



## Monitoring Services

RFP Questions and Answers

Received by August 2, 2018 deadline

Q1. Can you provide us with the approximate funding amount and number of customers served by each subrecipient for the initial time periods (i.e. Oct 1, 2015 - Sept 30, 2018 for AAI; Jan 1, 2017 - Sept 30, 2018 for AP)?

A1.

AAI (10/01/15 – 09/30/18)		
Contractor	Approximate Funding Amount Spent	Approximate Number of Participant Files
Henry Ford College	\$600,000	80
Jackson College	NA	5
Lansing College	\$80,000	125
Mid-Michigan Community College	\$50,000	20
Oakland Community College	\$70,000	20
Schoolcraft College	\$150,000	10
St. Clair Shores County Community College	NA	15

AP (01/01/17 – 09/30/18)		
Subrecipient	Approximate Funding Amount Spent	Approximate Number of Participant Files
Detroit Employment Solutions Corporation	\$10,000	5
GST Michigan Works!	\$20,000	10
Macomb St. Clair Workforce Development Board	\$600,000	140
Michigan Works! Southeast	\$30,000	10
Oakland County Michigan Works!	\$80,000	40
SEMCA	\$160,000	70

Q2. Do you anticipate any significant changes in either funding levels, numbers of customers served, or number of subrecipients for the subsequent periods on an annual basis (i.e. Oct 1, 2018 - Sep 30, 2019; Oct 1, 2019 - Sep 30, 2020; Oct 1, 2020 - Sep 30, 2021)?

A2. We anticipate that the balance of the funding and numbers of customers served goal to be split evenly over the subsequent periods. The balances are as follows:

AAI (10/01/18 – 09/30/20)		
Contractor	Remaining Funding Balance	Remaining Number of Participants to Serve
Henry Ford College	\$388,000	280
Jackson College	NA	15
Lansing College	\$80,000	50
Mid-Michigan Community College	\$70,000	80

Oakland Community College	\$230,000	80
Schoolcraft College	\$150,000	50
St. Clair Shores County Community College	NA	15

AP (10/01/18 – 12/31/20)		
Subrecipient	Remaining Funding Balance	Remaining Number of Participants to Serve
Detroit Employment Solutions Corporation	\$1,395,000	255
GST Michigan Works!	\$665,000	110
Macomb St. Clair Workforce Development Board	\$265,000	20
Michigan Works! Southeast	\$520,000	80
Oakland County Michigan Works!	\$695,000	100
SEMCA	\$660,000	75

Q3. Will this be the first monitoring visits to these subrecipients for these programs? If they have been monitored in the past, would you be able to provide us a summary by subrecipient of the previous monitoring results?

A3. Yes. This will be the first monitoring visits to these subrecipients for these programs.

Q4. In the RFP you indicate that the "financial" and "programmatic" monitoring forms (copies attached to the RFP) must be completed. Would you want us to utilize these forms as the "monitoring programs", or would you want us to develop monitoring programs incorporating the specific steps listed in these forms but also possibly incorporating additional steps based on review of subrecipient contracts and/or grant provisions and requirements?

A4. We would like the monitor to develop forms to utilize the steps listed and also incorporate additional steps based on review of contracts and grant provisions and requirements.

Q5. In relation to reporting of monitoring results, can we issue one report for each subrecipient that would address both financial and programmatic areas, or will we need to issue a separate report for each area?

A5. Yes. One report for each subrecipient that addressed both financial and programmatic areas would suffice.

Q6. Per the RFP the proposed contract period for completion of the initial monitoring would be Oct 1, 2018 - Sep 30, 2019. Do you have a preferred timeframe for completion of various components of the monitoring (i.e. planning/scheduling, site visits, issuance of prelim reports, review of corrective actions, issuance of final reports), or should we just propose our suggested timeframes as long as they fall within the contract period?

A6. Bidders should propose suggested timeframes for monitoring that fall within the contract period.

Q7. The initial monitoring time periods cover more than one year (i.e. AAI - Oct 1, 2015 - Sep 30, 2018; AP - Jan 1, 2017 - Sep 30, 2018). Would you want our samples to be greater for these time periods due to the extended time periods being monitored (i.e. sample one expenditure report per 12 month time period; additional expenditure samples, additional customer file samples)?

A7. A sample of one expenditure report per 12-month time period is not necessarily required. However, we will work with the contractor to determine an adequate sample size.