

**ADDENDUM ONE TO WIA TITLE I YOUTH PROGRAM WORK  
ORDER FOR SUPERVISORIAL DISTRICTS TWO AND FIVE**

**QUESTIONS AND ANSWERS**

The purpose of this addendum is to post answers to questions received in response to the WIA Title I Youth program Work Order Solicitation #WIA-04. Any deletions to Work Order language are represented with a strike-through and additions are in bold.

**Question #1**

On page 6, Section 6.1, second paragraph, it states "Bidder may bid on multiple Programs in multiple Supervisorial Districts, but will not be awarded for work for more than two (2) Programs countywide." Can a current Contractor that has been funded to operate an In-School and Out-of-School youth program from a previous youth work order be eligible to apply under this work order?

**Answer #1**

The WIA Work Order Solicitation No WIA-01, which was released on April 5, 2013 limited Bidders to a maximum of two programs. As this is a new Work Order being released, the maximum of two programs is not applicable. Section 6.0, Preparation and Format of the Bid, Subsection 6.1 second paragraph, is being deleted as follows:

**Objective of Bid Package Submission**

The objective of this Bid Package submission is for CSS to ascertain the Bidder's ability to provide the highest level of WIA Title I Youth In-School and/or Out-of-School Program services countywide to eligible Youth at the lowest cost.

~~Bidder may bid on multiple Programs in multiple Supervisorial Districts, but will not be awarded work for more than two (2) Programs countywide.~~

**Question #2**

Part B, Section 6.2 identifies a required Exhibit E, Staff Reference form; please indicate where this form can be found?

**Answer #2**

The Staff Reference form was inadvertently included in the work order document. Section 6.2 is being corrected as follows:

All Bid Packages must be submitted in the prescribed format, for each Program (ISY or OSY), and Supervisorial District for which funding is being requested. Any Bid Package that deviates from this format may be rejected without review at the County's sole discretion. In preparing the written Bid Package, the Bidder shall ensure the following:

- Text must be legible, typewritten, and double-spaced.

- Pages must be numbered consecutively from beginning to end so that information can be located easily during review of the Bid.
- Staffing Plan is limited to 1 page maximum. Resumes must be attached for all staff.
- ~~Exhibit E, Staff Reference Form must be completed for all staff referenced on budget.~~
- Calculations on the budget forms must be accurate.

**Question #3**

Part B of the Instruction, section 6.2 also indicates resumes must be attached for all staff; should the resumes immediately follow the staffing plan?

**Answer #3**

Yes.

**Question #4**

In Section 6.0 Fiscal Requirements, Leveraging 6.1.1.1, we understand there is a requirement of 50% in cash (of the 25% \$125,000 of total amount) to be leveraged. Please clarify your definition of "cash."

**Answer #4**

For clarification, leverage is discussed in section 7.3 "Budget Package." It is required that the Bidder shall leverage 25%, or \$125,000 per work order being submitted. The work order does not place a requirement as to how much of the required leverage is cash or in-kind. However, cash leverage is actual money being contributed to the program. In-kind leverage is services, staff salaries, etc.