**WORKFORCE DEVELOPMENT
CORPORATION ("WDC")**

REQUEST FOR PROPOSALS

**RFP TITLE: Data Analyst Training Program
(DATA)**

PIN: 2024WDC004

Thursday April 18th, 2024

PROPOSAL DUE DATE HAS BEEN EXTENDED TO FRIDAY April 26th, 2024, at 5:00pm (EST)

This addendum includes the following information: New due date and clarifications to the RFP.

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Workforce Development Corporation Request for Proposals: Data Analyst Training Program

Topic	Payment Structure
	Are there any specific constraints to what activities the funding needs to support, as long as it is in service of jobs in data analytics? I.e., community engagement, pre-job training, Registered Apprenticeship services like on-the-job training, or programs that have multiple payers and also receive funding from other public and private sources
ANSWER	WDC anticipates the selected proposer to provide the services outlined in Sections III.B and III.C of the RFP but these will be discussed in more detail during the contract/negotiation phase.

Topic	Submission Format
	We have a detailed curriculum and other items like org charts that we would like to provide, per the RFP's request. Additionally, we would like to provide letters of support. Do these attachments count against the 4-page limit for the Program Proposal Description? Or, can we append these materials as needed with each section of the application, i.e. "Program Proposal (Attachment B)"?
ANSWER	Attachments do not count towards the 4-page limit. Additional materials may be appended to the application.

Topic	Payment Structure
RFP Language	**Anticipated Payment Structure** *Note "Proposers should understand that full payment is ultimately tied directly to actual job placement by Trainees who complete the Program. *Note Specifically, Trainees must obtain full-time employment as data analysts (or a related technology job approved by WDC) earning an annual salary of at least $55,000."
	We would like to confirm that the above language allows for ways the program has been paid in previous years, where a portion is billed at program start, a portion at graduation, and the final portion at placement. Is there a penalty for payment for placing in a lower salary than $55,000 position? Is payment reduced to partial? Non-payment?
ANSWER	Payment will not be tied directly to job placements, instead the payment structure will be a line-item reimbursement budget.

Topic	Curriculum
RFP Language	**Section III.B.3** states that curricula are subject to change by TTP's employer partners
	Who are these partners? Will TTP connect us with these partners before or after proposals are due?
ANSWER	The partners are employer partners on the TTP Advisory Board. The curriculum review process takes place **after** selection of winning proposal and occurs during the program build-out and contracting phase prior to the actual launch of the training program. This is a collaborative curriculum review where the selected proposer, Industry Partners and TTP will work together to ensure that the training curriculum is robust and in-demand.

Topic	Provision of Training
RFP Language	**Section III.C.4** states that Contractor is expected to be required to provide or budget for all requisite training material, equipment, hardware/software and associated costs, including any technological needs necessary to effectively deliver the Program training, unless otherwise specified by WDC.

	Would Flatiron School be providing laptops that students can take home to use for homework during the program?
ANSWER	Yes, the selected proposer is expected to provide equipment if needed. Lack of hardware should not preclude participation in the training for a qualified, eligible applicant.

Topic	**Anticipated Start Date**
RFP Language	**Section I.C | Anticipated First Cohort Start Date:** September 2024 **Section IV | Project Timeline** Proposers should provide a schedule for completion of the deliverables and/or services required by the contract resulting from this solicitation, including identification of key dates, deadlines or timeframes for research service completion and/or submission of deliverables. Anticipated First Cohort Start Date: June 2024
	Section I.C states the First Cohort Start Date will be September 2024. Section IV | Project Timeline states the First Cohort Start Date will be June 2024. Can you clarify which is the correct Cohort Start Date? Must the first cohort start in 2024, or can we, as the provider, start the process of hiring and building the curriculum in 2024, to prep for a first cohort launch in 2025?
ANSWER	The anticipated start date of the first cohort is September 2024 but the date is subject to negotiation between WDC and the winning proposer. Please outline your expected timeline in your proposal.

Topic	**BPSS Requirements**
	NYS BPSS is not currently accepting new applications as their processes are under review. Can you allow exemptions at this time?

ANSWER	As noted in Section F.4, proposer must have been awarded candidacy status from NYS BPSS in order to meet the minimum requirements for this RFP.

Topic	Placement Timeframe
	Following the grant being awarded, what is the expected timeframe for the payment to the vendor? Is there a specific timeframe in which the candidate must be employed before the funding is transferred?
ANSWER	The budget and thus payments will be a line-item reimbursement, not performance based. Reimbursements are typically paid out the month following the actual expense/reimbursement request submission. Placement timelines do not impact payment in a line-item reimbursement budget.

Topic	Prior Iterations
	Can WDC provide or point us to any information regarding previous iterations? (iteration outcomes, cohort size, best practices, lessons learned, opportunities for improvement, etc.)?
ANSWER	Best practices can be found in the: TTP Key Practices for Accelerated Tech Training

Topic	Appendix Request
	Can you please provide the PDF for Appendix A – General Provisions Governing WDC Contracts for Consultants, Professional, Technical, Human, and Client Services and Appendix B – Uniform Federal Contract Provisions (WIOA)?
ANSWER	These documents were published with the RFP and are available here: WDC Contracting Opportunities - SBS (nyc.gov).

Topic	Cohort Number
	Page 3 of the RFP says the provider needs to commit to at least 3 consecutive cohorts, but page 9 only says 2 which is correct?

ANSWER	The contract will require the selected proposer to provide training to at least 60 participants but the breakdown of how many cohorts and participants per cohort will be negotiated during the contracting phase. It is expected that 2 or more cohorts will be trained (e.g. one cohort of 60 participants would not be allowed).

Topic	Bidder's Conference
	Will there be a bidders' conference or webinar in the future?
ANSWER	No

Topic	Subcontracting
	We're hoping to work with a local service provider to support recruitment, case management, and additional wraparound services beyond our immediate capacity. I didn't see any language in the RFP regarding partnership subgrants. Would there be any restrictions on including a subgrantee?
ANSWER	Subcontracting for services is allowed subject to the applicable provisions of the contract, Appendix A, and Appendix B.

Topic	Stipends
	Will learner living stipends be considered an eligible expense?
ANSWER	SBS intends to provide Needs Related Payments to eligible participants. The selected proposer will not be required to provide eligible participants with these payments directly, therefore the payments should not be included in your program expenses/budget.

Topic	Outcomes Payments
	How will the outcomes payment allocation be determined? If this is up to the applicant, do you have a recommended rate?
ANSWER	Outcomes payments will not be included in the payment structure for this contract. Costs accrued for the timely placement of graduated participants into eligible employment within the negotiated placement time frame should

	be incorporated into the line-item budget (e.g. career coach line, post-graduation tutor/support line etc.)