

Opportunity Youth Trainer RFP Questions

Q: I believe I read that it is a Cost Reimbursement budget, which I understand that I would have to "float a budget" with my own capital, should I assume this to be true?

A: Yes this contract is cost reimbursement and the agencies will need to voucher the Partnership for payment.

Q: Will there be a reimbursement schedule provided later in the process?

A: Yes, a schedule will be provided to the agencies later in the process.

Q: As an independent consultant many of the documents I will not be able to supply (e.g. three letters of reference) in the short turnaround time. I look forward to your prompt response.

A: We will need all requested documents in order to be eligible for selection of the RFP.

Q: What is the average expected class size of participants?

A: The average expected class size is 20-25 individuals.

Q: The RFP mentions that 30 hours of training will be dedicated to "Power Skills". What is the expected length of each individual class? (i.e. 4 hours per day, 5 hours per day, etc.)

A: Prior classes held were 4 – 6 hours in length; and included a site visit to the employer(s).

Q: What resources can be expected from The Chicago Cook Workforce Partnership to ensure success of this program?

A: The Partnership and its delegate agencies will provide recruitment and retention support to those individuals referred by our delegate agencies and/or partners. Additionally, we will manage space requirements for hosting the classes.

Q: How will the stakeholders measure the success of the program?

A: The number of participant employment placements and skills acquisition.

Q: Will the Consultant be responsible for the recruitment of participants?

A: The Consultant may recruit participants, however The Partnership will conduct the majority of cohort recruitment.

Q: Will the Consultant be responsible for securing organizations to hire the targeted youth?

A: The Partnership and its business intermediary will secure relationships with employers to interview youth who have completed the process of becoming prepared for permanent employment.

Q. Will the cost of materials for the class (i.e. photo copies) be the responsibility of the Consultant?

A: Yes.

Q. On average, how many hours per week is the Consultant expected to be available for this project?

A. As many as determined by the proposer to effectuate the outcomes and deliverables.

Q. Please clarify "Financial Management Capacity"; Item #1 on page 10 of the RFP"

A: The organization's or individual's financial capacity to complete the project successfully on a cost-reimbursement basis.

Q: "The contract will be deliverables based whereby the contractor will invoice upon submission of deliverables. Describe your agency's financial capacity to manage this contract on a cost-reimbursement basis." Does this item imply that payment will not be made to the Consultant until the entire project is complete or when identified milestone deliverables have been completed?

A: The Partnership will provide a reimbursement schedule once the contract has been awarded tied to performance goals.