

## SYEP 2010 RFP Question and Answers

1. Will the attachments be available in Word format and sent out to proposers?  
Yes, by email request.
2. Is there a page limit to the proposal or any part of the narrative?  
No, but please be as concise as possible
3. Should applicants provide resumes for all staff on the organizational chart (supporting units and executive/upper management) or just program staff?  
Please provide resumes for all staff on the organizational chart.
4. Are the salaries of program staff that provide services to the youth participants (i.e. case managers) considered administrative or program costs?  
Salaries of Program Staff are considered program costs.
5. Does the funding for the Summer Youth Employment Program (SYEP) last for only Five (5) months? Yes
6. Does the Workforce Development Department (WDD) have a work readiness assessment tool? And/or recommend that providers use a specific one?  
No, WDD does not recommend any specific tool.
7. Will current SYEP contractors be given priority consideration?  
No, all Proposals will be judged individually.
8. Who will be reviewing and recommending SYEP proposals?  
WDD Staff will review and make recommendations to the WIB. The WIB has final approval authority on the recommendations made by WDD.
9. Waiver of Subrogation- Can cost for insurance be included in budget as indirect costs?
  - a. No, insurance has its own line item of the budget.
10. Is CASAS still an acceptable testing tool?  
Yes

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11. Can the STAR results from previous year be used as an assessment tool to determine basic skill level?

No, in order to determine a youth is Basic Skills Deficient, one of the WIA approved assessments must be used. This includes:

Out-of-school participants for literacy/numeracy educational functioning levels:

1. Adult Basic Learning Examination (ABLE)
2. Tests of Adult Basic Education (TABE)
3. CASAS Survey Achievement Tests

In-school participants for basic skills deficiencies:

1. Adult Basic Learning Examination (ABLE)
2. Tests of Adult Basic Education (TABE)
3. General Aptitude Test Battery (GATB)
4. CASAS Survey Achievement Tests
5. CASAS Appraisal