

## 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.**