



**WorkReady Pre-Apprenticeship Pilot RFP**  
**Questions and Answers from Bidders' Conference**  
**Updated September 19, 2017**

**Target number of youth:**

- Q 1.1:** Is there a minimum or maximum of targeted youth?
- Q 1.2:** Is there a minimum number of participants?
- Q 1.3:** Is there a minimum/maximum # of youth to be served?
- Q 1.4:** What is the anticipated size of each pilot program (number of students, min and max)?

**A 1:** *There is no minimum number of youth expected to be served, the submitted budget and scope should reasonably reflect the number of participants that will be served.*

**Target amount per youth:**

- Q 2.1:** Is there a suggested dollar amount per slot?
- Q 2.2:** Is there a specific grant amount for every student participant being served?

**A 2:** *There is no suggested dollar amount per slot, however the proposed budget should be submitted within the parameters of the form. We recommend the cost per slot aligns with the apprenticeship program wage scale, dependent upon pre-apprenticeship duration and activity.*

**Paid work experience:**

- Q 3:** What are the parameters of the paid work experience?

**A 3:** *WIOA defines work experiences as planned, structured learning experiences occurring in a workplace for a limited period of time. Work experiences provide the youth participant with opportunities for career exploration and skill development. Each Pre-Apprenticeship proposal must include a paid work experience component that aligns with the registered apprenticeship, any additional volunteer opportunities will be determined by the Pre-Apprenticeship.*

- Q 4:** Can grant funds be used to provide stipends to participating youth?

**A 4:** *No, under WIOA work experience funds can be expended through youth wage payments, and/or incentives only. Per WIOA, "incentive payments to youth participants are permitted for recognition and achievement directly tied to training activities and work experiences."<sup>1</sup>*

- Q 5:** What is the minimum hours of weekly or monthly work experience?

**A 5:** *There is no minimum number of hours for weekly or monthly work experience.*

- Q 6:** Does the paid work experience have to be in the same field as the future apprenticeship?

**A 6:** *The paid work experience should be in a related field as the future apprenticeship.*

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<sup>1</sup> <https://www.doleta.gov/wioa/Docs/wioa-regs-labor-final-rule.pdf>

**Q 7:** Can paid work experience be paid out of the budget funds?

**A 7:** Yes, paid work experience should be paid out of the budgeted funds.

**Q 8.1:** What should the payment/hourly wage for participants? And what is the payment schedule?

**Q 8.1:** Is there a minimum starting wage?

**A 8:** The work experience budgeted funds can be expended through youth wage payments and/or incentives, not stipends. If the pre-apprenticeship utilizes the youth wage payment strategy, the minimum starting wage is \$7.25/hour, with wages increasing based on the following table (also found on Page 33 of the RFP):

Criteria	Maximum Hourly Rate
Minimum wage	\$7.25
Participant with a valid general skills certification (e.g. CPR, OSHA,	\$8.25
Participant with six months of consecutive work experience	\$8.25
In-school youth completing one academic year of programming	\$8.25
Participant with secondary credential	\$9.00
Participant with industry recognized credential	\$9.25
Participant with one year of consecutive work experience	\$9.25
Participant with industry recognized credential connected with paid work experience opportunity in a related field (e.g. CNA credential placed at healthcare worksite)	\$10.00

**Location:**

**Q 9.1:** Do training hours have to be completed at the area that the work is being done at?

**Q 9.2:** Can the approved program provider be located at the same rental space facility that only for this pilot?

**Q 9.3:** Is the space at a school or community center be acceptable?

**Q 9.4:** Are we required to provide site space?

**A 9:** One of the elements we will be assessing as part of our proposal review and site visit activities is the extent to which the physical environment is supportive of learning. We are open to different location models—the training and work experience do not need to be located in the same physical space—that offer (1) an inviting and safe physical environment, (2) access to adequate classroom space, and (3) access to career-relevant technical equipment.

**Budget:**

**Q 10:** Is the \$100,000-\$300,000 per year or is that the total over two years?

**A 10:** The \$100,000-\$300,000 range is the total budget for the first year, with a possible second year renewal.

### **Implementation:**

**Q 11:** What is the length of implementation period?

**A 11:** *We are asking each applicant to budget and plan for a two-year period, including planning and implementation, beginning July 1, 2018 to June 30, 2019; only one year of funding is guaranteed with a possible renewal. We are also requesting that partners plan to support participants for 12 months once in placement.*

**Q 12:** How many hours per week should the pre-apprenticeship program take place?

**A 12:** *We are asking applicants share your best ideas about pre-apprenticeship activities, including the length of time necessary to support participants in a pre-apprenticeship experience.*

**Q 13:** Do student participants have to participate for two years?

**A 13:** *We think it is likely that multiple cohorts would participate in pre-apprenticeship activities over the course of the two-year pilot period that we are asking you to outline.*

### **Awards:**

**Q 14:** Is there a possibility of multiple agencies to be awarded funds?

**A 14:** *No, only the lead applicant will be awarded funds and contract with PYN.*

**Q 15:** Can we pay/subcontract to apprenticeship organizations for training?

**A 15:** *No, Pre-apprenticeships must have a demonstrated capacity to provide all of the required elements in the RFP, therefore pre-apprenticeships cannot subcontract with additional organizations to provide training services and activities.*

**Q 16:** How many grants do you anticipate awarding?

**A 16:** *The number of grants that will be awarded will be dependent upon available funding and proposed Pre-Apprenticeship Pilot budgets that are within the range of \$100,000-\$300,000.*

**Q 17:** Can an agency be awarded less than the requested/budgeted amount?

**A 17:** *Awards could be granted in amounts less than requested.*

### **Partnership:**

**Q 18:** How partners split the work load?

**A 18:** *Partners must make available all of the WIOA 14 elements (see Pages 38-47 of the RFP). The pre-apprenticeship must incorporate occupational training—whether that is classroom-based or on-the-job training—and paid work experience; how the remaining elements will be delivered is to be decided between the pre-apprenticeship and the WIOA OSY program and must be documented in the proposal as evidenced by a MOU.*

**Q 19:** What does partnership with an existing WIOA OSY provider look like?

**A 19:** *The WIOA OSY provider and the pre-apprenticeship lead applicant will be responsible for distributing services and responsibilities within their partnership; this should be documented in the proposal as evidenced by the MOU submitted with the pre-apprenticeship proposal. We see the pre-apprenticeship as an enhancement of WIOA services, specifically providing intensive occupational skills training and work experience. While the youth must enroll in a WIOA OSY program before they can begin pre-apprenticeship programming, exactly how the WIOA 14 elements will be distributed amongst partners (and potential subcontractors) and then delivered to youth is up to the WIOA OSY program and the pre-apprenticeship. For example, the pre-apprenticeship could be responsible for the occupational training, work experience, and mentoring elements, while the WIOA OSY program may make available the additional wraparound services, specifically, supportive transportation services.*

**Q 20:** Can a registered OSY partner also partner as a registered apprenticeship?

**A 21:** *Yes, a registered OSY partner can also be the partnering Registered Apprenticeship.*

**Q 22:** Are you saying that youth recruited from current WIOA providers who don't go into a registered apprenticeship program should receive follow up services from the sending WIOA provider and not the pre-apprenticeship program provider?

**A 22:** *The placed youth will receive follow-up services from both the WIOA provider and the Pre-Apprenticeship program, both entities are accountable for placement and placement retention support.*

**Q 23:** Are we permitted to establish an MOU for OSY organizations outside of the five organizations listed on the RFP?

**A 23:** *Pre-Apprenticeships must partner with at least one of the WIOA OSY organizations—the five listed in the RFP—to enroll youth.*

### **Recruitment and Enrollment:**

**Q 24:** Can more information be provided on the enrollment and WIOA responsibilities?

**A 24:** *All youth must be WIOA eligible and enrolled through a WIOA OSY program. Participants can be recruited from non-WIOA providers but they must be enrolled in a WIOA OSY program to ensure eligibility and access to additional services before engaging in pre-apprenticeship supports.*

**Q 25:** Do we need to recruit from the WIOA agencies required?

**A 25:** *Youth can be recruited from the WIOA OSY providers, however they do not need to be. WIOA eligible youth can be recruited through any means but must be determined eligible and enroll with a WIOA provider before pre-apprenticeship programming begins.*

**Q 26:** Are you able to also recruit youth from non-WIOA providers?

**A 26:** *Yes, though all youth must be WIOA eligible and enrolled through a WIOA OSY program. For example, if the contract period begins on 7/1/18, a pre-apprenticeship and OSY program partner could work together to recruit youth in Fall 2018 and then enroll youth into WIOA OSY program services and pre-apprenticeship activities at that point in time.*

## **Outcomes:**

**Q 27:** Will proposals that re-attach OSY to education be considered? Are they fundable?

**A 27:** *Proposals that re-attach OSY without a secondary credential will be considered as many registered apprenticeships require a secondary credential. If your proposal targets youth who do not have a secondary credential, we recommend partnering with the following WIOA OSY programs who serve youth who do not have a secondary credential:*

- JEVS Human Services
- YouthBuild Philadelphia Charter School
- District 1199c Training & Upgrading Fund

**Q 28:** Will you review performance outcome expectations?

**A 28:** *Performance measure will be set at time of contracting. Pre-Apprenticeship programs will be accountable for placement and placement retention support measures.*

**Q 29:** Alternative Placements (pg. 9) – what % of these is acceptable vs. apprenticeship placement? Under Performance Measures (pg. 13), they define employment rate as “The percentage of participants who are in education or training activities, or unsubsidized employment during the second quarter after exit from the program.” This does not specify apprenticeships.

**A 29:** *Per WIOA, apprenticeships are education and training activities, therefore count as a placement in the WIOA placement measure. The goal of the Pre-Apprenticeship Pilot is to create a pipeline to registered apprenticeships, however any youth placed in employment, or an education or training activity will count as a placement.*

## **Youth eligibility**

**Q 30.1:** Can participating 16 and 17 year old youth be in-school?

**Q 30.2:** The age ranged listed for WIOA participants is 16-24. We currently serve students between 18-26—do we have flexibility to continue to serve our target age range?

**A 30:** *This RFP is intended to support youth aged 16-24 who are out-of-school. You can find more information about out-of-school youth eligibility and definitions on page 12 of the RFP.*

## **Funding eligibility**

**Q 31:** Are these regional dollars or only city dollars?

**A 31:** *Through this RFP, we are seeking to fund a pre-apprenticeship pilot that includes a lead partner for delivering pre-apprenticeship services to Philadelphia youth.*

**Q 32:** Will you fund new programs that are not pre-existing youth programs?

**A 32:** *Yes, the goal of the Pre-Apprenticeship Pilot is to fund new programs.*

**Q 33:** Does pre-existing youth program mean WIOA-funded programs only or any youth program not funded by WIOA, such as H1B funds and PA L&I?

**A 33:** *Pre-existing WIOA funded OSY programs are excluded from funding.*

**Q 34:** If existing programs are launching entirely new training programs, would those new programming elements be eligible for the pre-apprenticeship pilot?

**A 34:** *If existing programs—including WIOA funded programs—are launching entirely new training programs then they will qualify for funding.*

**Q 35:** FAQ says pre-apprenticeship pilot funds cannot go to existing youth programs, is this true?

**A 35:** *No, this FAQ refers to pre-existing WIOA OSY programming only. Current WIOA OSY providers can apply for funds; however WIOA providers cannot apply to use this money to convert current OSY programming into a pre-apprenticeship. Existing youth programs (that are not WIOA connected) that are looking to create a pre-apprenticeship can apply for these funds.*

### **Apprenticeships**

**Q 36:** Do you plan after the pilot year for funding to convert programming from pre-apprenticeship to an apprenticeship program?

**A 36:** *No, the intent is to fund pre-apprenticeships, although it might help support apprenticeship partner engagement in the pre-apprenticeship program.*

**Q 37:** Is there going to be an apprenticeship RFP put out?

**A 37:** *We do not have plans to issue an additional RFP for an Apprenticeship program.*

**Q 38:** Can you submit a not-yet-approved apprenticeship program if you submit all the paperwork to PYN by 3/30/18?

**A 38:** *Pre-Apprenticeships can partner with apprenticeships that are not yet Registered with the Commonwealth of Pennsylvania, however proof of registration must be submitted no later than March 30, 2018.*

**Q 39:** Can a journeyman oversee more than one apprenticeship?

**A 39:** *Pre-apprenticeships do not require journeypersons oversight. For more information on apprenticeships, please visit: <http://www.philaworks.org/business/apprenticeship-initiatives>.*

### **Connecting to Partners**

**Q 40:** Will we get a list of attendees?

**A 40:** Yes, a list of Bidders' Conference attendees will be posted on our website at [www.pyninc.org](http://www.pyninc.org) by organization.

**Q 41:** Is there a contact list of representatives at each of the WIOA OSY program providers?

**A 41:** You may reach out to WIOA OSY providers at the following:

- JEVS Human Services (215) 854-1800 <https://www.jevshumanservices.org/>
- Congreso de Latinos Unidos (215) 763-8870 <http://www.congreso.net/>
- District 1199c Training & Upgrading Fund (215) 568-2220 <http://www.1199ctraining.org/>

- YouthBuild Philadelphia Charter School (215) 627-8671 <https://youthbuildphilly.org/>
- Temple University's Center for Social Policy & Community Development (215) 204-7491 <http://cspcd.temple.edu/>

**Q 42:** How do we find registered apprenticeships to partner with?

**A 42:** A list of regional apprenticeship programs will be posted on our website at [www.pyninc.org](http://www.pyninc.org).

## **WorkReady Pre-Apprenticeship Pilot RFP**

### **Questions and Answers following Bidders' Conference**

#### **Thursday September 7<sup>th</sup> After COB:**

**Q 43:** Are we permitted to establish an MOU for OSY organizations outside of the five organizations listed on the RFP?

**A 43:** *A Memorandum of Understanding (MOU) is required between pre-apprenticeship lead applicant and the partnering WIOA OSY provider(s) and the partnering registered apprenticeship.*

**Q 44:** What is the minimum amount of youth that can be hired for these pre-apprenticeship positions?

**A 44:** *Please see Answer 1 above*

**Q 45:** Is the pre-apprenticeship a 40 hour a week schedule?

**A 45:** *Please see Answer 12 above*

**Q 46:** Who sets the pay scale for the pre-apprenticeship?

**A 46:** *Please see Answer 8 above*

**Q 47:** Is the pay set up to be a stipend or salary?

**A 47:** *Please see Answer 8 above*

**Q 48:** Does the work provided in the job training have to be in the same field as the pre-apprenticeship?

**A 48:** *Yes, the job training should be in the same field as the pre-apprenticeship.*

**Q 49:** Where does one find a list of the approved apprenticeship sites.

**A 49:** *For a list of Pennsylvania registered regional apprenticeships, please visit our website at <https://www.pyninc.org/connected#contract>.*

**Q 50:** Are Congreso de Latinos Unidos, JEVS, Temple Center for Social Policy and Community Development, YouthBuild, and District 1199C Training and Upgrading Fund pre-apprenticeship sites that can be partnered with?



**A 50:** *No, these organizations currently provide WIOA OSY programs and will be responsible for enrolling pre-apprenticeship youth into a WIOA OSY program. For more information, see "Partnership" section above.*

**Saturday September 9<sup>th</sup>:**

**Q 51:** Can one proposal submitted for consideration include pre-apprenticeship programs in two different career pathways or multiple career pathways?

**A 51:** *Yes, one proposal with two or more career pathways can be submitted for evaluation. Each pre-apprenticeship pathway must bridge to a PA Registered Apprenticeship.*

**Q 52:** Regarding recruitment: will candidates be able to be recruited from beyond the identified partner agencies if there are more slots available than interested students enrolled in the WIOA partner agencies?

**A 52:** *Pre-apprenticeship participants can be recruited through the lead applicant's organization, the WIOA OSY program(s)'s organization, or alternative methods; however, once recruited the pre-apprenticeship participant must enroll in a WIOA OSY program.*

**Monday September 11<sup>th</sup>:**

**Q 53:** Can a single organization submit more than one proposal in response to this RFP?

**A 53:** *Yes, a single organization can submit more than one proposal. We ask that a unique LOI is submitted for each proposal.*

**Q 54:** How does a business become a PA Approved Apprenticeship site?

**A 54:** *For information on the PA apprenticeship registration process and documentation, please visit <https://www.pyninc.org/connected#contract>.*

**Tuesday September 12<sup>th</sup>:**

**Q 55:** Do participants in the Pre Apprenticeship have to be enrolled in currently funded WIOA programs at the Partner Agencies? For example the Training Fund has 2 OSY programs. Will students **have** to come from these programs or are we able to create new programming/slots to directly connect to the Pre Apprenticeship?

**A 55:** *Pre-apprenticeship participants must enroll in a WIOA OSY program after recruitment and before they begin pre-apprenticeship programming. WIOA OSY programs will ensure slots for pre-apprenticeship youth will be available, the lead applicant is encouraged to partner with more than one WIOA OSY program to enroll youth.*

**Wednesday September 14<sup>th</sup>:**

**Q 56:** We have partnered with one of the 5 WIOAs for a different program...does that satisfy this requirement?

**A 56:** *You must have a demonstrated partnership with at least one of the 5 WIOA OSY programs for the Pre-Apprenticeship Pilot.*

**Q 57:** Do we recruit youth participants only through the WIOAs or can we recruit elsewhere?



**A 57:** *Pre-apprenticeship programs can recruit through the WIOA OSY program, the Lead Applicant, or through other means; however, all applicants must enroll in a WIOA OSY program after recruitment.*

**Q 58:** What other function does the partner offer?

**A 58:** *Please refer to Question and Answer #19 for more information.*

**Q 59:** What is the enrollment process for youth? Does this take place at the WIOA or Pilot?

**A 59:** *After youth are recruited, youth are determined eligible by the WIOA OSY program (for eligibility requirements please refer to Pages 12-13 of the RFP) and are then enrolled in the WIOA OSY program.*

**Q 60:** What is a PA State Registered Apprenticeship? Is that something the Pilot has to register for?

**A 60:** *According to the United States Department of Labor, "(a)pprenticeship is a combination of on-the-job training and related instruction in which workers learn the practical and theoretical aspects of a highly skilled occupation. Apprenticeship programs can be sponsored by individual employers, joint employer and labor groups, and/or employer associations."<sup>2</sup> Pre-Apprenticeships must partner with a Pennsylvania State Registered Apprenticeship. The pilot does not have to register to become an apprenticeship.*

**Q 61:** Who is the partnering provider?

**A 61:** *The WIOA OSY providers are the partnering provider(s), for a list of WIOA OSY providers see Q 41, and for more information about the pre-apprenticeship and WIOA OSY partnership see Q 19.*

**Q 62:** Can non-eligible students also be enrolled in the same cohort (but not included them in the RFP budget)? For example, if we enroll 15 students per cohort, do 100% of the enrolled students need to be WIOA eligible and enrolled through a WIOA OSY?

**A 62:** *The youth being served by the WorkReady Pre-Apprenticeship Pilot must be WIOA eligible and enrolled in a WIOA OSY program, youth being served by other funding streams should be in compliance with those streams' requirements.*

#### **Monday September 18<sup>th</sup>:**

**Q 63:** On page 19 of the RFP, you state that the proposal narrative "cannot exceed 20 single-sided, single-spaced pages." However, on pages 26-27, you state that each answer to each program narrative question cannot exceed 300 words. 300 words per question works out to about 4,200 words total, or about 9 single-sided, single-spaced pages. Should we follow the word limit or the page limit?

**A 63:** *Please follow the page limit.*

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<sup>2</sup> Source: <https://www.dol.gov/general/topic/training/apprenticeship>.

**Q 64:** We're assuming that the Pre-Apprenticeship Client Experience Map & Pre-Apprenticeship Curriculum Outline do not count towards the program narrative page limit, since they're separate attachments—is that correct?

**A 64:** *Correct, the Client Experience Map and the Curriculum Outline do not count towards the page limit and should be counted as separate attachments.*