



Department of Administration / Division of Purchases
One Capitol Hill, Providence, Rhode Island 02908-5855
Web Site: www.purchasing.ri.gov
6 Oct 10

Addendum # 1

RFP # 7447847

Title: Supplemental Nutrition Assistance Program (SNAPP) Employment & Training.

Submission Deadline: EXTENDED to 25 Oct 10 @ 2:00 PM (Eastern Time)

- The opportunity to ask questions, via email has been extended.

Questions concerning this solicitation must be received by the Division of Purchases at questions@purchasing.ri.gov no later than **12 Oct 10 at 12:00 Noon (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP / LOI # on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information

- Vendor questions / State responses are released in this addendum.
- Rhode Island Department of Human Services, Supplemental Nutrition Assistance Program Employment and Training Plan (FFY 2011) is released in this addendum

Jerome D. Moynihan, C.P.M., CPPO
Administrator of Purchasing Systems

Vendor A:

1) We would like to see a copy of the state plan, but cannot find it posted on the DHS web site or the Procurement web site. Could you tell us where it is posted and provide the link?

Answer: Questions / Responses will be posted in an addendum to the solicitation at the web location where the solicitation is posted (www.purchasing.ri.gov). Addenda to this solicitation will be listed as 7447847A1....7447847A2...etc. The SNAP plan is included in this addendum.

2) If a person is interested in a training program, and in the initial screening they are identified as unenrolled in SNAP, and they then apply for SNAP, there is often a several week lag between application and approval. If the person starts that class while waiting for SNAP approval, and has agreed to be a SNAP ET participant if they are approved, we assume they will count as a new SNAP ET participant even though they will be in class when approved for SNAP ET. Is this correct?

Answer: We also believe that if an individual is pending SNAP and then enters an approvable education or training program, that activity may count for this E&T participant.

3) If a person takes a GED class that starts January 10 and ends June 30, and then enrolls in the next class, which starts September 1, we assume this person is a SNAP ET participant for both classes, as long as at the beginning of each class they have enrolled as a SNAP ET participant. They are receiving services in both cases that will enable them to achieve better employment outcomes. Is this correct?

Answer: If we understand the question correctly, we believe the individual's participation in both segments of the GED class are countable for this SNAP E&T participant.

4) Community Development Block Grant funds are sometimes the one exception to non-federal match funds. Does SNAP ET allow for the use of CDBG as a non-federal match?

Answer:

Per FNS, in order to use the Federal HUD Community Development Block Grants (CDBG) funds as State share, the following conditions must be met:

* All activities must be allowable, reasonable and necessary and included in an approved State plan such as those for outreach, employment and training or nutrition education.

* FNS has no say or control over whether these activities meet the requirements of the HUD CDBG criteria for the use of these funds. Therefore, a State could be at risk for having these activities denied by HUD as not meeting its community development criteria.

* If HUD denies these activities, the state would be at risk of having to find another source for State share or pay the State share.

Rhode Island did not specify the use of CDBG in its SNAP E&T State Plan, therefore, it should not be used.

Vendor B:

1. Is a partner organization required?

Answer: Yes

2. P. 3 Where can we access the state plan for SNAP E&T. The RFP states that it will be posted.

Answer: It is posted in this addendum

3. Could you please explain in more detail the “50% reimbursement mechanism” noted on p. 3

Answer: The intermediary will detail costs associated with the educational or training components delivered to SNAP E&T participants, identify the match provided by its partners and/or itself, and submit invoices to DHS which reflect those costs, as well as administrative expenses. The DHS draws down funds from FNS under either the 100% SNAP E&T account or 50% reimbursement account in order to pay the invoices. Necessarily, this means the intermediary and partner(s) are fronting the costs of services. The intermediary is expected to have either subcontracts or memorandums of understanding to reimburse its partner(s).

4. P.4 states that the program may begin as a pilot. Would you consider a pilot that targets a specific population (i.e. homeless SNAP recipients) or must it cover a geographic area (i.e. SNAP recipients in Providence)

Answer: We want the program to expand to reach as many participants as possible, understanding that it takes time to set up a new program, work out a new arrangement with an intermediary with State oversight, and to determine program effectiveness. Therefore, we do not wish to focus on a particular subset of SNAP E&T participants, even as we recognize that intermediaries or partner organizations have their own specialities. This is part of our rationale for wanting an intermediary to have at least one other partner organization.

5. P. 659, #5 of the CFR notes “...must be delivered through its statewide workforce development system...” Doesn’t this conflict with the intent of the RFP?

Answer: Not necessarily, if we think of the statewide workforce development system as embracing all the organizations that are invested in helping unemployed, or under-employed, Rhode Islanders to prepare for and enter competitive employment. Furthermore, netWORKri is a resource for all job seekers and providers are expected to encourage their trainees to access all available resources, not just their own placement division or staff, in order to enter employment.

6. Has this grant been offered before? Who was awarded?

Answer: SNAP E&T has not been contracted in RI previously to our knowledge.

7. Is there a recommended tracking system for services provided through this funding opportunity?

Answer: No, we have no specific recommendations, and providers may acquire or develop their own. Because this is a new program, with a new service arrangement, we can reasonably anticipate both the intermediary and the State will make adjustments based based on experience in pursuit of a successful program.

Vendor C

1) Where will the responses to these questions be posted and where will the state plan be posted?

Answer: Previously answered in this addendum

2) Once the RI SNAP Employment and Training State Plan is posted, may we have another time after October 1st to submit questions on the state plan, since it is important in submitting a responsive proposal?

Answer: The time period to submit questions, and the proposal submission deadline, have both been extended. See page one of this addendum for further information.

3) If Public Housing Authorities and/or community colleges are offering education, employment and training services to SNAP participants and have non-federal matching funds, are public housing authorities and/or community colleges eligible to receive both a portion of the 100% funds and the reimbursement through the 50-50 funds (understanding that all federal regulations must be followed for costs)?

Answer: Yes, in theory. If a PHA or CC were to be selected as the intermediary for SNAP E&T program and had matching funds to contribute to expand service under the 50-50 program, it could do that.

END of Q & A in Addendum #1

Rhode Island Department of Human Services Supplemental Nutrition Assistance Program Employment and Training Plan (FFY 2011)

I. Summary of the Rhode Island SNAP Employment and Training Program

A. Abstract of the State Employment and Training Program

The Rhode Island SNAP Employment and Training (SNAP E&T) Program for FFY2011 will be operated by a contractor to be selected and overseen by the Rhode Island Department of Human Services (RIDHS). At present, the DHS, through the State Purchasing Office, has submitted a Request for Proposals. As of this plan submittal, the outline of the SNAP E&T program can be generally described but not its final detail. Under this new purchase of service arrangement, the contractor will obtain referrals of voluntary participants through DHS, assess referrals for any unidentified barriers, jointly select the most appropriate service component and provider with the voluntary participant, arrange for and monitor progress in services, arrange for or provide supportive services, maintain a database of participants and outcomes, identify service costs and provider investments, submit invoices to DHS and reimburse providers, and provide periodic program reports to DHS to jointly evaluate program effectiveness.

The population SNAP E&T will serve by way of this plan will be voluntary participants. Depending upon the response to the RFP, service may be offered statewide or on a regional or pilot basis. Rhode Island has a statewide ABAWD waiver in effect for FFY2010 and 2011 because of its high unemployment rate (currently 12.0%).

Components to be delivered will, at minimum, consist of adult education, vocational or skills training, job search and job readiness. The SNAP E&T program will maximize existing publicly-funded education, training, and employment services available within the wider workforce development system. Federal reimbursement for supportive services and for operating education components will be sought only for costs exceeding the normal costs of services provided to persons not participating in SNAP E&T. Components may be offered sequentially or simultaneously, depending upon the needs of the individual participants.

B. Program Components

1. Component Summaries

Name and Description of Components:

- Adult Education: This service consists of basic education, literacy, remediation, pre-GED, GED and English for speakers of other languages (ESOL). Community-based adult education providers deliver these services with funding from the RI Department of Education, and from their own resources, to support the needs of any community member. Hours per week vary usually between 12 and 30, and the length of service is dependent upon progress made by participants in achieving their educational and employment goals. Participation will be monitored by the SNAP E&T contractor.
- Vocational or Skills Training: The Workforce Investment Act makes skills training opportunities available to members of the public who qualify, including recipients of SNAP benefits, who may already have taken advantage of core and intensive services available through the One Stops but who were unable to find employment. Training providers are approved by the State Workforce Investment Office at the RI Department of Labor and Training and have the expectation to assist trainees into the labor market upon successful completion of the training. The route to skills training would be through referral to the One Stops, and staff there could recommend the participant for WIA-funded skills training. Aside from WIA, many providers offer short-term skills trainings that are fee-for-service and usually ranges from 20-30 hours per week. Some SNAP E&T participants would greatly benefit from this training (those not able to access WIA-funded training) therefore, skills training is a likely additional SNAP E&T program cost. Participation is monitored by the SNAP E&T contractor.
- Job Readiness: Community providers generally incorporate into their education or training services activities that are designed to help participants reach realistic goals, familiarize themselves with employer expectations, resolve

barriers, and plan for balancing personal and work responsibilities. The form and extent of job readiness activities may vary by provider and depend upon the needs of the individual participant. It is expected that all participants prepare to accept suitable employment. Participation is monitored by the SNAP E&T contractor.

- Individual or Group Job Search (Job Search Training and Support): This service consists of guidance and counseling at the provider level and/or by the contractor. It may incorporate specific curriculum, have a set schedule, or be a stand-alone activity for a set duration, but it will always include guidance on how to conduct an effective job search, job leads, and monitoring of progress and success.
- Work Experience or Other: Work experience or other components may be offered, depending upon the response to the RFP. Work experience or other components, if offered, are generally designed for volunteers who do not have a strong work history or education that would have allowed them to compete successfully in the job market. Any of the above components may be offered sequentially or simultaneously, depending upon the individual participant's needs. All participation in components are monitored by the SNAP E&T contractor.

Geographic Coverage: May be Statewide, regional, or pilot during FFY2011, depending upon the response to the RFP

Anticipated Numbers of Voluntary ABAWDs Who Will Begin: 0

Anticipated Numbers of Voluntary Non-ABAWDs Who Will Begin: 100

Level of Participant Effort/Number of Hours and Duration: generally 12-30 hours per participant per week regardless of component

Organizational Responsibilities: The DHS Program Operations division will oversee the eligibility technicians and screening social caseworkers who process the initial SNAP applications and determine work registration status. The DHS Division of Individual and Family Support/Economic Services will be responsible for the SNAP E&T plan and policy development, and for monitoring of the contract. The contract provider will be responsible for the daily oversight and operations of the SNAP E&T, including services delivered through other component providers.

Number of Participants Expected to Receive Reimbursement and Amount:

Transportation: 100 x \$25 x 3 months on average for all components = \$7500

Dependent Care: -0-

Component Costs:

Vocational skills training: 40 participants x \$2000 = \$80,000

Education: 60 participants x \$0 because funded by RI Department of Education or state or private funds

Job Readiness: majority of participants x \$0 because job readiness is embedded in skills and education components and/or is in-kind by provider

Job Search: majority of participants x \$0 because job readiness is embedded in skills and education components and/or is in-kind by provider

Operational Costs:

Contract = \$179,112

Total Cost of Components and Costs per Participant: \$80,000 / 100 = \$800

Cost of Components Only: \$ \$80,000

Total cost of component with reimbursement: \$80,000 + \$7500 = \$87,500

Total projected cost per participant = \$179,112 + \$80,000 + \$7500 = \$266,612/100 = \$2666.12

II. Program Participation and Exemptions

A. Work Registrant Population

1. Numbers of Work Registrants for FFY 2011:

a. Projection Number 1

The number of work registrants expected to be in the state on October 1 of FFY 11 is 18,169. Explanation: This data is actual point in time (6/1/10) data from InRHODES, the DHS-administered management information system for the SNAP and other public assistance programs in Rhode Island. This current and most accurate data represents a credible basis for projections.

b. Projection Number 2

The anticipated number of new work registrants to be added between October 1, 2010 and September 30, 2011 is 5089. Explanation: This number is based on the difference between the # of registrants reported 9/09 and 6/10. The growth noted in the State's SNAP program in 2010 has begun to level off.

c. Projection Number 3

The total number of work registrants in the State between October 1, 2010 and September 30, 2011 is estimated to be 23,258. Explanation: This projection is based upon the numbers that were projected in "a" and "b" above (18,169 + 5089= 23,258).

B. Exemption Criteria: N/A Rhode Island has a statewide waiver FFY 2011

C. Number of Work Registrants Exempt from the SNAP E&T Program

All Work Registrants will be exempt from SNAP E&T.

D. Planned Employment and Training Program Participants

The number of voluntary participants expected to begin a component is 100.

E. ABAWD Information

With a statewide waiver to the ABAWD time limit, the number of ABAWDs in the State is expected to be 0 during the course of the year.

III. Program Coordination

A. Intra-Agency Coordination

1. Narrative Coordination Statement

The Department of Human Services SNAP Eligibility and Social Worker staff is responsible for intake, application, and recertification of SNAP applicant recipients.

Screening for work registration is completed at the time of application interviews and annually thereafter. SNAP eligibility technicians and screeners assign a work status code in InRhodes to each applicant and recipient. The work registrants are advised of the SNAP E&T program and opportunities therein, and volunteers are referred to the contractor for follow-up interview, assessment and engagement.

Referred participants who fail to report to the agreed-upon components that may be offered either with the contractor itself or with other partner (subcontractor) providers are reported promptly by providers to the contractor. Contact will be attempted to determine what barrier or barriers the individuals are experiencing, and volunteers will be encouraged to re-engage (as may be appropriate). However, there is no consequence for failure to re-engage as these participants are voluntary.

2. Information Coordination

Arrangements will be made for the contractor to receive direct referrals from the SNAP eligibility technicians, social caseworkers and screeners and to access InRhodes for updates such as change of address or case status (open, closed, pending).

Intake, Conciliation, and Sanction

An individual that has been referred to any component and does not enroll or attend is contacted solely for their benefit. There shall be no conciliation or sanction during FFY2011.

3. Coordination Time Frames

An interview will be conducted by a local screening social worker that will schedule the applicant for SNAP intake. The eligibility technician or screener, in expedited cases, will determine if the applicant is a mandatory work registrant. The eligibility technician or screener will complete a referral form and forward it to the SNAP E&T contractor when identifying volunteers.

B. Interagency Coordination

DHS has long had a cooperative agreement with each of the two local Workforce Investment Boards in Rhode Island and with the Department of Labor and Training for services to TANF and SNAP recipients and for non-custodial parents. These relationships and cooperative agreements provide the SNAP E&T Program the opportunity to access a broad range of interagency resources under the umbrella of the One-Stop Career Centers. In addition, DHS has an excellent relationship with the RI Department of Education and with community providers of education and training programs as a result of the TANF work programs the Department has historically funded and overseen.

C. Contractual Arrangements

The prime service delivery mechanisms will be through a competitively procured contractor. Although the contractor is not yet known, the contract is expected to be in place during the first quarter of FFY11. The DHS will make direct referrals of voluntary participants, will monitor implementation of the SNAP E&T program, including regular meetings with the contractor and site visits, and will execute its responsibilities with FNS. The contractor will undertake the intermediary duties of service, oversight of service, accounting, reporting, and collaborating with DHS and providers in program evaluation and improvements.

IV. Program Costs and Financial Management

A. Planned Costs of the State E & T Program

1. Operating Budget (see Table 4)

- a. Salary and Benefits \$0 for State agency (DHS)
- b. Other Costs \$80,000 for vocational skills training
- c. Contractual Costs \$179,112
- d. Participant Expenses Reimbursed \$7500

Forty of 100 voluntary participants will take advantage of short-term skills training at an average anticipated cost of \$2000 per training, while 60 volunteers will take advantage of the remaining components that do not have a specific cost to SNAP E&T during FY11. Twenty-five (\$25.00) dollars monthly is expected to be utilized by all 100 volunteers for transportation reimbursement.

e. State Administration of the SNAP E&T Program

Administrators within the DHS Division of Individual and Family Support are responsible for program development, including establishing and overseeing the contract, and FNS reports. An Administrator in DHS Program Operations is responsible for initial SNAP eligibility determination and screening within the DHS Family Centers statewide.

2. **Sources of E & T Funds (see Table 5A)**

The SNAP E&T Program plans to utilize its entire 100% Employment and Training Grant Fund for FFY11 on operation costs in the form of a contract. The DHS will not retain any dollars for its own administrative costs. The amount of \$7500 is estimated to be needed to reimburse 100 participants for transportation expenses. DHS anticipates another \$80,000 will be expended on vocational training by participating providers, out of non-federal funds, for which 50% reimbursement by FNS will be sought.

4. **Maintenance of Effort**

Not applicable.

5. **Justification of Costs**

a. **Education and Training Costs**

No adult education costs are anticipated. Vocational training costs are expected to average \$2000 per participant, although specific providers, types of trainings and costs cannot be identified as yet.

b. **Contracts**

\$179,112 will support all operational costs through an intermediary contractor.

c. **Participant Reimbursement**

The SNAP E&T Program will offer twenty-five (\$25) dollars in participant reimbursements to each voluntary work registrant who participates in any component and achieves adequate attendance. The State projects that a total of \$7500 will be utilized by 100 participants over an average of three months of participation.

1. **Method of Reimbursement**

It is anticipated that the contractor will either issue checks to participants as travel reimbursement or utilize bus passes, depending on participant needs.

2. **Procedure for Reimbursement**

The contractor will have the discretion to provide transportation funds up front or monthly after demonstrated attendance. The contractor has the discretion to set a minimum threshold or allocate funding on a per diem basis tied to the participant's schedule of activities.

Cost Allocation

N/A

TABLE 1

**ESTIMATED PARTICIPANT LEVELS
FISCAL YEAR 2011**

A.	Anticipated number of work registrants in the State <u>during the fiscal year</u>	<u>23,258</u>
B.	List planned exemption categories and the number of work registrants expected to be included in each <u>during the fiscal year</u>	
	N/A because there is a statewide waiver	<u>23,258</u>
TOTAL EXEMPTIONS		<u>23,258</u>
C.	Percent of all work registrants exempt from E&T (B/A)	<u>100%</u>
D.	Number of E&T mandatory participants (A-B)	<u>-0-</u>
E.	Anticipated number of ABAWDs in the State during the fiscal year	<u>-0-</u>
F.	Anticipated number of ABAWDs in waived areas of the State during fiscal year	<u>-0-</u>
G.	Anticipated number of ABAWDs to be exempted under the State's 15 percent ABAWD exemption allowance during the fiscal year	<u>N/A</u>
H.	Number of at-risk ABAWDs expected in the State during the fiscal year (E-(F+G))	<u>-0-</u>

TABLE 2

**ESTIMATED E&T PLACEMENTS
FISCAL YEAR 2011**

1.	Number of ABAWD applicants and recipients expected to begin a qualifying ABAWD component.	<u>-0-</u>
2.	Number of all other applicants and recipients (including ABAWDs involved in non-qualifying activities) expected to begin a component	<u>100</u>
3.	Total number of applicants and recipients the State agency expects to be in a component during the fiscal year	<u>100</u>

**ESTIMATED INDIVIDUAL PARTICIPATION
FISCAL YEAR 2011**

	Number of individuals expected to participate in the E&T Program during the fiscal year	<u>100</u>
--	---	------------

**ESTIMATED ABAWD ACTIVITY
FISCAL YEAR 2011**

1.	Number of workfare slots expected to be filled by ABAWDs	<u>-0-</u>
2.	Number of education and training slots expected to be filled by ABAWDs	<u>-0-</u>
	TOTAL	<u>-0-</u>

TABLE 3

SUMMARY OF INTERAGENCY COORDINATION FOR THE E&T PROGRAM IN FISCAL YEAR 2011

Areas of Coordination	Agencies (List all that are involved)	Number of E&T Placements Expected	Methods of Coordination
1. Delivers an E&T component	contractor and its partners	100	Referrals to contractor are made by the State; the contractor may serve directly or refer to partner providers; data collection is undertaken by the contractor, and reports shared with State.
2. The E&T program delivers a service for another agency or program			
3. Joint component of the E&T program and another agency or program			
4. Referral of individuals from the E&T program to another program or agency			
5. Other forms of coordination (Specify) _____ _____ _____ _____			

TABLE 4

**OPERATING BUDGET
FISCAL YEAR 2011**

Components	State Agency Costs		Contractual Costs	Participant Reimbursement (State plus Federal)		State Agency Cost for Dependent Care Services	Total
	Salary & Other Benefits	Costs		Dependent Care	Transportation & Other Costs		
Voc training	-0-	-0-	\$80,000	-0-	\$3000	-0-	
Adult Ed	-0-	-0-	-0-	-0-	\$2000	-0-	
Job Readiness	-0-	-0-	-0-	-0-	\$0	-0-	
Job Search	-0-	-0-	-0-	-0-	\$2500	-0-	
Total	-0-	-0-	\$80,000	-0-	\$7500	-0-	
Total Component Costs							\$87,500
Overall State Agency E&T Operational Costs							\$179,112
Total State E&T Costs							\$266,612

TABLE 5

**PLANNED FISCAL YEAR COSTS OF THE STATE E&T PROGRAM BY CATEGORY OF FUNDING
FISCAL YEAR 2011**

Funding Category	Approved FY 2010 Budget*	Fiscal Year 2011
1. 100 Percent Federal E&T Grant:	\$112,287	\$179,112
2. Share of \$20 Million ABAWD Grant (if applicable)		
3. Additional E&T Administrative Expenditures (training costs)		80,000
50% Federal		40,000
50% State (or private via contractor and partners)		40,000
4. Participant Expenses:		
a. Transportation/Other	3000	7500
50% Federal	1500	3750
50% State	1500	3750
b. Dependent Care	0	
50% Federal	0	
50% State	0	
5. Total E&T Program Costs (1+2+3+4a+4b=5)	\$115,287	\$266,612
6. 100% State Agency Cost for Dependent Care	0	0
7. Total Planned Fiscal Year Costs (Must agree with Table 4-Operating Budget)	\$115,287	\$266,612

*Include immediately preceding fiscal year's approved budget figures for each spending category