

**EARN RFP**

Comprehensive Workforce Services to TANF, ETANF, and SNAP Participants

**Questions and Answers**

**Posted 8/16/2021:**

1. For planning purposes, are there estimated available budget amounts for SNAP and TANF separately?

**Answer:**

|  |  |  |
| --- | --- | --- |
| Timeframe | EARN TANF | EARN SNAP Only |
| October 1, 2021 – June 30, 2022 | $1,331,793 | $39,034 |
| July 1, 2022 – June 30, 2023 | $1,707,274 | $46,713 |

1. At the bottom of page 7, the RFP references the “attached Program Flow Chart.” Where can that be found?

**Answer:** The “EARN Program Design Overview” document is now posted as Supplemental Information and References on the Advance Central PA website: <https://advancecentralpa.org/about-us/public-notices/>

1. As these are federal funds, what is the CFDA number?

**Answer:** 93.558

1. Please clarify how question A.2 differs from B.3.

**Answer:** There is an error in the RFP as a duplicate question is posed in A.2 and B.3. Please respond to the question in B.3 and leave A.2 blank.

1. For incentives, what type of gas cards are acceptable? In other words, which cards are restricted only to purchasing gas?

**Answer:** Gas cards typically allow for purchases at the retail site of the gas station. It is the responsibility of the selected provider(s) to ensure that gas cards are used as intended.

1. When considering “Licensed Counselor Time” under the Additional Performance Goals on p. 18, is this time 1-on-1 only or does it also include time spent in peer-to-peer groups?

**Answer:** The RFP does not specify how to consider Licensed Counselor Time between one-on-one meetings and peer-to-peer. Respondents should include the breakdown for both when responding to D.3.

1. Does EARN currently own its transportation vehicles or do transportation contracts need to be included in the budget?

**Answer:** EARN currently owns six (6) mini-vans and three (3) 15-passenger vans with a fourth one being purchased at present. If a respondent feels additional transportation expenditures are required, they should be considered and included in the budget.

**Posted 8/18/2021:**

1. Would you please provide, for the past three years, the caseload for EARN case managers by county? Please break the caseloads down by how many are Active and how many are in Retention.

**Answer:** Currently EARN participants receive services in four PA CareerLink® locations shown in the chart below. Clients from the Clinton CAO are currently served at the Lycoming site and clients from the Columbia and Montour CAOs are currently served at the Northumberland/Snyder/Union site.

Direct case management positions by site are as follows, in addition, we are noting there is currently one Wellness Coach on EARN staff.

|  |  |  |
| --- | --- | --- |
| PA CareerLink® | Case Managers | Wellness Coach |
| Centre County | 1 | 1 individual serving all sites |
| Lycoming County | 3 |
| Mifflin County | 1 |
| Northumberland/Snyder/Union  Counties | 2 |

It’s not possible to compare the number of EARN participants in Retention for each year as the DHS definition of Retention has changed. PY20 data is still being finalized, and for July 1, 2020 – April 30, 2021, we know there have been 46 TANF closures due to employment (therefore 46 individuals in Retention) validated.

1. Please provide a list of the current equipment (e.g., computers (participants & staff), furniture, cameras, Smartboards, vehicles, etc) by age, condition, and site.

**Answer**: All EARN staff have a computer, desk/workstation, chairs; 10 of the staff chairs are newly purchased as of June 2021. It is a priority for Advance Central PA that the EARN spaces are professional, welcoming, and inviting, therefore funds have recently been used to update furnishings with a focus on Lycoming County where there are 5 new participant chairs with tablet arms and 8 ball chairs for participants. Thirty-four new participant chairs that are wipeable have also been purchased for use across the region. In addition, two new projectors were purchased in June 2021 as well as 4 book cases and some new art pieces.

Advance Central PA EARN currently owns six (6) mini-vans and three (3) new 15-passenger vans with a fourth one being purchased at present. These may be moved throughout the region as approved by Advance Central PA.

The selected respondent may tour the EARN spaces in our sites so that existing furnishings and needs can be most adequately considered for budget line-item negotiations.

**Additional Q&A Posted 8/18/2021:**

1. Are there performance-based EARN funds that may be used as incentives for individuals in Retention?

**Answer**: Yes, performance-based EARN funds will be made available to the selected provider(s) to support incentives for individuals in Retention as per negotiations with Advance Central PA.

**Posted 8/25/2021:**

1. The EARN RFP Budget Form, Tab "July 2022 - June 2023" is protected, so we are unable to add additional lines and unable to enter data in some of the cells. Could the sheet please be unprotected?

**Answer:** Thank you, this error has been corrected, please see attachment “EARN RFP Budget Form- Revised.”

**Posted 8/27/2021:**

1. The EARN RFP Budget Form- Revised, Tab "July 2022 - June 2023" is protected, so there is an inability to insert additional rows. Also the “% Charged to TANF” is not set as a percentage so data is not being carried over correctly and that also cannot be changed due to the worksheet being protected

**Answer:** Please see attachment “EARN RFP Budget Form- Revised Unlocked” for a version of the budget that will allow respondents to insert rows as needed. Respondents should be careful to avoid changing the information Advance Central PA intended to be static within the form and careful to ensure calculations remain accurate before submittal. Thank you for finding the error with the formatting in the “% Charged to TANF”; this has been corrected in the “Unlocked” version.

1. In D.3, the chart asks for “Percent of Placements”, but the definition on p. 18 defines it as “The number of enrolled participants who obtain Placement each program year.”

Is Advance Central PA requesting a number or a percent?

**Answer:** Thank you for pointing out this discrepancy within the chart on page 18 which carried over to question D.3. Please report the percentage of enrolled Participants who will obtain Placement each program year. It is also acceptable to provide the number of enrollments and the number of Placements each program year within D.3.