

May 18, 2007

NOTICE TO ALL OFFERORS

REFERENCE: AMENDMENT NO. 1  
DOL071RP20108

Additional information has been requested by prospective offerors and it has been determined by the Contracting Officer that this information be made available to all bidders. The closing date and time for the receipt of proposals is still May 30, 2007, 2:00 p.m. local time.

*Chari A. Magruder*  
CHARI A. MAGRUDER  
Contracting Officer

Attachment

**AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT**

BPA NO.

1. CONTRACT ID CODE

PAGE

OF PAGES

1

27

2. AMENDMENT/MODIFICATION NO.  
00013. EFFECTIVE DATE  
05-18-2007

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/OGCM  
Division of Contract Services  
200 Constitution Avenue, NW  
Room N-4655  
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.

DOL071RP20108

X

9B. DATED (SEE ITEM 11)  
4/24/2007

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 on 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.  
05-30-2007 2:00PM EST

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 0 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)

CHARI A. MAGRUDER  
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. Continuation page

A. The purpose of this amendment is to change the terms and conditions of the Request for Proposal DOL071RP20107 in accordance with the following:

1. Section B – SUPPLIES OR SERVICES AND PRICE/COSTS - is hereby corrected as follows:

The incumbent contractors under this solicitation are:

**Youth Build USA** of Somerville, MA  
Total Amount of Award: \$1,475,000

**Heartlands International** of Washington, DC  
Total Amount of Award: \$1,000,000

2. Section L.8 – SUBMISSION OF PROPOSAL - is hereby deleted in its entirety and is replaced with the following:

(A) - General Instructions:

Each offeror must submit an offer (proposal) and other written information and make an oral presentation in strict accordance with these instructions. When evaluating an offeror, the Government will consider how well the offeror complied with the letter and spirit of these instructions. The Government will consider any failure on the part of an offeror to comply with both the letter and spirit of these instructions to be an indication of the type of conduct it can expect during contract performance. Therefore, the Government encourages offerors to contact the Contracting Officer by electronic submission only, in order to request an explanation of any part of these instructions.

Your proposal must be submitted in three (3) separate and distinct parts as outlined below, consisting of the number of stated copies and accompanied by the required supportive materials to insure that the proposal will be considered responsive to the Request for Proposals.

**Part 1 –** (1) Original and three (3) signed copies of completed Standard Form 33, Solicitation, Offer and Award,

(2) Original and three (3) signed copies of Section K, the Representations, Certifications and other Statements of Offerors, DOL does not accept illegible copies. (All copies must be ink-signed.)

**Part 2 -** (1) A set of overhead transparencies and five (5) paper copies in a sealed package. These transparencies form the basis of the offeror's Oral Presentation. PLEASE NOTE: The sealed package containing the transparencies will not be opened until the scheduled date for the offeror's presentation, in the presence of the Contract Specialist and a representative of the offeror. DOL uses both the transparencies and the Oral Presentation to evaluate the offeror's capability to perform the contract (See Section M.2 (A));

(2) Original and three (3) copies of a modified resume for each key personnel involved in the project (See Attachment J.10 for an example of a modified resume). (See Section M.2 (D)) At a minimum, the resume shall include:

- a. The title and position to which the individual would be assigned for the project;
- b. The individual's current employment status and a list or description of the activities or projects on which the individual is currently working;
- c. The individual's previous work experience, to include position title, dates in position, employing organization, duties performed, and role performed, e.g., management, task leader, lead investigator, chief analyst, etc., and how these are relevant to the tasks and duties in this project;
- d. The titles of the individual's previous or in process written products or reports, with their date of completion or publication and other authors noted; and the relevance of these works to the tasks and duties in this project; and
- e. The individual's educational background and a brief description of its relevance to the individual's role in the project. The overall staffing plan is reasonable and likely to support the technical approach.

(3) Original and three (3) copies of letters of intent for each key personnel, including employees and contingency hires (defined as persons not currently employed but who have executed a binding letter for commitment for employment with the offeror, if the offeror receives award under this solicitation). Letters of intent must be dated and include signatures from the individual and the offeror/contractor. The letter must state that the individual will be available for at least six months. The letter must also disclose the position the person will have on the contract.

(4) Original and three copies of relevant past performance information (See Sections L.6 and M.2 (C)); and

(5) Original and three (3) copies of the Technical Approach (See Section M.2 (B) and the Preliminary Workplan (See Section M.2 (E)). (PLEASE NOTE: There is 15 page limit to the Technical Approach and a 5 page limit to the Preliminary Work Plan. Text type shall be at least 12 point font size or larger.)

**Part 3 -**

A detailed Business Management Proposal for the prime contractor and each subcontractor as further outlined in the below instructions and consisting of:

(1) Three (3) copies of Attachment J.2 - Cost and Price Analysis, ETA 8555 (Mar. 1981);

(2) One (1) copy of Attachment J.3 - Statement of Financial Capability, ETA 8554 (Mar. 1981) (c).

(3) One (1) Accounting System Certification which is a statement certifying that the offeror has an established accounting system with internal controls adequate to safeguard their assets, insure that funds are accounted for by cost categories, check the accuracy and reliability of the accounting data, promote operating efficiency and permit compliance with Government requirements and accounting procedures with respect to Cost Reimbursement types of contracts.

The statement must be executed by a certified public accountant (CPA), licensed public accountant, a bona-fide accounting or audit organization such as Defense Contract Audit Agency (DCAA) or an entity of equivalent status acceptable to the Government.

(4) Contractor's current approved Indirect Cost Rate Agreement or a description (including dollar amounts) of the base for all proposed indirect rates.

The Cost and Price Analysis (ETA 8555) and Financial Capability Forms (Attachment J.3) support information shall be augmented as follows:

1. Most current published annual balance sheet and profit or loss statement.
2. List the names and addresses of any subcontractor\* the offeror intends to use in the performance of a resulting contract. Include the following information about the subcontract(s).
  - (a) How subcontractor was selected?
  - (b) Has the subcontractor submitted a cost proposal?
  - (c) Will he be able to start performance at the start of the contract period?
  - (d) What is the total cost of (each) subcontract?
  - (e) What services (skills) will the subcontract provide?
  - (f) What experience do they have in this technical area?

\*Also provide the above information for consultants you intend to use in the performance of a resulting contract.

Consultants: Persons who are members of a particular profession or possess a special skill and who are not officers or employees of the contractor.

NOTE: Part 1, 2, and 3 should be sealed in separate envelopes and included in one master package. The RFP number and related Part numbers outlined above, if applicable, should show in the upper left hand corner of each of the envelopes as well as the master package.

(B) - Cost and Price Analysis

The Contracting Officer may forward the cost and price analysis review of the business proposal to the DOL's Division of Cost Determination (DCD). The cost analysis performed by DCD will be based on FAR 15.404-1(c)(1).

DCD requires the following specific information to be provided in addition to the ETA form 8555 - Cost and Price Analysis:

1. **Salaries** – Provide support for all of the proposed salaries, i.e. payroll records (current employees), letters of intent or salary surveys (new employees). Also provide proposed escalation of salary increases for option years, if applicable.
2. **Fringe Benefits** –If a fringe rate has been approved by a Federal cognizant agency, please note it. If not, please see related information below for indirect rates to support these costs.
3. **Staff Travel and Per Diem** – In addition to the information requested in the ETA form 8555, please provide the following detailed information using the sample table below:

	<u>Traveler's Name/ Position</u>	<u>From</u>	<u>To</u>	<u>Travel Days</u>	<u>Airline Fees</u>	<u>Lodging</u>	<u>Meals</u>	<u>Car Rental</u>	<u>Other</u>	<u>Total</u>
1										\$0
2										\$0
3										\$0
				Total	\$0	\$0	\$0	\$0	\$0	\$0

4. **Consultant Fees** – Provide specific hourly/daily rate for proposed consultants with their letters of intent.
5. **Consultant Travel** – See #3 above.
6. **Rent** – Specify if the costs are directly or indirectly charged. If directly charged, provide comments on the rent costs, i.e., lease agreement (already signed) or informal documentation attesting to the offeror's efforts to find reasonable lease costs, i.e. multiple bids, or area surveys. If a lease has been already signed, please provide a copy for support.
7. **Insurance & Bonding** – Specify if the costs are directly or indirectly charged. If directly charged, provide support for the insurance costs and bonding costs, i.e., quotes from different insurance companies.
8. **Materials & Supplies** – Follow the Form 8555 (Page 5) in detail.
9. **Communications** - Follow the Form 8555 (Page 6) in detail, **also** providing quantity/units.
10. **Property** – Follow the Form 8555 (Page 6) in detail.

11. **Supportive Services** - Follow the Form 8555 (Page 7) in detail.
12. **Subcontractor Costs** – Follow the Form 8555 (Page 7) in detail. Also, provide a separate submission of the Form 8555 for each subcontractor noting all items of costs in this list.
13. **Indirect Costs (Overhead, G&A, other rates)** – If your entity has a current Federally approved indirect cost rate agreement, provide a copy.

If no rates have been approved by a Federal cognizant agency, the offeror should provide support for review and analysis to determine if the rates proposed are allowable, allocable, and reasonable.

Specifically, the offeror should submit **two** "Statements of Total Costs" for:

- a. the latest fiscal period of the entity based on actual costs.
- b. the projected fiscal period of the entity based on budgeted costs, including any applicable DOL contract costs (assume that the contract will be awarded).

Samples of the Statement of Total Costs are available in DCD's website:

<http://www.dol.gov/oasam/programs/boc/costdeterminationguide/main.htm>

Specifically, at:

<http://www.dol.gov/oasam/programs/boc/costdeterminationguide/sec3.pdf>, pages III-7 or III-9, as applicable. These statements have two ways of calculating the indirect cost rate built into the schedule.

**Note** that if the entity has multiple rates (overhead, G&A, offsite, onsite, etc.) the indirect cost column presented in the schedule should be modified to include each proposed rate into separate columns.

14. **Fee** – Please provide the specific rate proposed.

The Government warns offerors that taking exception to any term or condition of the RFP (including submitting any alternative proposal that requires a relaxation of a requirement), will make an offer unacceptable and the offeror ineligible for award, unless the RFP expressly authorizes such an exception with regard to that specific term or condition. The Government will consider any exception to a term or condition of the RFP that is not expressly authorized by the RFP to be a deficiency, as defined in FAR Part 15.

An offeror may eliminate a deficiency in its proposal only through discussions, as defined and prescribed in FAR Part 15. However, the Government intends to award a contract without technical discussions, as authorized by FAR Part 15. Therefore, any offeror planning to take exception to a term or condition of the RFP must consult with the Contracting Officer prior to submitting a proposal, unless the RFP expressly authorizes such an exception. Notwithstanding its plan to award without discussions, the Government reserves the right to conduct technical and cost discussions with offerors in a competitive range, if necessary, and to permit such offerors to revise their proposals. The government also reserves the right to change any terms and conditions of

their RFP by amendment at any time prior to contract award and to allow offerors to revise their offers accordingly, as authorized by FAR Part 15.

The offeror must not make reference to cost or price data so that an independent technical evaluation may be made on the basis of technical merit alone. Proposals must not specify less than one hundred twenty (120) days Government Acceptance. After the due date, an offeror can not take exception to any provisions of this Request for Proposals or place any condition on his/her proposal. Offerors may only submit one proposal.

**DOL will not award to offerors whose proposals do not meet the above requirements.**

**3. Section M – EVALUATION FACTORS FOR AWARD** - is hereby deleted in its entirety and is replaced with the following:

#### **M.1 BASIS FOR AWARD (BEST VALUE)**

The Government intends to evaluate proposals using a two-step methodology. The first step will involve the evaluation of the offeror's TECHNICAL APPROACH, INDIVIDUAL STAFF EXPERIENCE AND QUALIFICATIONS, WORK PLAN and PRICE (evaluation factors B, D, E, and F listed below). Based on these evaluations, a Competitive Range (FAR Part 15) consisting of the most highly rated proposals will be established.

The second step will involve evaluation of CONTRACTOR'S PAST PERFORMANCE of each offeror within the Competitive Range. Past Performance will be evaluated in accordance with Section L.6 of the solicitation and evaluation factor C listed below. The second step will also involve evaluation of an ORAL PRESENTATION presented by each of the offerors within the Competitive Range. Evaluation of oral presentations will consist of the offeror's CAPABILITY TO PERFORM THE WORK (evaluation factor A listed below). Therefore, each offer should contain the best terms from a cost or price and technical standpoint.

A cost realism analysis and a Field Pricing Review will be performed for all offerors. Contract award will be based on the combined evaluations of the Contractor's Capability to Perform the Contract, Technical Approach, Individual Staff Experience and Qualifications, Work Plan, Contractor's Past Performance, and Price. The contract resulting from this solicitation will be awarded to the responsible offeror whose offer, conforming to the solicitation, is determined to provide the "best value" to the Government, which may not necessarily be the proposals offering the lowest cost nor receiving the highest technical score. It should be noted that cost is not a numerically weighted factor.

Although non-cost factors are significantly more important than cost, cost is an important factor and should be considered when preparing responsive offers (proposals). The importance of cost as an evaluation factor will increase with the degree of equality of the proposals in relation to the remaining evaluation factors.

When the offerors within the competitive range are considered essentially equal in terms of technical, past performance and other non-cost factors (if any), or when cost is so significantly high as to diminish the value of the technical superiority to the Government, cost may become the determining factor for award. In



summary, cost/non-cost trade offs will be made, and the extent to which one may be sacrificed for the other if governed only by the tests of rationality and consistency with the established factors.

Prospective contractors are advised that the selection of a contractor for contract award is to be made, after a careful evaluation of the offers (proposals) received, by a panel of specialists chosen by DOL/ETA. Each panelist will evaluate the proposals for technical acceptability using a range of scores assigned to each factor. The factors are presented in the order of emphasis that they will receive (i.e., Factor A has the greatest weight, Factor B the second greatest weight, etc.). The scores will then be averaged to select a contractor for award on the basis of their proposal being the most advantageous to the Government, price and other factors considered.

## **M.2 EVALUATION CRITERIA**

### **A. CONTRACTOR'S CAPABILITY TO PERFORM THE CONTRACT (30 points)**

All proposals, regardless of what section of the Statement of Work (C.4.1, C.4.2 or C.4.3) the proposal is responding to will be evaluated under this evaluation criterion.

The Government will evaluate each offeror's capability to perform the contract on the basis of its oral presentation and the responses it gives during the question and answer session that will follow the oral presentation. In making this evaluation, the government will consider an offeror's: (1) knowledge of the content of the work in terms of constituent activities, their inputs and outputs, and their interrelationships and interdependencies (See Section L.7 (5b) (6 points); (2) recognition of the appropriate sequence and realistic duration of the work activities (See Section L.7 (5c) (6 points); (3) knowledge of the appropriate types of resources required to perform the work activities (See Section L.7 (5d) (6 points); (4) familiarity with the difficulties, uncertainties, and risks associated with the work (See Section L.7 (5e) (6 points); and (5) knowledge of the personnel and subcontractor qualifications necessary to the performance of the work (See Section L.7 (5f) (6 points).

### **B. TECHNICAL APPROACH (25 points)**

All proposals, regardless of what section of the Statement of Work (C.4.1, C.4.2 or C.4.3) the proposal is responding to will be evaluated under this evaluation criterion.

The technical approach should be specific and complete. It should reflect a thorough understanding of the requirements outlined under Section C, "Statement of Work." Please organize the presentation of your technical approach as follows:

All proposals, regardless of what section of the Statement of Work (C.4.1, C.4.2 or C.4.3) the proposal is responding to, should reflect an understanding of: the goals of the Youth Build Program; the objectives and guiding principles for technical assistance, as outlined in Section C.3, "Objectives;" and the offeror's knowledge and experience with related projects.

In addition, all proposals, regardless of what section of the Statement of Work (C.4.1, C.4.2 or C.4.3) the offeror is responding to should include, but are not be limited to:

- i. Discussion of specific types of technical assistance that are likely to be needed at various phases of project development and implementation;
- ii. Methods that you will use to identify technical assistance needs, including how you plan to engage the grantees, lead project officers, coaches and content experts, and COTR in this process;
- iii. Description of training methodologies you propose to use to deliver technical assistance;
- iv. Methods for managing, monitoring, tracking, and assessing the impact of technical assistance;
- v. Strategies to promote information sharing and problem-solving across project sites, among site facilitators, and with federal project officers;
- vi. Discussion of how content experts will be identified;
- vii. The main challenges you expect to face in providing technical assistance to DOL YouthBuild grantees and how you will address them.

Proposals responding to section C.4.1 of the Statement of Work should include in their technical approach, in addition to the items i through vii listed above, the following:

- viii. Approach to support planning and holding of national, regional, and peer-to-peer trainings;
- ix. Approach to developing and maintaining a dynamic website for use by DOL YouthBuild grantees;
- x. Examples of approaches that you will use in providing technical assistance that builds the capacity of staff to deliver services that are age, gender, and culturally appropriate;
- xi. Examples of the types of continuous follow-up that will be used to extend learning beyond the initial training and strengthen the impact of the training through continuous follow.

Proposals responding to section C.4.2 of the Statement of Work should include in their technical approach, in addition to the items i. through vii. listed above, the following:

- viii. Plans to ensure that technical assistance contributes to local capacity-building and sustainability beyond the Federal grant;
- ix. A plan to identify and coordinate a small cadre of technical assistance experts to provide on and off-site technical assistance to YouthBuild grantees;
- x. Discussion of proposed activities which will assist organizations in organizing and using data for improving site operations

Proposals responding to section C.4.3 of the Statement of Work should include in their technical approach, in addition to the items i through vii listed above, the following:

- viii. Discussion of proposed activities to support sites in building their capacity to collect, organize and use data for improving site operations as well as reporting the required data for the national evaluations and the Government;
- ix. Plans to develop “help-desk” capacity for YouthBuild MIS System.

**PLEASE BE ADVISED THAT OFFERORS WILL BE EVALUATED UNDER THIS FACTOR BASED ON THE FOLLOWING:**

**All proposals, regardless of what section of the Statement of Work (C.4.1, C.4.2 or C.4.3) the offeror is responding to will be evaluated under Criterion B, Technical Approach based on the following:**

- i. Discussion of specific types of technical assistance that are likely to be needed at various phases of project development and implementation; (4 points)
- ii. Methods that you will use to identify technical assistance needs, including how you plan to engage the grantees, lead project officers, coaches and content experts, and COTR in this process; (4 points)
- iii. Description of training methodologies you propose to use to deliver technical assistance; (4 points)
- iv. Methods for managing, monitoring, tracking, and assessing the impact of technical assistance; (3 points)
- v. Strategies to promote information sharing and problem-solving across project sites, among site facilitators, and with federal project officers; (3 points)
- vi. Discussion of how content experts will be identified; (2 points)
- vii. The main challenges you expect to face in providing technical assistance to DOL YouthBuild grantees and how you will address them. (2 points)

**In addition to the sub-factors i. through vii. listed above, proposals responding to section C.4.1 of the Statement of Work will be evaluated under Criterion B, Technical Approach based on the following:**

- viii. Approach to support planning and holding of national, regional, and peer-to-peer trainings; (1 point)
- ix. Approach to developing and maintaining a dynamic website for use by DOL YouthBuild grantees; (1 point)
- x. Examples of approaches that you will use in providing technical assistance that builds the capacity of staff to deliver services that are age, gender, and culturally appropriate; (1/2 point)
- xi. Examples of the types of continuous follow-up that will be used to extend learning beyond the initial training and strengthen the impact of the training through continuous follow. (1/2 point)

**In addition to the sub-factors i. through vii. listed above, proposals responding to section C.4.2 of the Statement of Work will be evaluated under Criterion B, Technical Approach based on the following:**

- viii. Plans to ensure that technical assistance contributes to local capacity-building and sustainability beyond the Federal grant; (1 point)
- ix. A plan to identify and coordinate a small cadre of technical assistance experts to provide on and off-site technical assistance to YouthBuild grantees; (1 point)
- x. Discussion of proposed activities which will assist organizations in organizing and using data for improving site operations (1 point)

**In addition to the sub-factors i. through vii. listed above, proposals responding to section C.4.3 of the Statement of Work will be evaluated under Criterion B, Technical Approach based on the following:**

- viii. Discussion of proposed activities to support sites in building their capacity to collect, organize and use data for improving site operations as well as reporting the required data for the national evaluations and the Government; (2 points)
- ix. Plans to develop "help-desk" capacity for YouthBuild MIS System. (1 point)

### **C. CONTRACTOR'S PAST PERFORMANCE (25 POINTS)**

All proposals, regardless of what section of the Statement of Work (C.4.1, C.4.2 or C.4.3) the proposal is responding to will be evaluated under this evaluation criterion.

Past performance shall include evaluating offerors with no relevant performance history, and shall provide offerors an opportunity to identify past or current contracts (Federal, State and local government, and private) for efforts similar to the Government requirement. Offerors will be provided the opportunity to address unfavorable reports of past performance, if the offeror has not had a previous opportunity to review the rating. Offerors shall provide information on problems encountered on the identified contracts and the offerors' corrective actions. The Government shall consider this information, as well as information obtained from any other sources, when evaluating the offeror's past performance. The contracting officer shall determine the relevance of similar past performance information. Offerors shall submit past performance information regarding predecessor companies, key and subcontractors that will perform major or critical aspects of the requirement. Offerors without relevant past performance history or for whom information on past performance is not available may not be evaluated favorably or unfavorably on past performance. In this instance the offeror would receive a neutral score.

### **D. INDIVIDUAL STAFF EXPERIENCE AND QUALIFICATIONS (20 points)**

All proposals, regardless of what section of the Statement of Work (C.4.1, C.4.2 or C.4.3) the proposal is responding to will be evaluated under this evaluation criterion.

This section of the proposal shall provide sufficient information for judging the quality and competence of staff proposed to be assigned to the project to assure that they meet the required qualifications. Successful performance of the proposed work depends heavily on the qualifications of the individuals committed to this project, and the adequacy of the time commitment for each individual in relation to the specific tasks that they will perform.

Accordingly, the Government, in its evaluation of the contractor's proposal, will place considerable emphasis on the contractor's commitment of personnel qualified for the work involved in accomplishing the assigned tasks.

This section of the proposal shall provide the current employment status of personnel proposed for work under this RFP--i.e., whether these personnel are currently employed by the contractor or are dependent upon planned recruitment or subcontracting. Where subcontractors or outside assistance are proposed, organizational control shall be clearly delineated so as to demonstrate and ensure responsiveness to the needs of the Government.

The Government, in its evaluation of the contractor's proposal, will place considerable emphasis on the contractor's commitment of personnel qualified for the work involved in accomplishing the assigned tasks. Accordingly, the following information shall be furnished:

- i. Proposals responding to sections C.4.1 or C.4.2 of the Statement of work should specify the proposed Project Director, Assistant Project Director and Training Specialist(s). Proposals responding to section C.4.3 of the Statement of Work should specify the proposed Project Coordinator and the Help Desk Specialist(s);
- ii. The proposed project organization, via a project organization chart and applicable narrative;
- iii. Letters of Intent for each key personnel;
- iv. The proposed plan for deploying personnel and resources including: a staffing chart listing names, education, experience and project roles; and a staff time/task loading chart showing the amount of time each staff person will devote to each task and sub-task. Please note: the staffing chart and the staff time/task loading chart should include all subcontractor personnel and consultants;
- v. A modified resume for each key personnel to be assigned to the project. At a minimum, each resume shall include:
  - (a) The individual's current employment status and previous work experience, including position title, dates in position, duties performed, and employing organization. Duties shall be clearly defined in terms of the role performed, i.e., management, team leader, consultant. Also, indicate whether each individual is currently employed by the contractor, and (if so) for how long.
  - (b) The individual's educational background;
  - (c) The position to which the individual would be assigned for the project and the type of work that they would perform in that capacity.

- (d) The time commitment of all professional personnel assigned to the project (the number of hours per month that each individual will devote to the project over its life)

**PLEASE BE ADVISED THAT PROPOSALS WILL BE EVALUATED ON THE FOLLOWING FACTORS:**

**Proposals responding to section C.4.1 of the Statement of Work will be evaluated under Criterion D, Individual Staff Experience and Qualifications based on the following:**

- i. The experience and qualifications of the proposed Project Director and the amount of time committed to the project. The Project Director must have a Bachelor's degree from an accredited institution of higher education and have five years experience in managing or evaluating projects of similar size and purpose. While it is not required that the proposed Project Director has experience in managing or evaluating youth development programs that are similar to the YouthBuild program, it is highly desirable. The proposed Project Director should also have demonstrated experience in providing technical assistance to program operations. The Project Director must be able to work cooperatively with officials at all levels of an organization, both government and private, be able to adjust quickly to changing needs and priorities, and have excellent communication skills, both orally and in writing. Time commitment – 100% (full time). **Please be advised that offerors who do not meet the education requirements for the Project Director will receive 0 points for this sub-factor and may not be considered for award.** (5 points)
- ii. The experience and qualifications of the proposed Assistant Project Director and the amount of time committed to the project. The Assistant Project Director must have a Bachelor's degree from an accredited institution of higher education and three years experience in managing or evaluating projects of similar size and purpose. While it is not required that the proposed Assistant Project Director has experience in managing or evaluating youth development programs that are similar to the YouthBuild program, is highly desirable. The proposed Assistant Project Director or Project Director should also have demonstrated experience in providing technical assistance to program operations. The proposed Assistant Project Director must be able to work cooperatively with officials at all levels of an organization, both government and private, be able to adjust quickly to changing needs and priorities, and have excellent communication skills, both orally and in writing. Time commitment - 100% (full time). **Please be advised that offerors who do not meet the education requirements for the Assistant Project Director will receive 0 points for this sub-factor and may not be considered for award.** (4 points)
- iii. The experience and qualifications of the proposed Training Specialist and the amount of time committed to the project. The Training Specialist must have a Bachelor's degree in a related field from an accredited institution of higher education and five years experience in designing and implementing training programs similar in scope and complexity, i.e., size and subject matter. Time commitment - 100% (full time). **Please be advised that offerors who do not meet the education requirements for the Training Specialist will receive 0 points for this sub-factor and may not be considered for award.** (4 points)
- iv. The time commitment of each key personnel assigned to the project (the number of hours per month that each individual will devote to the project over its life), as well as "Letters of Intent" for each key personnel. (3 points)

- v. Staffing charts listing names, qualifications, and experience of professional personnel (including outside consultants), staff time/time loading charts showing the amount of time each staff person will devote to each task and sub-task, and an indication of how staff will be allocated to perform all necessary field work during the project. (2 points)
- vi. Letters of Intent for each key personnel. Letters of Intent must include a statement that the individual will be available for the amount of time specified in the proposal. Letters of Intent must be signed (by both employer and employee/contingency hire), and dated. The Offeror shall provide letters of intent from current employees that state they: (1) will remain employed by the Offeror; and (2) will work for at least six months on the resultant contract if awarded to the Offeror. Letters of intent must also be submitted for contingency hires, defined as persons not currently employed but who have executed a binding letter of commitment for employment with the Offeror, if the Offeror receives award under subject solicitation. (2 points)

**Proposals responding to section C.4.2 of the Statement of Work will be evaluated under Criterion D, Individual Staff Experience and Qualifications based on the following:**

- i. The experience and qualifications of the proposed Project Director and the amount of time committed to the project. The Project Director must have a Bachelor's degree from an accredited institution of higher education and have five years experience in managing or evaluating projects of similar size and purpose to those in this section. While it is not required that the proposed Project Director has experience in improving organizational capacity to community based organizations similar to YouthBuild program operators, it is highly desirable. The proposed Project Director should also have demonstrated experience in providing technical assistance to program operations, particularly at the senior management and executive level. The Project Director must be able to work cooperatively with officials at all levels of an organization, both government and private, be able to adjust quickly to changing needs and priorities, and have excellent communication skills, both orally and in writing. Time commitment – 100% (full time). **Please be advised that offerors who do not meet the education requirements for the Project Director will receive 0 points for this sub-factor and may not be considered for award.** (5 points)
- ii. The experience and qualifications of the proposed Assistant Project Director and the amount of time committed to the project. While it is not required that the proposed Assistant Project Director has experience in improving organizational capacity to community based organizations similar to YouthBuild program operators, it is highly desirable. The Assistant Project Director must have a Bachelor's degree from an accredited institution of higher education and three years experience in managing or evaluating projects of similar size and purpose. The proposed Assistant Project Director or Project Director should also have demonstrated experience in providing technical assistance to program operations, particularly at the senior management and executive level. The proposed Assistant Project Director must be able to work cooperatively with officials at all levels of an organization, both government and private, be able to adjust quickly to changing needs and priorities, and have excellent communication skills, both orally and in writing. Time commitment - 100% (full time). **Please be advised that offerors who do not meet the education requirements for the Assistant Project Director will receive 0 points for this sub-factor and may not be considered for award.** (4 points)

- iii. The experience and qualifications of the proposed Training Specialist and the amount of time committed to the project. The Training Specialist must have a Bachelor's degree in a related field from an accredited institution of higher education and five years experience in designing and implementing training programs similar in scope and complexity, i.e., size and subject matter. (Time commitment - 100%). **Please be advised that offerors who do not meet the education requirements for the Training Specialist will receive 0 points for this sub-factor and may not be considered for award.** (4 points)
- iv. The time commitment of each key personnel assigned to the project (the number of hours per month that each individual will devote to the project over its life), as well as "Letters of Intent" for each key personnel. (3 points)
- v. Staffing charts listing names, qualifications, and experience of professional personnel (including outside consultants), staff time/time loading charts showing the amount of time each staff person will devote to each task and sub-task, and an indication of how staff will be allocated to perform all necessary field work during the project. (2 points)
- vi. Letters of Intent for each key personnel. Letters of Intent must include a statement that the individual will be available for the amount of time specified in the proposal. Letters of Intent must be signed (by both employer and employee/contingency hire), and dated. The Offeror shall provide letters of intent from current employees that state they: (1) will remain employed by the Offeror; and (2) will work for at least six months on the resultant contract if awarded to the Offeror. Letters of intent must also be submitted for contingency hires, defined as persons not currently employed but who have executed a binding letter of commitment for employment with the Offeror, if the Offeror receives award under subject solicitation. (2 points)

**Proposals responding to Section C.4.3 of the Statement of Work will be evaluated under Criterion D, Individual Staff Experience and Qualifications based on the following:**

- i. The experience and qualifications of the proposed Project Coordinator and the amount of time committed to the project. The Project Coordinator must have a Bachelor's degree from an accredited institution of higher education or appropriate industry recognized credentials that clearly indicate knowledge of web-based information management systems and have at least three years experience in managing or evaluating projects of similar size and purpose. While it is not required that the proposed Project Coordinator have experience in managing software systems that capture and measure performance outcome indicators for youth development programs that are similar to the YouthBuild program, it is highly desirable. The proposed Project Coordinator should also have demonstrated experience in providing technical assistance to program staff at all organizational levels. The Project Coordinator must be able to work cooperatively with officials at all levels of an organization, both government and private, be able to adjust quickly to changing needs and priorities, and have excellent communication skills, both orally and in writing. (Time commitment – 100%). **Please be advised that offerors who do not meet the education requirements for the Project Coordinator will receive 0 points for this sub-factor and may not be considered for award.** (5 points)
- ii. The experience and qualifications of the proposed Help Desk Specialists and the amount of time committed to the project. The Help Desk Specialists must have at least an Associates Degree or appropriate industry recognized credentials that clearly indicate knowledge of web-based information



management systems and one year of experience in providing user technical support via telephone or e-mail in a similar application. (Time commitment - 100%). **Please be advised that offerors who do not meet the education requirements for the Help Desk Specialist will receive 0 points for this sub-factor and may not be considered for award.** (5 points)

- iii. The time commitment of all personnel assigned to the project (the number of hours per month that each individual will devote to the project over its life), as well as "Letters of Intent" for each professional personnel. (4 points)
- iv. Staffing charts listing names, qualifications, and experience of professional personnel (including outside consultants), staff time/time loading charts showing the amount of time each staff person will devote to each task and sub-task, and an indication of how staff will be allocated to perform all necessary field work during the project. (3 points)
- v. Letters of Intent for each key personnel. Letters of Intent must include a statement that the individual will be available for the amount of time specified in the proposal. Letters of Intent must be signed (by both employer and employee/contingency hire), and dated. The Offeror shall provide letters of intent from current employees that state they: (1) will remain employed by the Offeror; and (2) will work for at least six months on the resultant contract if awarded to the Offeror. Letters of intent must also be submitted for contingency hires, defined as persons not currently employed but who have executed a binding letter of commitment for employment with the Offeror, if the Offeror receives award under subject solicitation. (3 points)

#### **E. WORK PLAN (15 points)**

All proposals, regardless of what section of the Statement of Work (C.4.1, C.4.2 or C.4.3) the proposal is responding to will be evaluated under this evaluation criterion.

The work plan should show how you plan to implement each required task, outlined in the Section for which you are applying. The work plan should include, but not be limited to:

- i. Specific subtasks and activities to accomplish the required tasks;
- ii. A time line or targeted dates for completing the tasks;
- iii. Benchmarks or indicators that you will use to monitor progress in accomplishing the tasks;
- iv. Who will be engaged in completing the task and what role they will play; and;
- v. Factors, events, or other conditions that may affect accomplishing the tasks, as planned, and how you will address them.

**PLEASE BE ADVISED THAT OFFERORS WILL BE EVALUATED UNDER THIS FACTOR BASED ON THE FOLLOWING:**

- i. The offerors proposed work plan addresses all of the tasks listed in the scope-of work. (7 points)

- ii. The offerors proposed sequencing, scheduling, and timely completion of tasks demonstrates an understanding of the objectives and the offerors critical role in assisting the government in implementation of the plan. (5 points)
- iii. The offerors understanding of its role in providing training to DOL YouthBuild grantees and possible considerations and recommended approaches to training. (3 points)

## **F. PRICE**

Cost Realism will be performed as part of the proposal evaluation process. The purpose of this evaluation shall be (a) to verify the offeror's understanding of the requirement; (b) to assess the degree to which the cost/price proposal reflects the approaches and/or risk assessments made in the technical proposal as well as the risk that the offeror will provide the services for the offered prices/cost; and (c) assess the degree to which the cost reflected in the cost/price proposal accurately represents the work effort included in the technical offer (proposal).

## **M.3 DETERMINING BEST OVERALL VALUE**

In order to determine which offeror represents the best overall value, the Contracting Officer will make a series of paired comparisons among only those offerors that submitted acceptable offers (proposals). If, in any paired comparison, the offeror with the higher technical score also has the lower price, then the Contracting Officer will consider that offeror to represent the better overall value. If the offeror with the higher technical score has the higher price, then the Contracting Officer will decide whether the difference in technical score is worth the difference in price. If the Contracting Officer decides that it is, then they will consider the offeror with the higher technical score and the higher price to represent the better overall value. If not, then the Contracting Officer will consider the offeror(s) with the lower technical score and the lower price to represent the better value. The Contracting Officer will continue to make paired comparisons in this way until they have identified the best overall value. Please be advised that in the event that the offerors within the competitive range are essentially technically equal in terms of technical, past performance other non-cost factors, and price, the Government reserves the right to award multiple contracts under this solicitation.

Pursuant to FAR Subpart 52.215-1 Instructions to Offerors - Competitive Acquisition, the Contracting Officer reserves the right to award without discussion to the source(s) whose offer is the most advantageous to the Government, price and other factors considered. Offerors please be advised that pursuant to FAR 52.214-22, multiple awards will be made under this solicitation.

## **B. RESPONSES TO TECHNICAL QUESTIONS**

**Question 1.** Is there an incumbent? If so, what is the contractor's name, contract number, expiration date, and value?

**Answer:** Two organizations provided YouthBuild technical assistance services under cooperative agreements for Housing and Urban Development (HUD). These organizations were:

Youth Build USA of Somerville, MA  
Total Amount of Award: \$1,475,000

Heartlands International of Washington, DC  
Total Amount of Award: \$1,000,000

Please note: the cooperative agreement numbers and expiration dates are unknown.

**Question 2.** Could you provide me the definition of “national” non-profit?

**Answer:** The term “qualified national nonprofit agency” means a nonprofit agency that— (A) has significant national experience providing services consisting of training, information, technical assistance, and data management to YouthBuild programs or similar projects; and (B) has the capacity to provide those services.

**Question 3.** Section L-7.4 states that “a maximum of five contractor personnel (prime and subcontractor) may participate” and “only key personnel can take part in the oral presentation and Q&A.” While we understand that key personnel may be drawn from prime and subcontractor staff, can a subcontractor with a significant presence in the proposal, but without a key personnel position, be one of the five presenters?

**Answer:** No. Only key personnel may present during the oral presentation.

**Question 4.** If an organization is asked to provide an oral presentation for more than one SOW will the oral presentations be scheduled on or near the same day?

**Answer:** If an organization is asked to participate in oral presentations in response to more than section of the Statement of Work, the Division of Contract Services will make every effort to schedule the presentations on consecutive days. However, it is unlikely that the oral presentations will be scheduled on the same day.

**Question 5.** Is it possible for a 100 percent LOE personnel to be split into two positions? For example, we would not split a Project Director or Assistant Project Director position, but possibly the Training Specialist in order to maximize flexibility and availability, as well as the skills and subject matter expertise of that position. What is the government’s position on this?

**Answer:** Yes, any staff position other than Project Director or Assistant Project Director may be split.

**Question 6.** Section L-8 Part 3 defines the content of the Business Management Proposal, but we would like clarification that all costs (outside of potential salary escalations) are to be presented for the first year, and no option years.

**Answer:** A standard form ETA 8555 must be completed for the base year and each of the four option years.

**Question 7.** Section M-2.C identifies the Key Personnel for C.4.3 as a Project Coordinator and a Help Desk Specialist. Section C.5 and L.9 identify the two key roles as a Project Manager and a Help Desk Specialist. Which title would the government prefer to be used in the submitted proposals?

**Answer:** Project Manager.

**Question 8.** Please clarify the MIS certification requirement for the Project Coordinator identified under Section M-2. Does the government envision this position as more IT-oriented, or program management-oriented? Would this person be required to be on the same level of program expertise and technical aptitude as the Project Directors on the other SOWs (C.4.1 and C.4.2)?

**Answer:** This position is more program management oriented but individual should have experience/expertise managing IT/MIS projects.

**Question 9.** In Section L-8, is there an LOE threshold for subcontractors that would require more information from them, e.g., that required of the contractor in Part I – Contracting Agreements and Part 3 – Business Management Proposal?

**Answer:** No. There is not a level of effort threshold for subcontractors that would require more information from them.

**Question 10.** Does the government envision a different awardee for each contract that will be made under this solicitation? How does the government envision the relationship between individual contract awardees?

**Answer:** It is possible that there could be different awardees for each contract or one awardee for two contracts and another for the third. If more than one awardee is selected, the government will work convene the individual contract awardees to develop a coordinate delivery of technical assistance for YouthBuild programs.

**Question 11.** For budgeting purposes, is contractor expected to budget for meals and/or refreshments at conferences and trainings?

**Answer:** Meals and/or refreshments will be prohibited as an allowable contract cost.

**Question 12.** The RFP indicates that the contractor is responsible for logistics and training support (Sec C.4.1 and Sec. C.4.2.). Please clarify whether contractor will be expected to a) develop content; and b) deliver it and/or identify content and training experts.

**Answer:** With input from DOL staff the contractor will develop content and deliver it and/or identify content and training experts.

**Question 13.** With regard to professional development and materials, is contractor

expected to develop new materials or to serve as a clearinghouse of existing resources or do both?

**Answer:** Both.

**Question 14.** Please clarify what is meant by "...30% operational responsibility for contract performance" requirement as it relates to the overall 100% Project Director position commitment (ref: Section C.5).

**Answer:** Page L-5, Item 4, is hereby corrected as follows:

4. Offeror's presentation team: A maximum of five contractor personnel (prime and subcontractor) may participate. These individuals/presenters will attend the oral presentation and the question and answer session and must answer questions directed to them. Only key personnel (see Section L.8 for a list of key personnel positions) can take part in the oral presentation and question and answer session. The Project Director/Project Manager who will have a 100% time operational responsibility for contract performance must be present and must, at a minimum, answer questions directed to him/her during the question and answer session.

**Question 15.** Please clarify the following sentence on page L-12. "The offeror must not make reference to cost or price data so that an independent technical evaluation may be made on the basis of technical merit alone." We assume this is limited to the narrative proposal and workplan sections of the offer only and that the business proposal may address the cost and pricing information.

**Answer:** Yes, this refers only to the narrative proposal and workplan sections of the proposal.

**Question 16.** For the last several years, we have conducted similar work to that requested for Past Performance Information (Attachment J.7) under this solicitation. Other federal agencies have typically contracted with us for just such work through "cooperative agreements" or "technical assistance grants". Can these be used as references for this solicitation, which requests information on similar "contracts"? Also, some of these grants or agreements are multi-year and not yet completed but are being evaluated as they are implemented. Can references be provided for contracts not yet completed?

**Answer:** Prospective applicants may use cooperative agreements or technical assistance grants as references. References may be provided for contracts not yet completed provided that they are verifiable.

**Question 17.** Is the website to be developed part of the DOL website, part of the contractor's website or an entirely new website? (Section C.4.1, bullet # 5)

**Answer:** For budgeting purposes for this proposal the applicant should estimate an entirely new website; however, ETA may revisit this after the contract is awarded.

**Question 18.** For budgeting purposes please provide an estimate of the number of sites that may receive on-site assistance.

**Answer:** DOL believes that approximately 25-40% of YouthBuild grantees may require on-site assistance during year one of the YouthBuild grants and about ½ of that in year two. However, prospective applicants may submit a different estimate based on their previous experience.

**Question 19.** Section C.4.1.b lists peer to peer trainings as the only training modality available in the area of construction skills training. DOL urges the offering of industry-recognized certifications to YouthBuild students, however, the NCCER and HBI certifications cannot be offered under a peer to peer model and require certified instructors. Please reconcile these two priorities.

**Answer:** Peer to peer trainings can and should include outside content experts. Peer to peer trainings are typically held at sites that have demonstrated expertise in a particular program component. For example, a YouthBuild site that has successfully implemented the construction training component would host a peer to peer training allowing other YouthBuild programs to observe first hand how this portion of the program operates. In addition, content experts would be available to provide training in HBI, NCCER or other industry recognized construction curriculum. This provides opportunities for training participants to have discussions with people who have implemented the curriculum and learn from their experience and gain specific content information from the trainers.

**Question 20.** Please define what is meant by "partner strategic action planning." (Section C.4.2.1.c)

**Answer:** Partner Strategic Action planning are sessions where YB grantees would bring together their key partners (i.e., probation, the workforce system, an alternative school network) at an offsite meeting to develop a strategic action plan. This was an effective activity for Youth Opportunity grantees and was favorably received. Providing time away from the site with program partners is an important yet rare activity for most grantees.

**Question 21.** Do online help manuals for the DOL MIS exist at the moment? If not, is contractor expected to develop them?

**Answer:** The YouthBuild MIS is being adapted from an existing case management performance system. On-line manuals are available for the existing system, however, these will have to be revised by the contractor to reflect changes that were made to the system and to make the manuals YouthBuild specific. This will be done in collaboration with DOL staff.

**Question 22.** Is the contractor responsible for providing TA on running, reviewing, and producing the grantees Quarterly Report (RFP only talks about the YouthBuild MIS system)?

**Answer:** YouthBuild grantees will receive instruction on producing quarterly reports at the new grantee orientation meeting and will receive on-going support from their Federal Project Officer (FPO). Though quarterly reporting could be a topic for a training, this is not an area that is expected to be covered by the contractor but will be covered by DOL staff.

**Question 23.** Is contractor expected to assist in identifying bugs with the Quarterly Report or providing suggestions for enhancements on the Report?

**Answer:** Yes

**Question 24.** Will the contractor have access to the design of the database to fully understand how it functions (in order to provide optimal TA)?

**Answer:** The contractor that is selected to provide the MIS technical support will be provided with all of the training necessary to provide optimal TA.

**Question 25.** The RFP notes that there are 90+ Youth Build sites and indicates that a two part strategy should be included to address their differing TA needs. Related to this, the questions are:

- a. How many will be new sites (first time funded) in the upcoming year?
- b. How many will be sites that are starting their second year of funding?
- c. How many will be sites that are starting their third year of funding?
- d. Are there any site -- and if so how many -- that are starting their fourth year of funding or longer ?

**Answer:** Answers to these questions are unknown at this time because the grant competition is still open.

**Question 26.** For the existing sites, can we have an estimate of:

- a. How many are East Coast sites?
- b. How many are located in the Central portion of the Nation?
- c. How many are West Coast sites?

**Answer:** Answers to these questions are unknown at this time because the grant competition is still open.

**Question 27.** National and Regional meetings are a critical part of the requirements in the RFP, related to this the questions are:

- a. How will the travel, lodging and per diem cost for site staff (and local partners when invited) be paid when attending National and regional TA sessions?
- b. Will meals at these meetings be paid from Federal funds from this RFP or be prohibited as an allowable contract cost.

**Answer:**

- a. The TA provider will not be responsible for covering travel, lodging or per diem for grantees so should not include this in their proposal.
- b. Please see the answer to Question No. 11.

**Question 28.** The RFP indicates a range of staff years or FTEs for each of the three contract areas. Assuming a rather significant travel cost for on-site TA (as stipulated in the second contract area) it appears that the level of resources indicated may not be sufficient to both staff up to the indicated level shown in Section F.3 Level of Support, and reserve

sufficient resources for travel TA costs and regional meetings. The question is: Does DOL require that bidders staff to the range shown in Section F.3 or is the only requirement relative to staff is the level shown in Section C.5 Special Requirements?

**Answer:** The only requirement relative to staff is the level in Section C.5. Special Requirements.

**Question 29.** Realizing the need/requirement to submit a separate proposal for each of the three contract areas if a bidder so desires to be considered for more than one area, our question is, does DOL intend to secure three separate bidders or is there the opportunity for one bidder to secure more than one of the contract areas? There appears to be a strong linkage between the Data Management and the Organization Capacity sections of the RFP and significant TA enhancements may be possible if there is an opportunity for one bidder to secure both of these contract areas.

**Answer:** Please see the answer to Question No. 10

**Question 30.** Exactly what is a "National non-profit" agency and how will it be defined/determined? Obviously, we understand the legal requirements for a non-profit agency but we have not been able to find any specific definition of how a national non-profit is defined.

**Answer:** Please see the answer to Question No. 2.

**Question 31.** How many ETA staff should be expected to attend the four regional meetings on improving Academic Programming? Construction? Leadership and Community Service? Job Development, Placement and Retention? Organizational Capacity? How many grantees?

**Answer:** It is unknown how many ETA staff who will be attending the regional meetings however, ETA will cover travel expenses for its staff. With respect to grantees, 90% of the total universe of grantees will be the projected number of attendees. The total universe of DOL YB grantees will be between 95-100.

**Question 32.** How many ETA staff should be expected to attend the peer-to-peer site visit trainings? How many grantees?

**Answer:** It is unknown how many ETA staff who will be attending the regional meetings however, ETA will cover travel expenses for its staff. Peer to peer trainings are generally smaller than full scale national meetings. Assume 15 – 30 grantees each. These will probably be regional.

**Question 33.** How many materials (number and length) must be prepared for the YouthBuild academic instructors? Construction instructors? Leadership and community service instructors? Job development, placement, and retention instructors?

**Answer:** Prospective applicant should come up with an estimate per site based on their best judgment and knowledge. Once the contract has been awarded, specifications will be



more fully developed with input both from DOL, grantees, and the technical assistance provider selected.

**Question 34.** Approximately how many support programs should be estimated to receive on-site technical assistance in each of the five areas? How many phone technical assistance in each of the five areas?

**Answer:** All grantees should receive phone technical assistance. Estimate that between 25 – 40% of programs will require on-site TA.

**Question 35.** Is there a URL or demonstration of the web-based case management system that is available for review? Is it built on a particular software application or platform or was it a custom-built application?

**Answer:** No, there is not a demonstration site for the web-based case management system. The back end tool (database) for the YouthBuild system is Oracle10g. The front end tool (application) is Coldfusion MX 7.

**Question 36.** Are there special responsibilities expected from the "grantee coaches" when compared to, say, any other staff person who provides technical assistance to grantees?

**Answer:** Coaches will assist with planning, implementation, and long term strategic planning for the organization. Coaches are not supposed to be compliance offices or to direct implementation of projects but rather to serve as advisors to the site directors. Coaches differ from technical assistance providers in that they focus primarily on the senior leadership of an organization, strategic action planning, and generally have knowledge and hands-on experience running complex youth development programs for at-risk youth whereas, a technical assistance provider may have specific experience in job development or case management.

**Question 37.** Have any of the materials that will populate the Web site already been collected, or is the contractor expected to both build the site as well as create and populate the site with all of its content? For example, this would involve finding materials and placing them on the site.

**Answer:** The web site will be a dynamic tool, the content of which should be updated regularly with materials developed by the contractor as well as other high quality materials identified by the contractor, ETA staff, and other YouthBuild grantees that are pertinent to the successful operation of YouthBuild programs.

**Question 38.** Are there any technical restrictions on the platform that can be used for the website?

**Answer:** None that we are aware of.

**Question 39.** Will the contractor that received the award for the work described in C.4.2 be able to participate in the conferences planned by the contractor for C.4. 1 to establish relationships with grantees and to participate in relevant programming?

**Answer:** If multiple contractors are selected to provide YouthBuild technical assistance, ETA will work closely with all contractors selected to ensure that there is a coordinated approach to providing technical assistance.

**Question 40.** What are the on-site technical assistance expectations for the work in C.4.2, Task 1b?

**Answer:** ETA will work closely with the selected contractor to develop a specific plan which will fit within the parameters of the budget based on the needs of the grantees. This plan will determine the approximate amount of on-site technical assistance required. For budgeting offerors should assume site visits to approximately 25-40% of grantees for year one and about ½ of that in year two.

**Question 41.** Is the work plan part of the 15 page limit that is set for the technical proposal?

**Answer:** No

**Question 42.** Part 1, Section B, provides that “This solicitation is unrestricted.” However, pursuant to public Law 109-281, the YouthBuild Transfer Act, only national non-profit agencies will be considered for award under this procurement. “ Part IV, Section K.1 (a)(2) provides that: “The small business size standard is \$6.5 million.”  
My clarification is: Am I correct to conclude that based upon Part 1, Section B, that if you are a “national non-profit” organization you are qualified to submit a proposal, and that the small business provision is not applicable to you if you are a national non-profit?

**Answer:** You are correct. Only national non-profit organizations are eligible for award under this solicitation. The small business provision is not applicable to national non-profits.

## C. BIDDERS LIST

ICF International  
Federico Garcia, Ph. D  
Vice President  
703-934-3007

YouthBuild USA, Inc.  
POC: Tim Cross, COO  
58 Day Street  
Somerville, MA 02144  
617-623-9900 ext.1214

Abt Associates Inc.  
POC: Sharon Christenson  
55 Wheeler Street  
Cambridge, Massachusetts 02138  
617-349-2857

SRI International  
POC: Nancy E. Adelman  
1100 Wilson Boulevard  
Suite 2800  
Arlington, VA 22209  
703-247-8434

Mineral County Economic Development Authority  
POC: Shelley Hartmann  
Post Office Box 1635  
Hawthorne, Nevada 89415  
775-945-5896

XPAND Corporation  
POC: Tom Shea  
1941 Roland Clarke Place  
Reston, VA 20191  
703-742-0900

Victoria Weaver Management Group, Inc.  
POC: Dewey E. Barlow, CCE, AVS, Six  
Sigma Black Belt  
608 Hillview Place  
Leesburg, VA 20175  
240-228-0607 (JHU/APL site)

5House, LLC  
POC: Adrienne Vyfhuis  
6518 Blair Road, NW  
Washington, DC 20012  
202-882-3360

Jackson Pierce Public Affairs, Inc.  
POC: Edna L. Jackson  
817 W. Peachtree Street, NE  
A-140, Arcade Level  
Atlanta, GA 30308  
404-584-2717

Venterra Corporation  
POC: Christopher Casey  
8444 Westpark Blvd.  
Suite 800  
Tyson's Corner, VA 22102  
202-309-1872

BCT Partners  
POC: Randal D. Pinkett, PhD, MBA  
Chairman and Chief Executive Officer  
105 Lock Street  
Suite 207

Newark, NJ 07103  
973.622.0900

Heartlands International  
POC: Michelle Loosli  
4100 N. Fairfax Dr.  
Suite 302  
Arlington, VA 22203  
703 243 8900

Word Inspired By Love Outreach House Ministries Inc.  
POC: Phyliss T. Francis  
1806 Marye Street  
Alexandria, Louisiana 71301  
318- 473-4922

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