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TENNESSEE

**QUESTIONS AND ANSWERS  
FOR  
RFP – TRANSITIONAL JOBS – WORKFORCE ENTRY PROGRAM  
(October 11, 2017)**

- 1.** How quickly can WIN certify participants as eligible?  
Answer: When all documentation is submitted, WIN certifies eligibility within seven (7) business days.
- 2.** Is over enrollment of participants allowed to try to meet the performance goals?  
Answer: No, it is not allowed. The contractor's budget is based only on the number of participants awarded.
- 3.** If the successful contractor does not meet credential attainment rate or employment earnings goals, can the contract be terminated by WIN?  
Answer: An awarded contract may be terminated at any time if the contractor is not meeting the required performance goals.
- 4.** Must the credential be related to the unsubsidized employment?  
Answer: It is not required that the unsubsidized employment be related to the credential.
- 5.** If the participant is paid \$12.00/hr., but the contractor is reimbursed for \$10.00/hr., then the contractor must subsidize the \$2.00/hr. difference?  
Answer: Reimbursement for transitional jobs will not exceed \$10/hour. WIN encourages contractor to develop TJ placements that pay our self-sustaining wage (currently \$12.00/hr.), however, wages in excess of \$10.00/hr. will not be reimbursed.
- 6.** Can an employer pay the difference between the \$12.00/hr. wage and the \$10.00/hr. reimbursement?  
Answer: Yes, an employer can pay the difference exceeding \$10/hr. for the transitional jobs. Per the RFP, the ability of the respondent to leverage external funding to offset the wages of participants will be included in the proposal's evaluation.
- 7.** If a participant drops out after 3 weeks at the transitional job and has been paid wages for that time, will the contractor be reimbursed for those wages even though the participant did not complete the transitional employment?

Answer: Verifiable payment(s) to a participant for a transitional job will be required in order to receive reimbursement. The contractor will be required to submit a monthly invoice for participants' expenses. Please see Addendum 1.

8. We offer, but do not require, religious instruction; can a participant elect to participate in this instruction and still be eligible under WIOA funding?

Answer: Per the Sample Services Agreement posted on WIN's website for this RFP, see below:

**Page 10, #42, RELIGIOUS/SECTARIAN ACTIVITIES.** The Contractor shall ensure that funds made available under the Agreement will not be used for religious purposes consistent with Federal and State law. Contractor hereby understands and agrees that there shall be no religious worship, instruction or proselytizing by or in the presence of participants, as part of or in connection with activities herein.

9. How should applicants understand the connection between the WIOA Performance Measures (pg.6-7) and the budget thresholds on pg. 9?

Answer: The applicant should view the WIOA Performance Measures as program goals for the participant's credentials, measurable skill gains and employment retention, as it relates to unsubsidized employment. The exit procedure is important for payment of a particular threshold, as well as the continuous effort to place/provide unsubsidized employment for the last phase of payment. The 12-month follow up process by each provider is closely monitored by WIN through reports, meetings, etc. to ensure contract compliance and meeting performance measures.

10. What happens if WIOA Measure goals are not met?

Answer: As WIN partners with each provider, WIN's continuous monitoring process of the program will provide the ability to address any concerns. If any concerns/issues cannot be cured, appropriate action will take place. Based on the timeframe of the contract, this can be, but not limited to, de-obligating funds and reassigning funds to other providers.

11. **Permanent" Job Placement:** This is more minor, but we should use unsubsidized instead of permanent...it's a more appropriate name for these jobs than "permanent," as no job is likely to be truly "permanent".

Answer: WIN defines this phase of the program to be considered as unsubsidized job placement. Included in Addendum 1, on 10/11/17, is a modification in regards to providing proof of unsubsidized employment on page 10 of the RFP. The required proof for one month of unsubsidized employment will be:

- Weekly pay: four (4) check stubs to be submitted
- Bi-weekly or bi-monthly pay: two (2) check stubs to be submitted
- Monthly pay: one (1) check stub to be submitted

(Note: WIN reserves the right to request additional documentation for proof of employment.)

- 12.** On page 6 of the RFP paragraph (5) you reference “permanent employment” - employers use the term “full-time” and not permanent. To be beneficial, is the terminology of “full-time” versus “permanent” acceptable.

Answer: “Permanent Employment” is unsubsidized employment. Please see Addendum 1 posted on WIN’s website at: [www.workforceinvestmentnetwork.com](http://www.workforceinvestmentnetwork.com) which further explains WIN’s response.

- 13.** Reimbursements – what is the turnaround time for payment of invoices?

Answer: After submittal of the invoice and all approved documentation, the invoice will be paid within 30 days.