



**ADDENDUM #1
Workforce Boulder County
Workforce Boulder County Innovation Funds
RFP #7507-23**

October 6, 2023

The attached addendum supersedes the original Information and Specifications regarding RFP #7507-23 where it adds to, deletes from, clarifies or otherwise modifies. All other conditions and any previous addendums shall remain unchanged.

Please note: BIDS will only be accepted electronically by emailing purchasing@bouldercounty.gov.

1. Question: Would financial assistance directly for licensure and certification be an allowable expense under this grant? I.e. distributing assistance for participants to receive real estate agent licensure.

ANSWER: Possibly. Financial assistance would need to be distributed to training providers, rather than to the participants themselves. The participants must qualify as unemployed/underemployed and as impacted or disproportionately impacted by COVID-19 (as those terms are defined in the RFP).

2. Question: What qualifies as “job training” under the grant focus?

ANSWER: Activities such as classroom or online training, apprenticeships, on-the-job training opportunities qualify as job training.

3. Question: Are all categories under the grant eligible for participants 16 and older?

ANSWER: Yes.

4. Question: Does the County anticipate this funding will be made available in subsequent years, or is this RFP a one-time funding opportunity?

ANSWER: We anticipate this will be a one-time opportunity.

5. Question: What is the estimated time burden staff should expect while utilizing Connecting Colorado for service tracking and reports?

ANSWER: This will depend on the number of participants and the activities participants will engage in as part of the grant. There is a fairly steep learning curve with the Connecting Colorado system, and the system is also anticipated to change during 2024, raising the administrative and training burden. In addition to ongoing data entry, your organization should plan on at least several hours of upfront training for anyone who would use Connecting Colorado.

6. Question: Does the RFP's section "Program Enrollment, Reporting, and Oversight" outline the full extent to which staff are required to track service in Connecting Colorado, or are there additional line items required to enter per participant per service?

ANSWER: Reporting through Connecting Colorado requires data entry for each participant, including enrollment into the program with data entry based on the program application and other documentation collected from participants, entry of ongoing services and related case notes, uploading of related documentation, and data entry at exit from the program.

7. Question: Would the County or WfBC, in advance of the application deadline, provide an informational session, office hours, or reading materials outlining the expected use of Connecting Colorado under this grant?

ANSWER: Yes, a short recorded demo of the Connecting Colorado system is available upon request by emailing purchasing@bouldercounty.gov.

8. Question: We are a 501c3 non profit organization working in Boulder County. Would supporting unemployed or underemployed individuals start a micro business be eligible for this grant?

Our program includes:

Business planning (startup costs and budget, business definition, marketing plan, sales plan, business registration, accounting systems and CRM setup)

Digital footprint (setting up Google MyBusiness, initial basic website, email)

Collateral (one trifold, business cards)

One-on-one consulting during and after the business is open.

ANSWER: We are not able to provide funding to the non-profit for its own functions—this would fall under a separate expenditure category under ARPA/SLFRF guidance and is outside the scope of the WIG program. Funds could be used to assist the individuals with starting their own companies—particularly by using funds to provide relevant trainings.

9. Question: We a 501c3 non-profit. Are we considered a community-based organization and/or an apprenticeship sponsor and eligible to apply? We would be providing on-site job training and the ability for participants to conduct their training hours for teacher accreditation. We would also be able to subsidize their on-site work.

ANSWER: Yes, you would be considered a Community-Based Organization (if the apprenticeship were registered you could also be considered an apprenticeship sponsor).

10. Question: Our proposed project is multi-faceted including addressing the crisis of the labor shortage of teachers in early childhood education while providing subsidized child care to a large percentage of families at or below livable wage in Boulder County. This model is outlined below. Is it something that should be included in our proposal?

We plan to provide on-site training as a Colorado Shines 4 accredited center and then subsidized apprenticeship hours for individuals either just starting in early childcare education or those who are wanting to become teacher certified. Additionally, individuals who are looking to start their own in-home childcare will be able to shadow the business administrators to also gain job knowledge about the business side of running a center. Will this type of program align and be competitive in this particular RFP?

Part of the proposed project to maintain and enhance our existing ECE staffing model focused on recruitment and retention of qualified ECE employees who are in a profession receiving the lowest compensation in education. The requested funding would support our continued evolution of a Child Care Enrollment and Staffing Model which is financially sustainable, recruits and retains qualified Early Childhood Education (ECE) staff and serves all families in Boulder County. The staffing plan reduces ECE weekly work hours, increases hourly wages and provides an enhanced benefit package. The new Child Care Enrollment and Staffing Model helped increase staff retention from 45% in July 2021 to 85% in July 2022 and is averaging between 72-80% with seasonal highs and lows.

For families, access to quality child care is rising concern in our community and Persimmon Early Learning's waiting list confirms the need: 1) infants 8 weeks to 11 months, there are 44 children on the waiting list; 2) children 12 months to 23 months, there are 25 children on the waiting list; 3) children 2 -3 years old, there

are 10 children on the waiting list and 4) children three years plus, there are 3 children on the waiting list.

ANSWER: Childcare and Early Education are covered by other expenditure categories under ARPA/SLFRF, as are funds to assist businesses/non-profits impacted by COVID-19, so these funds cannot be used to support the business itself in any way—the focus of any programs must be on the individual participants.

Funds can be used to provide training, however, the state’s view is that if participants are already employees, this training would be considered as primarily benefiting the business (and so not allowed). Participants must qualify as unemployed or underemployed and as impacted or disproportionately impacted by COVID-19 (as those terms are defined in the RFP).

Funds can be used to provide childcare, but this is available only on a short-term basis and for the purpose of assisting people to complete training or maintain new employment.

11. Question: What is the timeline from proposals being received to funding awards being granted and then funds being disbursed?

ANSWER: We expect to select grantees and enter into contracts before the end of 2023. This is a reimbursement grant, so funds will not be disbursed until they are spent and documentation is submitted to WfBC.

12. Question: If this is a new innovative pilot program, will the project be considered if the program is dependent on seed dollars from this grant?

ANSWER: A strong case for sustainability (or short-term need) would be required, but yes, the project would be considered.

Due to the complexities of the Workforce Innovation Grant and State and Local Fiscal Recovery Funding rules, WfBC will consult the Colorado Workforce Development Council and the Colorado Department of Labor and Employment about all proposals, up to and including sharing written proposals prior to funding being approved.

Submittal Instructions:

Submittals are due at the email box only, listed below, for time and date recording on or before **2:00 p.m. Mountain Time on October 18, 2023.**

Please note that email responses to this solicitation are limited to a maximum of 50MB capacity.

NO ZIP FILES OR LINKS TO EXTERNAL SITES WILL BE ACCEPTED. THIS INCLUDES GOOGLE DOCS AND SIMILAR SITES. ALL SUBMITTALS MUST BE RECEIVED AS AN ATTACHMENT (E.G. PDF, WORD, EXCEL).

Electronic submittals must be received in the email box listed below. Submittals sent to any other box will NOT be forwarded or accepted. This email box is only accessed on the due date of your questions or proposals. Please use the Delivery Receipt option to verify receipt of your email. It is the sole responsibility of the proposer to ensure their documents are received before the deadline specified above. Boulder County does not accept responsibility under any circumstance for delayed or failed email or mailed submittals.

Email purchasing@bouldercounty.gov; identified as **RFP #7507-23** in the subject line.

All proposals must be received and time and date recorded at the purchasing email by the above due date and time. Sole responsibility rests with the Offeror to see that their bid is received on time at the stated location(s). Any bid received after due date and time will be returned to the bidder. No exceptions will be made.

The Board of County Commissioners reserve the right to reject any and all bids, to waive any informalities or irregularities therein, and to accept the bid that, in the opinion of the Board, is in the best interest of the Board and of the County of Boulder, State of Colorado.



**RECEIPT OF LETTER
ACKNOWLEDGMENT**

October 6, 2023

Dear Vendor:

This is an acknowledgment of receipt of Addendum #1 for RFP #7507-23, Workforce Boulder County Innovation Funds.

In an effort to keep you informed, we would appreciate your acknowledgment of receipt of the preceding addendum. Please sign this acknowledgment and email it back to purchasing@bouldercounty.gov as soon as possible. If you have any questions, or problems with transmittal, please call us at 303-441-3525.

This is also an acknowledgement that the vendor understands that **BIDS will only be accepted electronically by emailing purchasing@bouldercounty.gov.**

Thank you for your cooperation in this matter. This information is time and date sensitive; an immediate response is requested.

Sincerely,

Boulder County Purchasing

Signed by: _____ **Date:** _____

Name of Company _____

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