Date: December 7, 2021

ADDENDUM NO. 01
2021 REQUEST FOR PROPOSAL – 20212910
DENVER WORKFORCE SERVICES – DENVER YOUTH EMPLOYMENT PROGRAM

The above referenced RFP is hereby addended as follows:

The following questions and their answers are hereby incorporated into and made part of this Request for Proposal:

(Q) Questions and (A) Answers

Q1: I know you said this is being recorded, will it be posted online? I have to sign off unfortunately at 3PM?

A: Unfortunately, no the complete slide and Q&A from the meeting will be posted to the DEDO bidding opportunities page. You may also submit questions to the DEDO bidding opportunity page by December 3, 2021 at 4:00 p.m.

Q2: Would like to know details about Certified Youth Employers Program at Montbello Workforce Center... what is the age range? How does an employer become part of this? Who can we contact?

A: Information on the Denver Certified Youth Employer Program can be obtained HERE. The Certified Youth Employment Program Description indicates the following... “Employers hiring “unemancipated minors” (as defined in the Denver Revised Municipal Code Section 58-18(e)) and seeking to pay a reduced minimum wage (no lower than 15% of the current minimum wage) may obtain certification as a Certified Youth Employment Program under one of the following categories.” A) Student Learner B) Work Based Learner.”

Employers interested in participating in a Certified Youth Employment Program must first apply for certification from DEDO by completing an application, available from DEDO upon request. Certification shall be effective for one year from the date DEDO certifies (or recertifies, as applicable) the CYEP.

Participating CYEPs must be recertified by DEDO annually. As part of such recertification process, the employer must complete a recertification application, available from DEDO upon request, and provide such documentation as is required by DEDO.

A Certified Youth Employment Program must be certified by DEDO and remain certified and compliant with these CYEP Rules, as they may be amended from time to time, and any separate standards
published by DEDO, which standards shall be available upon request, for this Reduced Minimum Wage to apply.

The following procedures shall be followed in seeking recertification of a CYEP:

1. **The employer seeking recertification shall file a completed Application for Recertification no later than sixty (60) days prior to expiration of its then-current certification.** Such recertification application must include all information and documents required by DEDO to be considered timely filed.

2. **DEDO shall notify the employer,** within thirty (30) days of the employer filing its Application for Recertification, **that DEDO has either (a) recertified the employer’s CYEP for an additional year,** or (b) denied the recertification, including reasons therefore.

3. **In the event a CYEP employer misses any deadline for recertification,** or fails to timely submit a complete recertification application, including all required supporting documentation, **such employer’s certification shall be automatically revoked as of the expiration of its then-current certification without any further action from DEDO or the city.** In such event, the employer must submit an application for a new certification and follow the process described herein for certifying a new CYEP. From the expiration of such employer’s certification until such time as DEDO approves the employer’s new application, the employer shall pay any unemancipated minors it employs the full minimum wage required by the Ordinance for adult workers and minors not participating in a CYEP. **If DEDO approves the employer’s new application,** the employer may resume paying unemancipated minors the Reduced Minimum Wage beginning on the certification date.

Q3: How does an employer get involved with the program for veterans entering the workforce?

**A:** Through a partnership with the Colorado Department of Labor and Employment we have veteran representatives that co-locate within the Denver workforce centers providing direct employer services. The contact information for our veteran representative is Kathy.Ford@state.co.us

Also, work with Volunteers of America (VOA)- Bill Daniels Center through our Veterans Service to Career program, Kathy can get you introduced and into the pipeline to hire vets as an employer.

Q4: Are there future plans for similar RFPS?

**A:** Any proposals released through Denver Economic Development & Opportunity (DEDO) will be posted to the [DEDO’s Funding Opportunities webpage](#). DEDO would be happy to add your organization contact information to our vendor distribution list and you will receive notification from DEDO Marketing & Communications team when new RFPs are released. There are also non-workforce related RFPs that will also be posted in the upcoming months so please continue to check to our DEDO funding opportunities webpage

Q5: Clarification on Out-of-School Youth meaning Does that mean they cannot be attending any type of school programs -- even alternative high school programs?

**A:** Per [CDLE Program Guidance Letter (PGL) WIOA Eligibility (WIOA-2015-05) Attachment 3 – Youth Eligibility](#) which can be viewed
OUT-OF-SCHOOL YOUTH – an individual is an out-of-school youth if they are:

A. Not attending any school (as defined under State law) - must meet one of the following:
   1. Colorado Department of Education Secondary Out-of-School Definition: Out-of-school means youth up through age 21, who are entitled to a free public education in the State but are not currently enrolled in a K-12 institution. This could include students who have dropped out of school, youth who are working on a high school equivalency outside of a K-12 institution, and youth who are “here-to-work” only.
   2. USDOL Post-Secondary Out-of-School Definition: To be considered out-of-school, a youth must not be registered for or attending any credit-bearing post-secondary classes, whether remedial or regular. A youth may be considered “out-of-school” if registered for or attending ONLY non-credit-bearing post-secondary classes. This definition applies upon registration for specific post-secondary classes, even if classes have not started.
   3. Additional Out-of-School Categories:
      a. Adult Basic Education: WIOA youth programs may consider a youth to be out-of-school youth for purposes of WIOA youth program eligibility if they are attending Adult Education provided under Title II of WIOA, YouthBuild, or Job Corps.
      b. SWAP: Youth participating in the School to Work Alliance Program, who are no longer enrolled in secondary school, would be considered out-of-school. These individuals may have dropped out, aged out at 21, or obtained their diploma or certificate of completion.
      c. GED, HiSET, or TASC Classes: Youth enrolled in GED, HiSET or TASC prep classes outside of the K-12 system would be considered out-of-school.
      d. Dropout Reengagement Program: Youth enrolled in one of these programs would be considered out-of-school.
      e. Transition Program: Youth enrolled in a WIOA Title II Adult Education transition program would be considered out-of-school.

Note Regarding School Activities During Participation: An individual who is out-of-school at the time of enrollment and subsequently placed in a school program during participation will still be considered an out-of-school youth for eligibility purposes.

B. Age: Not younger than age 16 or older than age 24 at the time of enrollment; AND

C. Must meet one or more of the following:
   4. A school dropout (an individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent). There is no time limit regarding this requirement; example: a 22 year old youth who dropped out of high school several years ago, has no diploma or equivalency, and also is currently not attending any school. Dropout status is determined at enrollment and does not change with any education activities that occur during participation.
   5. Not Attending Secondary School: A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter (three consecutive months within a single complete school year and not split between 2 school years).

Note Regarding Colorado Compulsory School Attendance Age:
• In General: A child who has attained the age of six years on or before August 1 of each year and is under the age of seventeen (17) years
• Home-Schooled: A child who is home-school is covered under the Compulsory School Attendance Act up to age sixteen (16).
6. A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is—
   i. basic skills deficient; or
   ii. an English language learner;
7. Offender: An individual who is subject to the juvenile or adult justice system;
8. Homeless/Runaway: A homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e–2(6))), a homeless child or youth (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))), or a runaway
9. Foster Care: In foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act (42 U.S.C. 677), in an out-of-home placement, or an individual who has attained 16 years of age and left foster care for kinship guardianship or adoption
10. Pregnant or parenting, including those who are married and custodial or non-custodial parents, male or female parents
11. Disabled: A youth who is an individual with a disability;
12. A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

Note Regarding Low Income: Low income is not required for all out-of-school youth; low income is only required if category 3 or 9 above is used for eligibility.

Q6: If we are doing a joint proposal with another agency do all agencies need to submit required attachments for example: does each agency need to submit 3 references, fiscal documents etc...
A: Joint proposals will need to designate a fiscal agent that must submit all required proposal documents. Please refer to the response form questions that specifically address partnerships and respond accordingly.

Q7: Do employers have to provide funds for obtaining the certification or just time?
A: Denver Certified Youth Program Employers, once certified, hire the youth participant at the certified wage for no longer than the program certification allows during training. Upon completion of the training period, the participant will move to current pay rate based on the employer pay scales.

Q8: Is there any support from the Workforce Centers with applying to these huge RFP?
A: Beyond the pre-bid presentation, Q & A responses there will be no additional support to respondents submitting proposals for this RFP. Additional Information on Workforce Activities and the Denver Workforce Development Board can be found at https://www.denvergov.org/WDB

Q9: What are you looking for in the letters of recommendation? looking for guidance on boilerplate language
A: Please refer back to the individual response forms which provide the information we are seeking for letters or recommendations or MOUs.
Q10: Are there any restrictions for funds being used for new programs aimed at helping undocumented youth with workforce development?

A: The Workforce Innovation & Opportunity Act (WIOA) is Federal funding which has very specific eligibility and documentation requirements. Please see Colorado Department of Labor & Employment (CDLE) Program Guidance Letter Site HERE

Q11: Are there any guidelines as to regulating that all students especially from African American community are included in this job program?

A: The Workforce Innovation & Opportunity Act (WIOA) is Federal funding which has very specific eligibility and documentation requirements. Please see Colorado Department of Labor & Employment (CDLE) Program Guidance Letter Site HERE

Q12: Please share Org chart.

A: Updated organizational chart has been included as an addendum to this RFP.

Q13: On page 4, section A4 states "Proposers must be registered with the Colorado Secretary of State to do business in Colorado". Does this mean we need to be registered at time of proposal or at time of contract start date?

A: This is a required upload in the online application therefore entities must register prior to proposal submission.

Q14: Page 6, A14 contract amount shows to be $900,000, is there a mandatory percentage that needs to be spent on participant vs program for the budget?

A: No, however per WIOA and 20 CFR § 681.590(a), a minimum of 20 percent of local area program funds for the Title I Youth program must be spent on work experience.

Q15: It is possible for the recipient to serve other counties within the Denver Metro area, such as Arapahoe county?

A: Yes

Q16: What is DEDO’s vision for partnership with mandated partners like the Senior Community Service Employment Program?

A: DEDO will look to continue to partner with mandated and non-mandated partners alike to ensure the most aligned and seamless approach to serving our customers including youth, Veterans, priority populations and all other job seekers and employers looking to utilize our system. We start with a network approach to service through our Sector Partnerships on the employer side, and through our Denver Workforce Integration Network (DWIN) on the job seeker side. We want to continue to provide a regular forum for all of our partners to come together to, at minimum align services and avoid duplication, and in the hopes of catalyzing further partnerships based on our shared customers. Organizations that see an opportunity for further engagement are invited to explore those opportunities directly with Denver Workforce Services.