



## Career Readiness Training Services (CRTS) RFP Response to Questions

### **RFP Note:**

Related to RFP Section VIII.B.10 and 11. Clearances must be obtained by submitting an application online: <https://detroitmi.gov/departments/office-chief-financial-officer/ocfo-divisions/office-treasury/treasury-clearances>.

- 1. I offer a Nurse Aide Training Program which after successful completion the participant will gain a Certificate of Completion as a Nursing Assistant. I work with Detroit at Work and Skills for Life at this time, and I wanted to know:**

- A. Will this participants be able to be in the same classroom or will they need their own instructor and classroom hours?

*Multiple participants can be taught in the same physical or virtual classroom by one or more instructors. It is the responsibility of the respondent to propose an appropriate ratio of students to instructors.*

- B. Will these participants work and go for their certifications at the same time?

*The expectation is that participants will not be working while they complete career readiness training.*

- C. Will my policy and procedures be taking into consideration when creating the master contract with the City of Detroit?

*Any policies and procedures you wish to be taken into consideration for the master contract should be included in your response to this RFP.*

- D. Will have to design a program just for CRTS participants?

*DESC has a career readiness curriculum that will be provided to the instructors. There is no requirement to design a curriculum or program.*



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- E. Will I be able to resource with another non-participation training school to assist with training (in or out of the city of Detroit) under this contract?

*Respondents may partner with other organizations as co-applicants or sub-contract as detailed in the RFP (sections VIII.B.6 and 7).*

**2. The RFP states that the Work Readiness has a curriculum that will be utilized.**

- A. Is that correct?

*Yes*

- B. Do we have the availability to add to the curriculum or to add a credential in the curriculum example: Customer Service?

*DESC will consider proposals to supplement our existing curriculum. Please detail your proposed additions in your response to this RFP.*

**3. Must the bidding organization be physically located in Michigan or surrounding area?**

*No, this is not a requirement. However, instructors must be able to provide in-person training services at a Detroit at Work Career Center in addition to virtual training services.*

**4. Can services be offered remotely?**

*Training will be delivered either virtually or in-person from one of 9 career centers located in the City of Detroit (See RFP Attachment A: Career Center Locations).*

**5. Will the bidding organization need a Michigan business license?**

Eligible applicants include U.S. based non-profit organizations, private for-profit companies, units of local government including community colleges and universities, and faith-based and community organizations.

Small businesses, minority-owned firms, women's business enterprises, and labor surplus area firms are particularly encouraged to apply.

Applicants must possess the following:

- All required licenses, bonding, equipment, and identified core personnel necessary to perform the work as required in the RFP;
- Documentation of the business structure (e.g. corporation., LLC, sole proprietor, partnership, etc.) you have registered to conduct business.



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6. The RFP says "Training will be offered six (6) hours per day, five (5) days per week, Monday through Friday, as part of a six (6)-week program for each participant." Does this mean that total hours of training is 180 hours? Please explain.?

*Jumpstart program overview provides description of the maximum number of participants (1,400) that may undergo training, determined necessary as a result of assessments. Not all participants will need career readiness training in all areas.*

*Differing trainings will be offered six (6) hours per day, five (5) days per week, Monday through Friday, as part of a six (6)-week program for each participant.*

7. The RFP says "DESC is looking for individuals and/or entities to provide qualified instructors to deliver at least (40) hours of career readiness training to each JumpStart participant." ..DESC will provide curriculum, ...training will be delivered in 9 career centers located in the City of Detroit." Would you please explain more in detail. Are you paying the instructor or we pay the instructor?

*DESC is looking for individuals and/or entities to provide qualified instructors to deliver at least (40) hours of career readiness training to each JumpStart participant. It is expected that the awarded applicant will provide instructors which will be paid by the awarded contractor. Awarded contractor would then submit invoices for reimbursement for services rendered.*