. (7), the requirement for writing samples for task leaders (other than the task leader responsible for analysis and reporting) should be disregarded. The requirement for a writing sample applies only to the proposed task leader for "Analysis and Reporting." The writing sample should be adequate to demonstrate proper grammatical usage and analytic abilities. The number of pages that are necessary to demonstrate these characteristics must be determined by each offeror.
9. Page M-4, bullet no. 6, mentions that loading charts should be "based on a total of 10,400 hours". This appears to be a typo, as the period of performance for this project is just 36 months. Should a figure other than 10,400 be used?
 - a. Page M-4, bullet no. 6 is hereby deleted in its entirety and is replaced as follows:

Loading charts showing the number and percentage of hours for each staff for the total duration of the project (based on a total of 6,240 hours), staff time for each year (based on a year of 2,080 hours) and staff time by task or project subpart (as per the management plan). These charts shall be reasonable and likely to support the technical approach.
10. Page M-4 mentions that the Principal Investigator should "devote a minimum of 35% time and that task leaders will devote 25% of their time." However, page C-4 puts the required time commitments at 40% for the Principal Investigator and 20% for each Task Leader. Which figures are correct?

- a. **PLEASE NOTE:** Pursuant to C.5 (on page C-4) and L.8 (page L-10), the requirement that the Principal Investigator(s) devote 40% of their time and that Task Leaders devote 20% of their time to the project should be disregarded. As stated in M.2.B (page M-4), it is expected that the Principal Investigator will devote a minimum of 35% of time and that task leaders will devote 25% of their time, for each task.

11. Section I does not include the clause entitled "Limitation on Subcontracting" (FAR 52.222-1). Does that clause apply to this procurement?

- a. FAR Clause 52.219-14, Limitations on Subcontracting, is hereby incorporated into the contract as follows:

52.219-14, LIMITATIONS ON SUBCONTRACTING (DEC 1996)

(a) This clause does not apply to the unrestricted portion of a partial set-aside.

(b) By submission of an offer and execution of a contract, the Offeror/Contractor agrees that in performance of the contract in the case of a contract for --

(1) SERVICES (EXCEPT CONSTRUCTION). At least 50 percent of the cost of contract performance incurred for personnel shall be expended for employees of the concern.....

12. If the proposed Project Director and Principal Investigator were also to assume task leadership roles, could their required time commitment be limited to those required for the Project Director/Principal Investigator, or would it need to be a sum of the time commitments for their separate roles (e.g., 60% for the Project Director plus an additional 20% if the Project Director were also serving as a task leader)?

- a. If the proposed Project Director and/or Principal Investigator is also proposed as a Task Leader, the required time commitment could be limited to that required for the primary role. The Project Director must meet the 60% minimum and the Principal Investigator must meet the 35% minimum. However, each Task Leader is assumed only to be leading one task, so if a Task Leader leads multiple tasks, the minimum time commitment is increased commensurately. (With respect to the required time commitment for key personnel, please see the response to question no. 10, above.)

13. DOL anticipates the Prisoner Reentry demonstrations will be funded for a base year and four optional years, for which it expects to award a total of \$19.84 million dollars. In light of this considerable investment, would DOL consider increasing the planned funding for the 36-month process evaluation? Given the number of grantees to be studied and the numerous memos and other reports to be prepared, we feel that more resources would provide a study of the depth/intensity more commensurate with the resources devoted to the Prisoner Reentry Initiative itself.

- a. This request for proposal pertains only to the first two years of the Prisoner Reentry Initiative, the base year and one of the four possible optional years. This phase of the Initiative's evaluation will be an evaluation of the initial implementation and outputs of the initiative. We

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believe the dedicated resources are adequate to achieve the goals of this portion of the Initiative's evaluation.

14. Section F-3 states that the level of effort shall not exceed 10 professional person years. On page M-4 it states that the loading chart should be based on a total of 10,400 hours and 2,080 hours per person. That is, 5 person years. Which is correct?
 - a. Pursuant to Section F.3 – Level of Effort, the level of effort for this project shall not exceed 10 professional years. A professional person year is estimated to be between \$90,000 and \$100,000. This includes all costs. These government provided estimates are provided for contractor planning guidance only and do not bind the government to a specific level of effort nor are they guaranteed or warranted by the government in any manner. The contractor must use its best judgment to determine an appropriate level of effort for the contract work regardless of the accuracy of these estimates." There are 2080 hours in a work year, this includes hours for vacation, sick leave and holidays. Offerors should use their best business judgment when proposing the number of hours for this project.
15. Is there a description available of the capabilities of the information management system developed by DOL which is to be used at the sites?
 - a. The management information system (MIS) is still being developed by DOL. It will be a case management MIS that will include data on enrollment, services provided, short-term performance indicators, and long-term performance outcomes.
16. Is there a limit on the size of any subcontract to a non-small business?
 - a. Yes. At least 50 percent of the cost of contract performance incurred for personnel shall be expended for employees of the (Prime) concern. This requirement will not be relaxed.
17. Will the selection criteria for the grantees include a demonstration that their management information capabilities are adequate to meet the needs of the initiative and the evaluation?
 - a. No. ETA will provide grantees with a Management Information System specifically designed for this project and, thus, capable of meeting the needs of the initiative and the evaluation. The PRI Solicitation for Grant Applications provides expectations around reporting and MIS requirements in Section VI., Award Administration Information, on page 16861 of the Federal Register Notice announcing the SGA.
18. For budget purposes, is the requirement of two site visits during the project a minimum requirement?
 - a. Yes.
19. For budget purposes, can you estimate how many memoranda are expected to be developed each contract year?
 - a. No. Offerors should propose what they believe is feasible given the likely costs for preparing such memoranda, including, for example, gathering background data and analyzing available grantee information. Memoranda will potentially fall within the range of 5-15 pages each.
20. Is there a list available of which firms responded to the "Sources Sought?"

- a. Please see the attached Bidders/Networking List.
21. Question: What is DOL's estimate of a person year cost for work of this nature?
- a. Please see response to question no. 14, above.
22. What is considered an adequate writing sample? Without some limits that requirement could add hundreds of pages to the proposal.
- a. Please see the response to question no. 8, above. Also, while the number of pages must be determined by each offeror, we cannot imagine that this would require hundreds of pages.
23. Are writing samples required of all tasks leaders (as stated on p. M-3) or only the leader of analysis and reporting (as stated on p. M-4)?
- a. Please see the response to question no. 8, above.
24. Is the principal investigator required to commit to 40% (as stated p. L-10) or 35% (as stated on p. M-4)?
- a. Please see the response to question no. 10, above.
25. Can examples of related projects include current projects (as stated on p. M-5) or only completed projects (as stated on p.L-2)?
- a. As stated in Section L.5 - Past Performance, offerors are to submit a list of ten (10) "relevant" contracts and subcontracts completed during the past three (3) years. The reference should be on project/work similar in nature. Contracts listed may include those entered into by the Federal Government, agencies of state and local governments and commercial customers. Offerors that are newly formed entities without prior contracts should list contracts and subcontracts as required above for all key personnel.
26. Are full protocols for the first round of visits required (as stated on p. M-2) or is an outline or topic list sufficient? If full protocols are required, will they be included in the 30 page limit? They are likely to be a few pages long.
- a. Draft data collection protocols are requested. With respect to the page limit, please see the response to question no. 5, above.
27. We are assuming that OMB approval will not be required. Is this correct?
- a. The quantitative data used for the evaluation will be administrative data collected by the grantees. As such, OMB clearance, if required, will be the responsibility of the technical assistance contractor. Unless the offeror proposes to survey the grantees (or others), other data collection for the evaluation should not require OMB clearance.
28. What role will the other Federal Agency partners play in evaluation activities?
- a. Other Federal Agency partners will provide input to the Department of Labor on a range of relevant issues as DOL guides the evaluation.

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29. When do you expect this evaluation project will be launched?
- a. We expect this evaluation project to be launched in July 2005.
30. Where will the grantee technical assistance meetings be held?
- a. This will be determined at a later date.
31. Is there an existing MIS for the grantees to adopt or is a new MIS being developed specifically for this project?
- a. Please see the response to question no. 17, above.
32. Will the Technical Assistance Provider be responsible for creating the MIS with the evaluation contractor's input?
- a. The MIS is being developed by the Department of Labor and will include input from the evaluation contractor.
33. Will the MIS only collect administrative data from the grantees or will it also collect data on project outputs, outcomes and will it track the progress of individual program participants?
- a. The MIS will collect data on enrollment, demographics, services provided, short-term indicators, and performance outcomes, including individual-level data.
34. Please clarify the time expectations for key personnel. On page C-4 and L-10 Principal Investigator is listed at 40% and Task Leaders at 20%. However, on page M-4 the RFP states that the Principal Investigator should commit a minimum of 35% and the Task Leader 25%? Does this mean that each Task Leader is expected to commit 20-25% of their time to this project over the three years of the project, even if their own task lasts only 6 months?
- a. Please see the response to question no. 10, above. Task leaders are expected to commit 25% of their time over the course of the project. This may be scheduled in greater amounts during a specific period(s) of the project as long as the total time the Task Leader devotes to the project is at least 25% of 3 years.
35. If key personnel take on more than one role, would the amount of time committed to the project be cumulative? For instance, if the Principal Investigator were to lead one of the tasks would their total time spent on the project be equal to 60%?
- a. Please see the response to question no. 12, above.
36. Item 7 of the RFP on page M-3 says "Writing Samples by Task Leaders" (implying all task leaders) but item 7 on page M-4 say "a writing sample from...proposed task leader for "Analysis and Reporting," implying only this one task leader. For which key personnel should we provide writing samples?
- a. Please see the response to question no. 8, above.

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37. On page L-2 the RFP requests Past Performance References for “completed” projects. On page M-5, the RFP states that offerors “shall submit past and current contracts.” As a small business, multi-year contracts that have not been completed can offer some of the best examples of similar work. Is it appropriate to submit PPRs for contracts that have completed key phases and tasks but are not complete?
- a. Please see response to questions no. 25, above.
38. Please clarify whether the prime contractor is required to submit 10 PPRs and an additional 10 from the subcontractor? Or is the requirement for 10 PPRs in total for contractor and all subcontractors combined?
- a. Both the prime contractor and subcontractor are to submit ten (10) relevant past performance references on contracts and subcontracts completed during the past three (3) years.
39. What is the expected percentage allotment between small business and any subcontractors that are not small business? Is the small business prime expected to hold a minimum of 51% of the budget?
- a. Please see response to question no. 16, above.
40. What is the assumed salary range for a “professional person”?
- a. A professional person year is estimated to be between \$90,000 and \$100,000. This includes all costs. The contractor must use its best judgment to determine an appropriate level of effort for the contract work regardless of the accuracy of these estimates." There are 2080 hours in a work year, this includes hours for vacation, sick leave and holidays.
41. Will OMB clearance be required and, if so, what is the expected impact on the project timeline.
- a. Please see the response to question no. 27, above. Offerors should assume that for any proposed data collection requiring OMB clearance, the beginning of data collection will be delayed for 6 months from the time the draft OMB package is submitted to DOL.
42. In referring to the Oral Presentation on page L-4, the RFP states that “the presentation shall be made by one or more of the personnel whom the offeror will employ to manage or supervise contract performance on a full time basis.” In addition to the Project Director, does this include the Principal Investigator and/or Task Team Leaders?
- a. Yes.
43. The RFP states that “Offerors shall submit seven paper copies of overhead transparencies...” Should offerors also submit the original transparencies as well?
- a. Offerors shall submit the original transparencies and seven paper copies of overhead transparencies.
44. Is the order of items under the Technical Proposal set by the description in the RFP – or can the Understanding items precede the technical approach in the proposal?
- a. The order in which items are included in the Technical Proposal is not set by the description in the RFP; the Understanding items may precede the technical approach in the proposal.

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- 45.** Are both the prime and the subcontractor required to submit the Accounting System Certification?
- a.** Yes.
- 46.** How many copies are required for the financial back-up materials and the annual balance sheet – items 1 to 3 on page L-9?
- a.** Offerors are to submit one copy of the financial back-up materials and the annual balance sheet.
- 47.** Could you provide confirmation that the staff experience section of the proposal is not included as part of the 30 page limit?
- a.** Please see the response to question no. 5, above.
- 48.** Could you provide clarification about the division of responsibility between the TA Contractor and the Evaluation Contractor for the development of the MIS?
- a.** The Department of Labor will develop the MIS. The technical assistance contractor will assist in the implementation of the MIS during grantee trainings, meetings, and on-site visits. The evaluation contractor will provide input to the MIS developers.
- 49.** There is a reference to available recidivism data for participants. What are the sources for these data?
- a.** Offerors should identify available sources of recidivism data and describe in their proposal how they will address any issues that may prevent ready access to these data sources.
- 50.** In the solicitation, section L-7 indicates that Part 2 of the proposal includes evaluation factors A (technical approach), B (individual staff experience/qualifications), E (Management plan), and F (Understanding). Please confirm that no parts of section B (parts 1-7) are subject to the 30 page maximum covering sections A, E, and F combined.
- a.** Please see the response to question no. 5, above.
- 51.** On page M-3, the Department requests writing samples from all task leaders. Later in the RFP, the Department requests a writing sample only for the leader of the reporting task. Please clarify who should submit a writing sample, and what length is considered appropriate.
- a.** Please see the response to question no. 8, above.
- 52.** On page B1 it is stated that this will be a "cost reimbursement type contract" yet on page L-1, Section L.2, the type of contract is described as "cost plus fixed fee." Will the contract be "cost reimbursement" or "fixed fee"?
- a.** The Government will award a cost reimbursement plus fixed fee type contract under this RFP.
- 53.** Whereas the quantitative data collection does not appear to be a review of existing secondary data; and the evaluation requires the development of core data elements for assessing outcomes; and the data collection from Federal grantees does not appear to be voluntary, will the data collection instrument require OMB clearance?

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- a. Please see the response to question no. 27, above.
54. Please confirm that the Evaluation Contractor will not be responsible for the technical development of the MIS database, but will only be responsible for recommending data elements and monitoring the quality of the data, once the Technical Assistance Contractor develops the system.
- a. The evaluation contractor will not be responsible for the technical development of the MIS database; responsibilities are limited to recommending data elements and definitions and monitoring the quality of the data for evaluation purposes, once the system is developed.
55. Is there currently an MIS database being used, or will the Technical Assistance Contractor develop a new one? Does/Will the database sit on a Government server, or with a Contractor? What database application is used/proposed for the MIS database? And in what format will the Technical Assistance Contractor provide the data to the Evaluation Contractor for analysis?
- a. The Department of Labor is currently developing the MIS database, which will reside on DOL's server. DOL has not determined the application for the database or the format in which the data will be provided to the evaluation contractor.
56. How many periodic memoranda does the Government anticipate will be required under Task 6 "Periodic Memoranda on Specific Topics?" Is there an estimated page length for the memoranda?
- a. Please see the response to question no. 19, above.
57. How many grantee technical assistance meetings would be required under Task 7 "Participation in Grantee Meetings?" And, where would those meetings be held? How long does the Government estimate the evaluation contractor's presentations at these meetings should last?
- a. DOL has not finalized the number of technical assistance meetings to be held nor has it determined the location of the meetings. For budgeting purposes, the evaluation contractor should plan on attendance at three meetings. The length of the evaluation contractor's presentations will be determined by the amount of information available for the presentation as well as the focus of the presentation, both of which are unknown at this time.
58. According to the RFP, the Evaluation Contractor will conduct a cost-effectiveness analysis that will compare each communities' "intended outputs" with the "resources expended" to produce them. How does the Government define "community" within this context? Are the "intended outputs" determined by the grantees through the grant process? By "resources expended" does the Government mean through the DOL/ETA PRI grant program? If not, please provide the sources of the resources that will be assessed. Will the cost-effectiveness analysis require a comparison between and among grantees?
- a. Each grantee will identify its own intended "community." Offerors should propose to examine specific outputs they believe will be applicable under the Initiative as well as all costs associated with those outputs. Offerors should describe the most appropriate and efficient cost-effectiveness analysis for the effort, with or without comparisons between and among grantees.
59. How often will the grantees be required to report data that will populate the MIS database? Which Contractor will be responsible for working with grantees to ensure that they are reporting in a timely fashion? Are the grantees penalized for failure to report? If the data from a grantee does not

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meet the established quality standards which Contractor would be responsible for working with the grantee to improve their data quality?

- a. Grantees will submit quantitative reports on a quarterly basis; however, they will be inputting data on an on-going basis. DOL will be responsible for ensuring timely reporting and, with the technical assistance contractor, be responsible for working with the grantee(s) on data quality issues.

60. Please confirm that the Government estimates that the requirements in this RFP, throughout the entire Period of Performance, should not exceed 10 professional FTE over 36 months, rather than 10 professional FTE each year.

- a. The level of effort for the thirty-six (36) months shall not exceed 10 professional person years.

61. The Government requires that the loading charts show the number and percentage of hours for each staff based on a total of 10,400 hours. Please explain. Also, what does the Government consider one Full-Time Equivalent (FTE), 2080 hours or some other number?

- a. Please see the response to question no. 9, above.

62. Is the Evaluation Contractor limited to sending one Principal Investigator to each site visit?

- a. No.

63. On page M-4 (item 3), the required time commitment of the Principal Investigator and Task Leaders contradicts the minimum FTEs presented elsewhere in the RFP. Pages C-4 and L-10 give the required time commitments as: Project Director/Manager 60%, Principal Investigator 40% and Task Leaders 20%. Page M-4 states the required time commitments as Principal Investigator 35% and Task Leaders 25%. Please confirm the correct minimum FTEs.

- a. Please see the response to question no. 10, above.

64. If the Project Director is also a Task Leader of two tasks, what would be his required time commitment?

- a. Please see the response to question no. 12, above.

65. What dollar amount does a person-year represent?

- a. Please see the response to question no. 14, above.

66. Other recent DOL/ETA RFPs have requested presenter letters for the contractor personnel who participate in the oral presentation. Are these also required for this proposal?

- a. Letters of Intent for those proposed to be presenters in the oral presentations are not a requirement for this RFP.

67. Are there any specific requirements or constraints regarding the writing samples by Task Leaders?

- a. Please see the response to question no. 8, above.

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68. There is a discrepancy in time allocation for the Principal Investigators and Task Leaders. Please verify the correct time allocation. Page C-4 Principal Investigator - 40% Task Leader - 20%. Page M-4 Principal Investigator - 35%, Task Leader - 25%
- a. Please see the response to question no. 10, above.
69. Page M-3, part 4 and part 6 states 10,400 hours for the project duration for each staff. We believe this number is in error. Since the period of performance is 36 months, the total hours should be 6,240. Please confirm.
- a. Please see the response to question no. 9, above.
70. Is there a presumption that each task will require the same number of hours to complete?
- a. No.
71. We need clarification on the time requirements for Project Director (PD), Principal Investigator(s), and Task Leader(s). The solicitation states that PD "position will require 60% of the proposed individual's time over the period of performance." Does that mean PD should be allocated at least 3,744 hours ($=60\% * 6,240$)? Or does that mean PD should have 60% of the total hours (including those hours that PD may serve as a team member or a task leader in other tasks) allocated to him/her serving as Project Director? Assume that we allocated 6000 hours to PD. Are we to allocate 3,600 hours to this individual as PD and the rest (2,400 hours) to other tasks? Or do we need to allocate at least 3,744 hours to this individual as PD?
- a. Please see the response to question no. 10, above.
72. In the case of Task Leader(s), is the 20% requirement based on the total hours allocated to a task or to an individual for the duration of the project? For example, if we allocated 1,000 hours to Task 1, are we to assign at least 200 hours to the designated Task Leader for this task? Or are we to assign 1,248 hours ($=20\% * 6,240$) to this Task Leader for this task?
- a. The 25% (see response to question 10 above) requirement is based on the total hours allocated to an individual for the duration of the project. In addition, the 25% requirement applies to all work on the project; it needn't be 1,560 hours on the task but rather, 1,560 on the project.
73. Are we allowed to combine/rearrange tasks (e.g., Task 2 and Task 4)?
- a. Offerors may propose whatever approach they believe provides the most efficient plan for achieving the goals of the evaluation, with appropriate and sufficient justification.
74. How many copies of transparencies are required? Page L-6 states 5 copies while page L-8 states 7 copies. Please confirm.
- a. Please see the response to question no. 43, above.
75. Are travel costs reimbursable or should we cost them out in our Cost Proposal? Since there will be at least 2 site visits to each of the 30 locations unknown at the present time, we believe estimating the travel costs correctly will be a difficult task.

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- a. Travel costs are eligible for reimbursement as costs of conducting the evaluation. As such, estimated travel costs should be included in the cost proposal.
76. May we have a list of the potential bidders (i.e., companies who have requested the solicitation or were invited to participate)?
- a. Please see the attached "Bidders/Networking" List.
77. Page M-3 requests that we provide "writing samples by task leaders." However, Page M-4 states that one of the factors we will be evaluated is "A writing sample from related activities produced by the proposed task leader for "Analysis and Reporting" exhibits proper grammatical usage and analytic abilities." Please clarify. Do we need to provide a separate writing sample for each of the task leaders proposed or will the writing for Task 8: Analysis and Reporting be accepted as a writing sample?
- a. Please see the response to question no. 8, above.
78. Attachments listed in Section J are not included in the solicitation. Where can we obtain them?
- a. Attachments listed in Section J can be downloaded at <http://www.doleta.gov/sga/rfpforms.cfm>.
79. The Federal Register announcement for the grant program advises applicants that "four outcome measures will be used to measure success in these grants: entered employment rate, employment retention rate, earnings change, and recidivism rate." The announcement also states that "Funds are not currently available under this initiative to provide housing services for participants, but the grants will require that linkages be developed in the community to provide necessary housing services to participants." The announcement also sets requirements for the implementation of a mentoring program. Please clarify the extent to which non-labor market outcomes are to be included in the evaluation.
- a. This phase of the evaluation will look at outputs, not outcomes. Any non-labor market outputs of projects – such as housing assistance – will be included.
80. Will a separate effort be directed at building the capacity of FBCO's to satisfy reporting obligations? Or will the successful bidder be expected to provide this kind of assistance?
- a. There will be a separate effort to build capacity for reporting.
81. Section C of the solicitation states that "the evaluation will examine the development of community approaches to addressing the public safety issues raised by re-entering offenders." This statement implies a focus on public safety outcomes. Please clarify how this objective fits in with evaluation of grantee programs.
- a. The Prisoner Reentry Initiative is expected to assist ex-offenders in making a successful transition back into their communities by helping them prepare for and gain employment and stable housing. Evidence demonstrates that these supports generally result in reduced crime and recidivism within the community, thus increasing public safety.
82. Task 5. Site Visits - Are the two rounds of site visits to each of the 30 grantees expected to take place during any particular time periods during the evaluation (e.g., the first visit should take place

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within a certain number of months from the start of the evaluation, or a certain number of months should pass between site visits)?

- a. Offerors should propose a data collection plan that includes site visits scheduled at the most appropriate time to obtain the information necessary to document each site's implementation of the desired services with sufficient justification for the timing of said site visits also provided.

83. Task 6. Periodic Memoranda on Specific Topics - This task indicates, "The contractor shall prepare several memoranda describing topics of interest to the Federal partners identified by the Federal Project Manager." Can you provide an estimate of the number of memoranda to be prepared and their approximate length?

- a. Please see the response to question no. 19, above.

84. Task 7. Participation in Grantee Meetings - How many grantee technical assistance meetings are expected to be organized by the technical assistance provider that the evaluation contractor would attend?

- a. DOL has not finalized the number of technical assistance meetings to be held. For budgeting purposes, the evaluation contractor should plan on attending and participating in three meetings.

85. C.5 SPECIAL REQUIREMENTS - This section states that the required time commitment for Project Director is 60% of their time, yet in section L.6 Oral Presentation, Number 4 states that, "The Project Director who will have a 100% time operational responsibility for contract performance shall be present..." This section also states that the required time commitment for Principal Investigators is 40% of their time, yet in section M, page M-4, Number 3) the RFP states that Principal Investigators need to devote a minimum of 35%. Finally, this section states that the required time commitment for Task Leaders is 20% of their time, yet in section M, page M-4, Number 3) the RFP states that Task Leaders need to devote a minimum of 25%. Can clarification be made regarding which percentages are the expected level of commitment for these three positions to the project?

- a. Please see the response to question no. 10, above.

86. Can the same person serve in more than one position? For example, can the person designated Principal Investigator also serve as a Task Leader? If so, does their time commitment increase commensurately (totaling both positions to 60%)?

- a. Please see the response to question no. 12, above.

87. If a person is to lead more than one task are they required to commit to at least 40% time (are the percentages cumulative in this situation as well)?

- a. Please see the response to question no. 12, above.

88. SECTION F.4 REPORTS/DELIVERABLES - Is the "Evaluation Design Report" described under point 2 in this section considered to be the same document as the "revised evaluation plan" described under Task 1 in Section C?

- a. Yes.

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- 89.** If they are considered to be the same document, would you please confirm what the required elements of this document will be (as the descriptions of what these documents are supposed to include differ in the two sections) and that it is due 30 calendar days after the kickoff meeting?
- a.** Offerors are required to submit a detailed technical approach for achieving the goals of the evaluation as part of their proposal for the project. The successful offeror will be required to revise this approach, based on initial discussions with DOL staff and feedback provided by federal partners in the Initiative, and submit the revised study design 30 days after the kickoff meeting with DOL. The initial technical approach should include all elements that each offeror believes best positions the offeror to achieve the goals of the evaluation.
- 90.** If they are not considered to be the same document, would you please clarify the relationship between the two documents and indicate the due dates for the respective documents?
- a.** As noted in the response to question no. 89, above, they are the same document.
- 91.** Section L.5 PAST PERFORMANCE - This section requests, "A list of ten (10) relevant contracts and subcontracts completed during the past three (3) years." In other previous solicitations, the Department of Labor has generally requested five (5) relevant contracts. Is the amount stated the correct number?
- a.** Offerors (prime and subcontractor) are to submit a list of ten (10) relevant contracts and subcontracts completed during the past three (3) years.
- 92.** SECTION M.2 EVALUATION CRITERIA AND BASIS FOR AWARD (BEST VALUE) - The evaluation criteria in M.2 indicate that offerors should include a description of their data collection procedures, including draft data protocols. Will draft data protocols and drafts of other instruments be included within the limit of 30 pages for the technical proposal?
- a.** Please see the response to question no. 5, above.
- 93.** We noticed that the points for each evaluation criteria totaled to 170. Is this DOL's intention?
- a.** Yes.

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