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**CAMW! Bidders' Conference Questions  
March 12, 2025**

**RFP Integrated Services**

**INSTRUCTIONS TO BIDDERS-Page 2**

**Question:** Is the Lansing School District obligated to provide a letter of support (for a non-Lansing School District entity)

**Answer:** CAMW! cannot make or obligate Lansing School District to provide a letter of support.

**Question:** Is there an alternate individual outside of the Lansing School District's Superintendent, who could provide a letter of support from the Lansing School District or any ISY (In School Youth) site?

**Answer:** Yes, you may have someone who is authorized to sign on behalf of Lansing School District.

**INSTRUCTIONS TO BIDDERS-Page 21-32**

**Question:** For the intent to bid submission, do we need to fill out pages 22-26 or just 22-23?

**Answer:**

**"The Intent to Bid Notice must be submitted by 5:00 p.m. on Monday, March 24, 2025.** This form can be found on page 22 of the CAMW! RFP Integrated Services document. Please note: Proposals will not be considered if this form is not submitted by the due date and the bidder decides to submit a proposal by the due date.

The documents listed below are part of the complete proposal document and can be found on pages 23-32 and should be submitted in the order specified below.

**Required Forms:**

1. Signed Cover Sheet
2. Proposal Narrative and Requested Documents

3. Proposal Budget
4. Program Administration
5. Proof for Financial Liability
6. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions
7. Certification Regarding Lobbying/Certification for Contracts, Grants, Loans, and Cooperative Agreements
8. Agency Audit Information Form
9. Audit (only required for new bidders)
10. Merit Staffing Certification Form (Attachment A) must be submitted if the bidder is proposing to provide Wagner-Peyser Employment Services.”

**Question:** Does the official signer have to be the signer in Docuware?

**Answer:** No, the official signer must be authorized to sign on behalf of the agency and bind them to the contract.

#### **PERFORMANCE Pg.17-20**

**Question:** Pertaining to the performance chart data, should they be grouped together or listed separately by counties in the charts?

**Answer:** The performance chart data should be broken out and listed by county.

**Question:** Under-reporting, does this include Peckham’s mini-grants?

**Answer:** No, this does not include Peckham's mini-grants as these grants are not funded by CAMW! workforce development program dollars.

### **Request for Proposal (RFP) Part A Questions and Responses**

#### **Affiliate American Job Centers-Pg. 10**

**Question:** Affiliated sites must be the same sites/times each week, or is a rotation of scheduling acceptable?

**Answer:** There should be consistency, predictability, and a clear schedule that can be posted for scheduling purposes for affiliated sites.

**Question:** Will AJC/CAMW! signage be required at affiliated sites?

**Answer:** Signage is not required for affiliate sites as they will be appointment only for WIOA and PATH programs.

**Question:** If a potential affiliate site is religious-adjacent, but provides other community services with/ or for partner communities. Can they be used as affiliated sites (I.E. St. Vincent Du Paul, CC-EIC, etc.)?

**Answer:** Yes, they could be used as affiliated sites as long as there is no religious affiliation to the program.

**Question:** How will PATH orientation letters be handled, if affiliated site locations may change weekly or monthly?

**Answered:** As noted earlier in the FAQs, there should be consistency, predictability, and a clear schedule for affiliated sites. Adjustments will be made to the DHHS 4785 to ensure participants are directed to the correct site. A contact number will be given to participants.

#### **Lansing American Job Center- Pg.11**

**Question:** The cost for the square footage of the office vs the classroom (PATH, LSD, classroom) is unclear. There was no cost in the RFP about offices. Are they the same as the cubicle space?

**Answer:** The cost for an Office is 205 square feet x \$21.00 = \$4,305 + \$700 = \$5,005.

#### **Funding Levels Pg.8-9**

**Question:** If significant changes to program funding/operations occur after the sub-recipient is selected, will/may another RFP occur?

**Answer:** It's currently unknown whether or not CAMW! would release another RFP.

**Questions:** Do funding projections include the 10% administration fee?

**Answer:** No, the funding projections do NOT include the 10% administration fee.

**Questions:** Does current WIOA/PATH funding projections include multiple funding sources, (i.e. WIOA, JAG, JMG, etc)?

**Answer:** No, it does not include JMG funding from Youth Solutions. JAG funding is supported by Youth dollars, however, it does include WIOA.

**Questions:** Does the funding projections include the deobligated funds from current subcontractors?

**Answer:** The funding projections include the estimated unobligated funding from current sub-recipients.

**Question:** Is WIOA youth subject to the 60% training rule?

**Answer:** No, WIOA youth is not subject to the 60% training rule. Only the Adult and DW programs are subject to the 60% training rule.

## **RFP Integrated Services Program Descriptions**

### **Proposed Performance Outcomes for PATH-Pg.65**

**Question:** Are clients currently in AEP status part of the active clients?

**Answer:** No, they are not considered a part of the active clients.

**Question:** Are closed cases in the 180-day retention period counted as active clients?

**Answer:** No, they are not considered in the active caseload count.

### **Self-Service/ Universal Access Pg.18**

**Question:** Is it expected that adult program staff will have structure? FT, or PT floor coverage responsibilities?

**Answer:** It is expected the adult program (WIOA Adult, Dislocated Worker, FAET, and PATH) staff will have structured part-time floor coverage at the Lansing American Job Center.

### **Miscellaneous.**

**Question:** When/how would the Learn to Earn RFP be available, and what would that process look like?

**Answer:** Upon reviewing the FY23 Learn to Earn (LTE) Request for Proposal (RFP), I noted that it was released later in the year, around late summer/early fall. We utilize the same release process for the LTE RFP as we do for our adult programs. Capital Area Michigan Works! (CAMW!) initially advertises the RFP, followed by its release, which may occur on the same day. An RFP Implementation Timeline is established for all our RFPs, similar to the one provided for the adult programs.