



Employ Prince George's Operations Division on behalf of the

Prince George's County Workforce Development Board

WIOA Youth Career Center One Stop Operator

QUESTIONS & RESPONSES

RFP No.: WDBRFP-013

1. **The RFP states that "total funding of up to \$825,000" is available. Please clarify whether the \$825,000 represents the total funding available for the initial contract period, an annual funding amount, or another funding structure?**

The anticipated funding of up to **\$825,000** represents the estimated funding available for the **initial contract term (October 1, 2026, through June 30, 2028)**. Funding is contingent upon the availability of Workforce Innovation and Opportunity Act (WIOA) funds and final budget approval. The Workforce Development Board reserves the right to partially fund proposals. Please refer to the **Term of Contract** section of the RFP.

2. **Please clarify whether the successful bidder is required or expected to provide matching funds, cash match, or in-kind contributions as part of this award. If matching funds are required, please specify the required percentage, allowable sources, documentation requirements, and whether matching contributions will be considered during proposal evaluation.**

The RFP does **not require** proposers to provide matching funds, cash match, or in-kind contributions. However, bidders are encouraged to identify any leveraged resources or partnerships that strengthen the proposed program design.

3. **Please clarify the reimbursement process, including invoice submission frequency (monthly, bi-weekly, etc.), average reimbursement turnaround time after invoice approval, and whether advance funding or startup costs are available.**

Contracts resulting from this solicitation will be administered on a **cost reimbursement basis**. The selected provider will submit **monthly** invoices and supporting documentation in accordance with the terms of the executed agreement. **Advance funding and reimbursement for startup or pre-award implementation costs are not available under this solicitation.** Additional invoicing requirements, including submission procedures and required supporting documentation, will be provided during contract implementation.

4. **Please provide the anticipated project timeline following proposal submission, including proposal evaluations, interviews or oral presentations (if applicable), notice of award, contract negotiations, onboarding, implementation, and expected commencement of service delivery.**

The anticipated procurement schedule is outlined in the RFP. Interviews or oral presentations are **not currently anticipated**; however, the Workforce Development Board reserves the right to request additional information or conduct discussions if determined necessary during the evaluation process. Contract award and implementation activities are anticipated to occur prior to the October 1st contract start date.

5. **Please clarify the expected implementation and transition period between contract award and the anticipated October 1, 2026, contract start date. Will there be a formal transition period? If so, what activities (staffing, partner onboarding, training, facility preparation, system access, participant transition, etc.) are expected, and will implementation costs incurred prior to October 1 be reimbursable?**

The selected provider should anticipate participating in transition and implementation activities prior to contract commencement. Specific transition requirements will be finalized during contract negotiations. **Costs incurred prior to the effective date of the contract are not reimbursable under this solicitation.**

6. **Please describe the anticipated implementation and transition process, including key milestones, required deliverables, and expectations between contract award and the contract start date.**

The selected provider should anticipate collaborating with Employ Prince George's during implementation to support an orderly transition of services. Additional implementation requirements, including any formal transition plan or deliverables, will be communicated during contract negotiations.

7. **Will the selected provider be required to submit a formal implementation or transition plan?**

The selected provider should anticipate collaborating with Employ Prince George's during implementation to support an orderly transition of services. Additional implementation requirements, including any formal transition plan or deliverables, will be communicated during contract negotiations.

8. **Will the successful provider assume responsibility for participants currently receiving services, or will only newly enrolled participants be served under the new contract? If existing participants will transition, please estimate the anticipated active participant caseload at contract start.**

Yes. The selected provider should anticipate assuming responsibility for participants actively receiving services, as well as those requiring follow-up services, at the time of contract transition. At this time, the anticipated participant caseload at contract start cannot be stated with certainty as participant status continues to change throughout the transition period. For **planning purposes only**, bidders may estimate carryover participant levels at fewer than 25 participants actively receiving services and fewer than 100 in various stages of follow up status. Applicants should develop their proposals with the expectation that Employ Prince George's will work

collaboratively with the selected provider to facilitate an orderly transition of participant records, services, and program operations in accordance with applicable federal, state, and local requirements.

- 9. Please clarify the selected provider's responsibility for facility maintenance. Does 'coordinate maintenance requirements' mean the OSO is responsible only for identifying and coordinating maintenance requests, or is the OSO expected to fund routine maintenance, repairs, or capital improvements?**

As described in the RFP, the selected provider will be responsible for **coordinating facility maintenance needs** as part of its operational responsibilities. Routine building maintenance and capital improvements remain the responsibility of the property owner or designated facilities management entity unless otherwise provided in the final agreement.

- 10. Will facility maintenance, utilities, janitorial services, and security be funded separately by Employ Prince George's or the Workforce Development Board, or should these costs be included within the awarded contract budget?**

Facility maintenance, utilities, janitorial services, and security are considered maintenance requirements and, as such, remain the responsibility of the property owner or designated facilities management entity unless otherwise provided in the final agreement.

- 11. Please clarify which technology resources (computers, laptops, printers, phones, Wi-Fi/network access, audiovisual equipment, office technology, etc.) will be provided and which will be the responsibility of the selected provider.**

The center technology is provided by Employ Prince George's unless otherwise addressed in the final agreement.

- 12. Does Employ Prince George's have existing Memorandums of Understanding (MOUs) with current partners that will transfer to the selected provider, or will all partner MOUs need to be negotiated by the successful bidder?**

The selected provider will be responsible for supporting the negotiation, execution, maintenance, and compliance of Youth Career Center partner Memorandums of Understanding (MOUs) in accordance with the requirements outlined in the RFP. Applicants should propose an approach for fulfilling these responsibilities.

- 13. Please clarify the applicable age range for the eligibility categories related to foster care, kinship guardianship, adoption, and out-of-home placement.**

Participating youth must be 18-24 at the time of enrollment, not attending any school, and meet one or more of the additional eligibility requirements listed in the RFP. Youth eligibility requirements are governed by the Workforce Innovation and Opportunity Act (WIOA) and applicable federal regulations. Applicants should develop proposals consistent with those requirements.

- 14. What annual enrollment targets, average case manager caseloads, participant exit goals, and performance expectations are anticipated under this contract?**

The Workforce Development Board has not prescribed specific case manager caseloads, annual enrollment targets, or participant exit goals for this solicitation. Applicants should develop their

proposed staffing model and operational approach based upon the scope of work and requirements outlined in the RFP. The selected provider will be expected to successfully perform the services identified in the RFP and achieve all applicable WIOA performance requirements and any additional performance expectations established in the resulting agreement.

15. Is the required 25% Work Experience (WEX) expenditure calculated on the total contract amount or only on WIOA participant service funds?

The 25% requirement applies to the total award amount. As outlined in WIOA guidance, certain expenses such as direct costs of paid and unpaid work experience as well as wages and staff costs for the development and management of work experiences can be utilized in the calculation. Applicants should develop their proposed budgets accordingly. Please refer to the **Access to a Range of Services** section of the RFP.

16. Please clarify whether there is a required percentage of the fourteen (14) WIOA Youth Program Elements that must be delivered directly by the selected provider versus through partner organizations or subcontractors. If so, please identify the minimum required percentage and any program elements that must be delivered directly by the selected provider.

The RFP does not establish a required percentage of WIOA Youth Program Elements that must be delivered directly by the selected provider. The successful bidder is responsible for ensuring that participants have access to all required WIOA Youth Program Elements, either through direct service delivery or through formal partnerships and referral arrangements, as appropriate. Applicants should clearly describe their proposed service delivery model within their proposal.

17. Please clarify how WIOA performance indicators are expected to be reported (case management system, reporting portal, spreadsheets, templates, etc.).

The selected provider will be required to collect, maintain, and report participant and performance data in accordance with applicable WIOA requirements and any reporting procedures established by Employ Prince George's and the Maryland Department of Labor. Additional information regarding reporting systems, required templates, reporting frequency, and performance monitoring procedures will be provided during contract implementation.

18. Please provide historical performance data for the current or previous Youth Career Center Operator for the past two to three program years, including participant enrollments, exits, employment outcomes, credential attainment, measurable skills gains, median earnings, and employer engagement.

To ensure a fair and equitable procurement process, historical contractor performance information will not be provided as part of this solicitation. Applicants should develop their proposals based on the performance expectations and requirements outlined in the RFP.

19. Please provide the average monthly and annual participant volume over the past three years, including average daily foot traffic, active caseloads, new enrollments, and participant demographics.

The Youth Career Center serves eligible WIOA Out-of-School Youth in accordance with the requirements outlined in the RFP. To ensure a fair and equitable procurement process, historical operational data regarding active caseloads, participant enrollments, and participant demographics

will not be provided as part of this solicitation. Applicants should develop their proposals based upon the scope of work, service requirements, and performance expectations identified in the RFP.

20. Please provide the historical annual operating budget for the Youth Career Center and, if available, the percentage of expenditures allocated to personnel, participant services, work experience, supportive services, facilities, technology, and administration.

The anticipated funding available under this solicitation is identified in the RFP. Applicants are responsible for developing a comprehensive budget and budget narrative that supports all services, activities, staffing, operational needs, and deliverables required under the resulting agreement. To ensure a fair and equitable procurement process, historical budget information and expenditure allocations associated with prior contracts will not be provided.

21. Please provide the current or historical staffing structure supporting the Youth Career Center, including position titles, Full-Time Equivalent (FTE) counts, and general functional responsibilities.

To ensure a fair and equitable procurement process, information regarding the current or historical operations of the Youth Career Center will not be provided as part of this solicitation. Applicants should develop their proposals based on the requirements and performance expectations outlined in the RFP.

22. Please provide a list of current partner organizations operating within the Youth Career Center and, if available, historical referral volumes and services delivered by each partner.

To ensure a fair and equitable procurement process, information regarding the current or historical operations of the Youth Career Center will not be provided as part of this solicitation. Applicants should develop their proposals based on the requirements and performance expectations outlined in the RFP.

23. Please clarify whether the selected provider will be responsible for developing, managing, and maintaining digital outreach resources, including websites, social media platforms, online registration tools, email marketing, and virtual workshops, or whether these resources will be managed by the Prince George's County Workforce Development Board.

Applicants should propose an outreach and engagement strategy that supports participant recruitment and program awareness. Employ Prince George's will continue to manage its organizational website and official communication platforms.

24. Please identify the cybersecurity, data privacy, and information security requirements applicable to the contract, including compliance with applicable federal and state data protection standards for personally identifiable information (PII) and participant records.

The selected provider will be required to comply with all applicable federal, state, and local laws, regulations, and policies governing the protection of confidential information and personally identifiable information (PII), as well as any security requirements established by Employ Prince George's. Additional information will be provided during contract negotiations and implementation.

25. The RFP does not identify the required insurance coverages or minimum limits for the selected contractor. Please provide the required insurance types, minimum coverage limits,

bonding requirements (if any), additional insured requirements, waiver of subrogation requirements, and any insurance obligations applicable to subcontractors.

The selected contractor will be required to maintain insurance and bonding consistent with the requirements of the resulting agreement. At a minimum, individuals authorized to receive, deposit, or disburse WIOA funds must be appropriately bonded, and the contractor must maintain Comprehensive Liability and Property Damage Coverage throughout the contract term. Evidence of insurance will be required following contract award. Additional contract insurance requirements, if applicable, will be addressed during contract negotiations and incorporated into the executed agreement.

26. What is the current number of active WIOA Out-of-School Youth (OSY) participants being served?

To ensure a fair and equitable procurement process, historical contractor performance information will not be provided as part of this solicitation. Applicants should develop their proposals based on the performance expectations and requirements outlined in the RFP.

27. What is the current number of OSY participants in follow-up status?

To ensure a fair and equitable procurement process, historical contractor performance information will not be provided as part of this solicitation. Applicants should develop their proposals based on the performance expectations and requirements outlined in the RFP.

28. What participant carryover is projected into PY27, including: Active participants. Follow-up participants, Participants engaged in work experience, Participants in training activities, Participants pursuing credential attainment?

The Workforce Development Board has not prescribed specific participant carryover between program years that occur during the contract term. Applicants should develop their proposals based upon the scope of work, service requirements, and performance expectations identified in the RFP. The selected provider will be expected to successfully perform the services identified in the RFP and achieve all applicable WIOA performance requirements and any additional performance expectations established in the resulting agreement.

29. Can EPG clarify whether the anticipated funding of up to \$825,000 is intended to cover or whether separate participant funding will be available outside of this award?

The anticipated funding of up to \$825,000 represents the estimated funding available for the initial contract term (October 1, 2026, through June 30, 2028). **No additional funding will be provided outside of the awarded contract amount.** Applicants should develop their proposed budgets to support all services and activities required under the RFP within the available funding.

30. Are additional participant training funds available outside of this contract?

No additional funding will be provided outside of the awarded contract amount. Applicants should develop their proposed budgets to include all costs necessary to successfully deliver the services required under the RFP.

31. Is there a maximum administrative cost or indirect cost limitation applicable to this award?

The RFP does not establish a maximum administrative cost or indirect cost limitation. Applicants should develop a budget that is reasonable, necessary, allocable, and compliant with applicable

federal cost principles. WIOA-funded service providers are sub-recipients of a Federal award and are required to follow the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200).

32. Is profit allowable under this contract and, if so, is there a maximum allowable rate?

The RFP does not establish a maximum allowable profit or fee. Applicants should develop a budget that is reasonable, necessary, allocable, and compliant with applicable federal cost principles. WIOA-funded service providers are sub-recipients of a Federal award and are required to follow the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200).

33. Can EPG provide the current staffing structure supporting Youth Career Center and WIOA OSY operations, including position titles and primary functions?

To ensure a fair and equitable procurement process, information regarding the current or historical operations of the Youth Career Center will not be provided as part of this solicitation. Applicants should develop their proposals based on the requirements and performance expectations outlined in the RFP.

34. Will incumbent staff be eligible for employment consideration by the successful bidder?

Employment decisions are the responsibility of the selected provider. Nothing in the RFP requires the successful bidder to hire incumbent staff; however, proposers may consider incumbent personnel in accordance with their own hiring practices and applicable employment laws.

35. What are the anticipated caseload expectations for case management staff?

The Workforce Development Board has not prescribed specific case manager caseloads. Applicants should develop their proposals based upon the scope of work, service requirements, and performance expectations identified in the RFP. The selected provider will be expected to successfully perform the services identified in the RFP and achieve all applicable WIOA performance requirements and any additional performance expectations established in the resulting agreement.

36. Can EPG provide additional information regarding the facility layout, including available offices, workstations, classrooms, meeting rooms, and common areas available for contractor use?

Prospective bidders were provided with the opportunity to tour the Youth Career Center during the scheduled site visits. The facility layout, available office space, classrooms, meeting areas, and common spaces were available for observation during those visits.

37. Please clarify which Youth Career Center functions are expected to be delivered directly by the successful provider versus EPG staff or partners.

The selected provider will be responsible for performing the services identified within the Scope of Work. Applicants should clearly describe their proposed operating model and delineate responsibilities within their proposal.

38. What case management system(s) will the successful provider utilize?

Providers must utilize case management system(s) as determined by EPG. Training will be

provided.

39. Will user licenses, email accounts, Microsoft 365 access, electronic signature tools, and other required technology platforms be provided by EPG?

No. The selected provider will remain an independent entity and is expected to furnish the technology, software, communication tools, equipment, and other resources necessary to successfully perform the services and fulfill the requirements of the resulting agreement. Applicants should ensure their proposed budget adequately reflects the resources needed to support contract implementation and ongoing program operations.

40. Are there additional data reporting platforms beyond the case management system?

The selected provider will be required to collect, maintain, and report participant and performance data in accordance with applicable WIOA requirements and any reporting procedures established by Employ Prince George's and the Maryland Department of Labor. Additional information regarding reporting systems, required templates, reporting frequency, and performance monitoring procedures will be provided during contract implementation.

41. Can EPG provide the most recent negotiated performance goals and actual outcomes, as well as the prior three years of historical results, for: Employment/Education Q2, Employment/Education Q4, Median Earnings, Credential Attainment, Measurable Skill Gains, and Effectiveness in Serving Employer.

To ensure a fair and equitable procurement process, historical contractor performance information will not be provided as part of this solicitation. Applicants should develop their proposals based on the performance expectations and requirements outlined in the RFP.

42. Are there additional contractual performance standards or outcomes expected for the Youth Career Center OSO function beyond the WIOA Youth performance indicators?

The selected provider will be expected to perform all responsibilities identified within the RFP and resulting contract. Applicants should review the Scope of Work and Performance Measurement sections of the solicitation and develop their proposals accordingly.

43. Can EPG provide the most recent program year's: Work experience expenditure goal; Actual work experience expenditures; Number of youth participating in work experiences; and Number of active employer work experience sites?

To ensure a fair and equitable procurement process, historical contractor performance information will not be provided as part of this solicitation. Applicants should develop their proposals based on the performance expectations and requirements outlined in the RFP.

44. What transition activities and deliverables will be expected of the successful provider prior to the anticipated October 1, 2026, contract start date?

The selected provider should anticipate participating in transition and implementation activities prior to contract commencement. Specific transition requirements, implementation activities, and required deliverables will be finalized during contract negotiations.

45. Will transition costs incurred prior to contract start be allowable?

No. Costs incurred prior to the effective date of the executed contract are **not reimbursable** under this solicitation.

46. The RFP states that no additional attachments are allowed. Would charts, graphs, process maps, service delivery models, and other visuals embedded within the narrative response be considered acceptable, or would these be considered prohibited supplemental attachments?

Charts, graphs, process maps, service delivery models, and similar visuals embedded within the applicant's narrative responses are acceptable, provided they are incorporated into the response fields within the application portal and do not constitute separate attachments. Applicants may not upload supplemental documents or appendices beyond the attachments specifically requested in the application portal.

47. Can EPG provide additional information regarding the proposal evaluation process, including: Review committee composition; Stakeholder representation; and Approval process following committee recommendation?

To preserve the integrity of the procurement process, specific information regarding the composition of the evaluation committee and stakeholder participation will not be disclosed. Responsive proposals will be evaluated in accordance with the evaluation criteria identified in the RFP and the Workforce Development Board's procurement procedures.

48. Will proposers be invited to participate in interviews, presentations, demonstrations, discussions, or negotiations as part of the evaluation process?

Interviews or oral presentations are not currently anticipated. However, the Workforce Development Board reserves the right to request additional information, conduct discussions, or invite proposers to participate in interviews or presentations if determined necessary during the evaluation process.

49. While this solicitation focuses on WIOA Out-of-School Youth services, are there expectations that the successful provider will serve non-WIOA youth populations through the Youth Career Center? If so, how should those activities be reflected within the staffing plan and budget?

Applicants should develop their proposals based upon the Scope of Work and requirements outlined in the RFP. Budgets and staffing plans should reflect the services and responsibilities included within this solicitation.

50. What were the incumbent provider's outcomes for enrollment, completion, placement, credential, measurable skill gains, and retention for the most recent program years?

To ensure a fair and equitable procurement process, historical contractor performance information will not be provided as part of this solicitation. Applicants should develop their proposals based on the performance expectations and requirements outlined in the RFP.

51. Will the selected provider inherit active participants, open eligibility files, work experience placements, and participants currently receiving follow-up services?

Yes. The selected provider should anticipate assuming responsibility for any remaining active

participants, open eligibility files, work experience placements, and participants in follow-up status at the time of contract transition. At this time, the anticipated participant caseload at contract start cannot be stated with certainty as participant status continues to change throughout the transition period. For **planning purposes only**, bidders may estimate carryover participant levels at fewer than 25 participants actively receiving services and fewer than 100 in various stages of follow up status. Applicants should develop their proposals with the expectation that Employ Prince George's will work collaboratively with the selected provider to facilitate an orderly transition of participant records, services, and program operations in accordance with applicable federal, state, and local requirements.

52. What specific negotiated WIOA performance targets will apply to this contract for WIOA outcomes: i.e., second-quarter employment/education, fourth-quarter employment/education, median earnings, credential attainment, measurable skill gains, and employer effectiveness?

The Performance sub-section of the RFP lists the applicable WIOA Performance Indicators. Applicants are required to propose their target performance in their proposal response. Targets should align with the requirements listed throughout the proposal and be realistic and attainable. Additional negotiated performance expectations, if applicable, will be established during contract negotiations and in accordance with applicable WIOA requirements.

53. Is a recent Independent Financial Audit required because the funding is below the \$1M threshold?

The application requires bidders to submit the financial documentation identified within the application portal. For organizations not subject to independent audit requirements, alternate documentation demonstrating financial stability will be accepted, as described in Question 69.

54. The application portal states, "Additional required supporting documentation identified within the application portal." The application portal is currently closed. What additional documentation will be required?

The application portal is active until the proposal closing deadline and identifies all required attachments associated with each section of the application. Applicants should upload all documents specifically requested throughout the portal. No additional documentation beyond the required application materials is anticipated unless requested by Employ Prince George's during the procurement process.

55. If EPG partially funds the proposal, will the enrollment and performance requirements be adjusted proportionately?

The Workforce Development Board reserves the right to partially fund proposals. If a proposal is selected for partial funding, the final scope of work, budget, performance expectations, and deliverables will be negotiated prior to contract execution.

56. Please provide the current Youth Career Center partner list, partner schedules, existing MOUs, resource-sharing agreements, and anticipated in-kind services.

To ensure a fair and equitable procurement process, information regarding the current or historical operations of the Youth Career Center will not be provided as part of this solicitation. Applicants should develop their proposals based on the requirements and performance expectations outlined

in the RFP.

57. What visitor information must be collected, what system must be used, and what reports must the OSO submit regarding center traffic, services, referrals, and outcomes?

The selected provider will be required to collect, maintain, and report participant and performance data in accordance with applicable WIOA requirements and any reporting procedures established by Employ Prince George's and the Maryland Department of Labor. Additional information regarding reporting systems, required templates, reporting frequency, and performance monitoring procedures will be provided during contract implementation.

58. How should the vendor document and report service delivery for youth who access programming but do not meet formal eligibility criteria?

The selected provider will be required to collect, maintain, and report participant and performance data in accordance with applicable WIOA requirements and any reporting procedures established by Employ Prince George's and the Maryland Department of Labor. Additional information regarding reporting systems, required templates, reporting frequency, and performance monitoring procedures will be provided during contract implementation.

59. Can Employ Prince George's provide historical utilization data for the Youth Career Center, including average monthly and annual customer volume, daily foot traffic, referrals, workshop attendance, and the number of WIOA Out-of-School Youth participants served during the past two program years?

To ensure a fair and equitable procurement process, historical contractor performance information will not be provided as part of this solicitation. Applicants should develop their proposals based on the performance expectations and requirements outlined in the RFP.

60. Can EPG provide the current or incumbent staffing structure for the Youth Career Center, including funded positions, FTE levels, and which positions (if any) will transition to the successful proposer?

To ensure a fair and equitable procurement process, information regarding the current or historical operations of the Youth Career Center will not be provided as part of this solicitation. Applicants should develop their proposals based on the requirements and performance expectations outlined in the RFP.

61. Can EPG provide a list of the current Youth Career Center partner organizations and services currently offered at the center?

To ensure a fair and equitable procurement process, information regarding the current or historical operations of the Youth Career Center will not be provided as part of this solicitation. Applicants should develop their proposals based on the requirements and performance expectations outlined in the RFP.

62. Can EPG share the expected annual enrollment targets, participant outcomes, and performance goals for the selected provider?

The Workforce Development Board has not prescribed specific enrollment targets, participant

outcomes, and performance goals. Applicants should develop their proposals based upon the performance requirements and expectations outlined throughout the RFP. Additional negotiated performance expectations, if applicable, will be established during contract negotiations and in accordance with applicable WIOA requirements.

63. Can EPG clarify which of the fourteen WIOA Youth Program Elements must be delivered directly by the contractor and which may be provided through formal referral partnerships?

The RFP does not establish a required percentage of WIOA Youth Program Elements that must be delivered directly by the selected provider. The successful bidder is responsible for ensuring that participants have access to all required WIOA Youth Program Elements, either through direct service delivery or through formal partnerships and referral arrangements, as appropriate. Applicants should clearly describe their proposed service delivery model within their proposal.

64. Is the successful contractor responsible for all aspects of Work Experience activities, including employer recruitment, payroll administration, participant wages, workers' compensation, and worksite supervision?

Yes. Please refer to the **Access to a Range of Services** section of the RFP.

65. At the bottom of Page 5, in the Intake, Eligibility Determination and Enrollment section, it notes that "Providers must utilize the case management system(s) as determined by EPG. Training will be provided." What case management system is currently being used and what is the level of effort for the trainings that will be provided?

The selected provider will be required to collect, maintain, and report participant and performance data in accordance with applicable WIOA requirements and any reporting procedures established by Employ Prince George's and the Maryland Department of Labor. Additional information regarding reporting systems, required templates, reporting frequency, and performance monitoring procedures will be provided during contract implementation.

66. Are there any other reporting systems the successful provider be required to use?

The selected provider will be required to collect, maintain, and report participant and performance data in accordance with applicable WIOA requirements and any reporting procedures established by Employ Prince George's and the Maryland Department of Labor. Additional information regarding reporting systems, required templates, reporting frequency, and performance monitoring procedures will be provided during contract implementation.

67. Does EPG have an expected participant-to-case manager ratio or recommended caseload for WIOA Out-of-School Youth staff?

The Workforce Development Board has not prescribed specific case manager caseloads. Applicants should develop their proposals based upon the performance requirements and expectations outlined throughout the RFP. The selected provider will be expected to successfully perform the services identified in the RFP and achieve all applicable WIOA performance requirements and any additional performance expectations established in the resulting agreement.

68. Will the successful provider receive existing Standard Operating Procedures, MOU/RSA templates, and operational policies, or is the contractor expected to develop these from the ground up?

Employ Prince George's has established policies, procedures, and operational guidance that will be shared with the selected provider during implementation. The selected provider will be expected to work collaboratively with Employ Prince George's to review, refine, and update those policies and procedures, as appropriate, to support continuous improvement, operational effectiveness, and compliance with applicable federal, state, and local requirements.

69. The solicitation requests the submission of a financial audit. Would the WDB accept an audited annual tax return or internally prepared financial statements (e.g., balance sheet, income statement, and cash flow statement) certified and signed by the company owner/authorized officer in lieu of an audited financial statement?

The options included in your question would be acceptable. For bidders who are not subject to financial audit requirements, alternate documentation demonstrating financial stability is required. Examples include the two most recent years of business tax returns or internally prepared or CPA-prepared financial statements.

70. Please confirm that the \$825,000 contract budget is for a two-year period of performance. Also, please let us know if there will potentially be any increase in funds in the outlying years (years 3-6).

The anticipated funding of up to **\$825,000** represents the estimated funding available for the **initial contract term (October 1, 2026, through June 30, 2028)**. Future funding levels for extensions or new contracts beyond the initial period can not be anticipated at this time. Funding is contingent upon the availability of Workforce Innovation and Opportunity Act (WIOA) funds and final budget approval. The Workforce Development Board reserves the right to partially fund proposals. Please refer to the **Term of Contract** section of the RFP.

71. Please clarify which facility costs are the responsibility of the contractor versus EPG (e.g., utilities, maintenance, security, janitorial services, office supplies, equipment, internet, and technology).

As described in the RFP, the selected provider will be responsible for coordinating facility maintenance needs as part of its operational responsibilities. Routine building maintenance and capital improvements remain the responsibility of the property owner or designated facilities management entity unless otherwise provided in the final agreement.

72. Will supportive service funding (e.g., transportation, childcare, emergency assistance, work-related supplies) be included within this contract, or are those funds administered separately?

As described in the **Access to a Range of Services** section of the RFP, supportive services necessary to deliver the program should be incorporated into the applicant's proposed budget, as appropriate. **No additional funding will be provided outside of the awarded contract amount.** Applicants should develop their budgets to support all required program activities within the funding available under this solicitation.

73. The RFP combines traditional One-Stop Operator responsibilities with direct WIOA Out-

of-School Youth service delivery. Can EPG clarify whether the primary intent of this procurement is to procure a comprehensive youth services provider that also serves as the One-Stop Operator, or a One-Stop Operator that additionally provides youth services? Additionally, can EPG indicate the anticipated allocation of funding between these two functions?

The intent of this solicitation is described throughout the RFP. The selected provider will be responsible for coordinating the operation of the Youth Career Center as well as delivering the WIOA Out-of-School Youth services and operational responsibilities identified within the Scope of Work. These responsibilities collectively comprise the functions of the **Youth Career Center One-Stop Operator** and should not be viewed as separate procurements or independently funded activities.

Accordingly, the RFP does **not** establish a separate allocation of funding between One-Stop Operator responsibilities and WIOA Out-of-School Youth service delivery. Applicants should develop a comprehensive operational approach and corresponding budget that addresses all requirements identified in the solicitation.

74. Are there character limits or recommended response lengths for the narrative sections within the online application?

Yes. Within the application portal, **Project Title** fields are limited to **255 characters**, and narrative response fields are limited to **64,000 characters**. Applicants should ensure their responses are clear, complete, and responsive to each question within these limitations.

-END-