



**CareerLinking Academy Request for Proposal Bidders Meeting
May 26, 2011
Questions and Answers**

The schedule of the week on the PowerPoint was just a sample. Can we organize the schedule as desired?

Yes. The schedule and activities are designed by the proposer.

If we are awarded a partial of our bid how will compensation be figured for fixed costs and/or resources?

The fixed costs will be taken into consideration as fixed costs. Costs based on number of participants will be pro-rated accordingly.

Can we provide lunch?

Yes. Costs of food should be reasonable, and included in your budget.

Will proposers have an opportunity to survey the participants, during the first work experience, so we can better design training sessions and industry visits?

Yes. Include the survey as part of your proposal.

If bidding for all three sites, would we possibly be awarded only one or two sites?

Yes. This is a possibility and dependent upon the quality of other proposals.

Do students get paid for their CareerLinking Academy attendance?

Yes. Youth will be paid an hourly stipend by the Lehigh Valley Workforce Investment Board, Inc. fiscal agent.

Are we providing transportation to any businesses, etc?

Yes. Transportation costs for field trips should be identified and included in your budget.

How many total students are there?

Sixty Allentown youth, twenty Bethlehem youth, and thirty five Easton youth for a total of one hundred fifteen youth are expected to attend the CareerLinking Academies.

How will the total number of students be divided into the successful grant applications?

Proposers will define the number of youth they choose to serve.

Can we use the PA CareerLink for the CareerLinking Academy?

Yes. Every effort to provide as much space as possible for CareerLinking Academy activities will be made.

What is the suggested daily time schedule?

All CareerLinking Academy models should include no less than 35 hours of intensive career awareness. Actual schedule and time frame is defined by the proposer. Public transportation schedules should be considered.

Since this is a cost reimbursement contract, at what point in time will reimbursement take place?

Invoices that include proper documentation are paid within ten days.

Is there a budget cap?

No

Will, for example in Allentown, there be one vendor selected for all 60 students or are you open to multiple vendors being selected?

This will depend on the quality of proposals received. Both scenarios will be considered.

If multiple vendors might be selected, will youth have the opportunity to choose which Academy to attend, perhaps based on industry(ies) being served?

The overall intent of the CareerLinking Academy is to offer career awareness activities within all High Priority Occupations in Lehigh Valley Targeted Industry Clusters. Youth will not select the academy to attend.

If students can select to attend, how shall we estimate the number of youth served to put into the proposal?

Youth will not select the academy to attend. The proposer determines the number of youth they are willing to serve.

Can the group in Allentown be broken into two groups or will one bidder have to take all 60 students?

This will depend on the quality of proposals received. Both scenarios will be considered.

Will only three contracts be awarded?

The number of contracts awarded will depend on the quality of proposals received.

Is this grant only for the one week Career linking academy?

Yes.

Can we utilize the WIB and its industry partnership to help set up tours?

Yes.

When referencing Career Plans and Career Pathways what are the proposer's responsibilities?

Explain how you will design and initiate individual Career Plans and Career Pathways during the CareerLinking Academy.

When are the completed Pre-tests and Post-tests submitted to the Lehigh Valley Workforce Investment Board, Inc.?

Pre-test must be administered as first program activity, post-test must be administered immediately prior to culminating activity and should be returned to the contactor immediately to assist in future participant programming.

Will you be issuing a list of approved worksites so locations of this program can be planned accordingly?

Employer worksites are actively being processed. The following is a list of current prospective worksites. Additional worksites may be added.

AGENCY (Returned by May 20, 2011)	TOTAL JOBS REQD	JOB TITLE I
TOTAL = 29	TOTAL = 127	
EPISCOPAL HOUSE	2	RECEPTIONIST; MAINTENANCE
MORAVIAN HOUSE I, II, III & IV	2	MAINTENANCE
ZIEGLER CONSTRUCTION CO	3	CARPENTER; CONSTRUCTION LABORER
LINDA KRISKO INSURANCE & FINANCIAL PRODUCTS AGENCY	1	CLERICAL
ST LUKE'S NEIGHBORHOOD CENTER	1	CHILD CARE WORKER
CHILDREN'S HOME OF EASTON	24	MAINTENANCE AND REPAIR; RECYCLABLE MATERIAL COLLECTORS; CONSTRUCTION WORKERS
LEHIGH CAREER AND TECHNICAL INSTITUTE	11	MAINTENANCE AND REPAIRS/LABORERS ENVIRONMENTAL ENGINEERS COMPUTER SUPPORT SPECIALISTS
BOYS & GIRLS CLUB OF ALLENTOWN (4 SITES)	17	PROGRAM MAINTENANCE AIDE
PA CAREERLINK® LEHIGH VALLEY	1	RECEPTION AIDE; CRC ASSISTANT
ALLIANCE FOR BUILDING COMMUNITIES, INC.	3	MAINTENANCE
MOSSER VILLAGE FAMILY CENTER	1	PROGRAM AIDE
CITY OF BETHLEHEM	1	CLERK
CASA GUADALUPE	2	PROGRAM ASSISTANT
VOLUNTEERS OF AMERICA CHILDRENS CENTER	6	MAINTENANCE; KITCHEN AIDE; TEACHERS AIDE
COMMUNITY BIKE WORKS	1	APPRENTICE
LEHIGH VALLEY CHILDREN'S CENTERS	3	FLOATERS
BASD-DONEGAN ELEMENTARY	3	CUSTODIAL HELPER
BASD-FREEMANSBURG ELEMENTARY	2	CUSTODIAL HELPER
BASD-LINCOLN ELEMENTARY	1	CUSTODIAL HELPER
BASD-NITSCHMANN MIDDLE	8	CUSTODIAL HELPER
A-TOWN GARAGE	1	AUTO MECHANIC TRAINEE
HOUSING ASSOCIATION & DEVELOPMENT CORP	8	CARPENTERS
ARTSQUEST	10	ART MURAL ASSISTANTS
RESURRECTED COMMUNITY DEVELOPMENT CORP	3	CAMP COUNSELOR
BOYS & GIRLS CLUB OF EASTON (2 SITES)	12	PROGRAM AIDE (6); CLERICAL AIDE (3) SPORTS & RECREATION (3)