



**Employ Prince George's, Inc. on behalf of
Youth Career Connections**

YOUTH CAREER CONNECTIONS (YCC) CAREER CAMPS

**REQUEST FOR QUOTES
RFQ No.: EPGRFQ-008**

ADDENDUM I

The following will serve as Addendum Number I to RFP No.: EPGRFQ-008.

Questions Submittals

Q: Are for-profit education services companies eligible to submit a proposal?

A: Eligibility requirements are outlined on **page 5** of the RFQ under the "**Eligible Respondents**" section. While the RFQ highlights not-for-profit organizations, community-based organizations, educational institutions, and other entities, it does not exclude for-profit education service providers from submitting a proposal, provided they operate in accordance with federal, state, and local laws and meet all other eligibility criteria. All applicants must demonstrate verifiable youth workforce development experience and be in good standing with the federal government at the time of submission.

Q: The RFP states that the organization must have proof of verifiable youth workforce development experience. What constitutes verifiable proof?

A: Bidders must establish their relevant experience in the proposal. No one source defines verifiable proof.

Q: Session Duration: Could you please clarify the required duration of each daily session during the six-week program? Is there a minimum or maximum number of hours that each session must run?

A: The RFQ does not outline the duration, minimum or maximum hours. The bidder should propose the schedule, keeping in mind the goals outlined in the RFQ.

Q: Will payments be issued after the six-week period, or is the payment scheduled after the program window has officially closed on September 30th?

A: Payment terms are outlined on **page 7** of the RFQ under the **Contract Terms** section. As stated, *"Funds will be distributed as a one-time payment upon the execution of the awarded contract."* This means that payment is **not** contingent on the completion of the six-week program or the September 30th closeout date but will be issued following contract execution.

Q: Is there a specific system or vendor mandated by the County for conducting background checks on staff and/or participants? If so, please provide details or relevant guidelines we should follow.

A: Employ Prince George's does not require the use of one specific background check system or vendor. Vendors are responsible for all associated costs and ensuring compliance with local, state, and federal laws regarding background checks.

Q: What level of detail is required for the staffing plan section of our proposal? Are we expected to provide comprehensive biographies, detailed role descriptions, or simply an overview of key personnel?

A: A detailed role or job description, along with a resume for each key staff member, will suffice for the staffing plan section of your proposal. The intent is to demonstrate that qualified personnel will be leading and supporting the Career Camp program. While comprehensive biographies are not required, submissions should clearly convey each individual's relevant experience, expertise, and responsibilities within the proposed program.

Q: Are there any specific roles, certifications, or qualifications that the County requires for key personnel involved in the program? If there are mandated positions or credentials, could you please specify which roles must meet these standards?

A: The RFQ does not specify required certifications or mandated roles; however, vendors are expected to propose qualified personnel with relevant experience and expertise in youth development, career readiness, and program management. Proposals should demonstrate that key staff possess the knowledge, skills, and capacity to deliver high-quality programming aligned with the goals of the YCC Career Camps. Staff qualifications will be evaluated based on their ability to support program success, as described in the vendor's staffing plan and accompanying documentation.

Q: Will there be any site visit requirements we need to account for in the proposal?

A: Employ Prince George's may conduct site visits at their discretion.

Q: The contract period states May 1, 2025, through September 30, 2025. Since the camp is 6 weeks for during after school hours and/or Saturdays, do you anticipate that the camp will operate over the summer? If so, what are the day(s) and preferred hours?

A: The RFQ does not outline required days or preferred hours for summer sessions. The bidder should propose the schedule, keeping in mind the goals outlined in the RFQ.

Q: During the school year, what are the preferred hours of operation for the career camp? Afterschool hours? Saturday hours?

A: **Page 2** of the RFQ indicates that camps should occur “during after-school hours and/or on Saturdays; bidders should indicate the program hours in their proposal.

Q: Could you please advise whether there was a previous contractor for this work, or a similar project? If so, I would be grateful if you could provide the contract value.

A: This is a new initiative, and there is no previous contractor or contract value associated with this work. The YCC Career Camps program is being launched as a pilot project under this RFQ.

Q: When do you expect the program to start? Is this a 2025 summer program?

A: The RFQ does not outline a program start date. The bidder should propose the schedule, keeping in mind the contract period of May 1 through September 30, 2025, and the goals outlined in the RFQ.

Q: Is it 5 days a week for 6 weeks or 1 day a week for 6 weeks? How many hours per day?

A: The RFQ does not outline a required schedule. The bidder should propose the schedule, keeping in mind the goals outlined in the RFQ.

Q: Is there an instructor to student ratio requirement?

A: Bidders should maintain an appropriate ratio to ensure effective learning and individualized attention.

Q: What are the insurance requirements to run this program? Is this covered by YCC?

A: All selected vendors are required to carry their *own* insurance coverage. These requirements are **not covered by Employ Prince George’s (EPG) or Youth Career Connections (YCC)** and are a condition of award under this RFQ. At a minimum, vendors must maintain the following insurance coverage:

- **Commercial General Liability Insurance**, including contractual liability coverage, on an occurrence form, with minimum limits of:
 - \$2,000,000 general aggregate
 - \$1,000,000 per occurrence
- **Workers’ Compensation Insurance**, if applicable:
 - State: Statutory limits
 - Applicable Federal: Statutory limits
- **Professional Liability (Errors and Omissions) Insurance**, if applicable:
 - Minimum limit of \$1,000,000

These coverage requirements are in alignment with standard guidelines under the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200). Vendors will be required to provide proof of insurance upon contract execution.

Q: Is the scope for exposure and exploration activities restricted exclusively to Prince George's County, or can activities include locations and partnerships beyond county limits?

A: The exposure and exploration activities are not restricted exclusively to Prince George's County. Activities can include locations and partnerships beyond county limits within the Washington, D.C. metropolitan area which includes Maryland and Virginia.

Q: Is it the intent that all programs begin on May 1, 2025?

A: The RFQ does not outline a program start date. The bidder should propose the schedule, keeping in mind the contract period of May 1 through September 30, 2025 and the goals outlined in the RFQ.

Q: Are there existing participant databases or preferred outreach channels we could leverage for effective recruitment and retention?

A: Bidders are responsible for their own recruitment and retention strategy.

Q: Please clarify whether each cohort can consist of middle school and high school children together, or if the proposal response should specify the specific targeted middle or high school.

A: Each cohort should consist of either middle school or high school students, and the proposal should specify which grade level the program will target.

Q: Will EPG provide the PGCPS middle and high schools list for targeted recruitment?

A: PGCPS Middle and High School information is publicly available.

Q: Are there resources with EPG that can be leveraged for recruitment or program operations? (ex. Trade industry contacts)

A: Bidders are responsible for their own recruitment and operations strategies.

Q: Are student's parents/guardians volunteers allowed?

A: No, parents or guardians are not permitted to volunteer for the Youth Career Camps.

Q: Could you clarify the expectations regarding transportation solutions—are vendors expected to provide transportation, or should proposals primarily include coordination efforts with existing resources?

A: Bidders should address transportation concerns within their proposals. Refer to **page 4**, "Location & Accessibility."

Q: Are there specific guidelines or expectations regarding participant accessibility and accommodations beyond standard ADA compliance?

A: Facilities must be ADA-compliant, including accessible entrances, seating, restrooms, and program spaces to accommodate youth and staff with disabilities.

Q: Can you provide guidance on allowable costs or restrictions within the \$50,000 maximum budget per awarded contract?

A: Vendors may propose a budget of up to \$50,000 per awarded contract, and costs must be reasonable, necessary, and directly tied to the successful implementation of the Career Camp program. While the RFQ does not provide an exhaustive list of allowable or unallowable costs, all budget items should align with federal cost principles under 2 CFR 200 (Uniform Guidance).

Allowable costs may include, but are not limited to:

- Staff salaries and wages directly related to program delivery
- Program supplies and materials
- Transportation and accessibility supports for participants
- Meals and snacks for students
- Facility costs (if applicable and reasonable)
- Career assessment tools or licenses
- Insurance and administrative costs necessary for program implementation

Unallowable costs may include:

- Entertainment or non-program-related activities
- Equipment purchases not tied to program delivery
- Capital expenditures
- Costs already covered by other funding sources

Applicants should provide a detailed line-item budget and narrative that explains how each cost supports the program goals. All proposed expenses will be reviewed for compliance, reasonableness, and alignment with the RFQ's scope of work and federal guidelines.

Q: Is there a defined budget range or per-participant cost limit that vendors should consider when preparing their quotes?

A: There is no defined per-participant cost limit outlined in the RFQ; however, vendors are encouraged to submit cost-effective proposals that reflect the scope, quality, and feasibility of their planned Career Camp. While the maximum award per contract is \$50,000, proposals will be evaluated on both cost effectiveness and program impact as outlined in the Quote Evaluation criteria. Vendors should ensure their budgets are reasonable, justifiable, and aligned with the proposed number of participants and overall program design.

Q: Could you specify any allowable or restricted expenses in the proposed budgets?

A: While the RFQ does not include a comprehensive list of allowable or restricted expenses, vendors should ensure that all proposed costs are reasonable, necessary, and clearly aligned with program objectives. Budgets should reflect expenses that directly support the successful design, delivery, and evaluation of the Career Camp. Proposals will be reviewed for cost effectiveness, justification of expenses, and adherence to federal cost principles under 2 CFR 200 (Uniform Guidance). Vendors are encouraged to provide a clear budget narrative that explains how each line item contributes to program goals.

Q: Are indirect costs or administrative overhead expenses permissible, and if so, is there a percentage limit?

A: Indirect costs and administrative overhead expenses may be included if they are reasonable, clearly identified, and support the implementation of the proposed program. While the RFQ does

not establish a specific percentage cap, all indirect costs must be appropriately justified within the context of the proposed budget and comply with applicable federal cost principles under 2 CFR 200. Vendors are encouraged to ensure that the majority of funds are allocated toward direct program services that benefit participants, and to provide a brief narrative explaining the basis for any indirect or overhead costs included in their proposal.

Q: We bring a history that includes partnerships with industry professionals, local businesses, and educational institutions. Does Employ Prince George's have existing partnerships with industry leaders or educational institutions that we should collaborate with or prioritize in our proposals?

A: While EPG does have partnerships with industry leaders and educational institutions, bidders are not required to collaborate with or prioritize these relationships in their proposals.

Q: Is there an emphasis on certain in-demand industries listed, or should vendors equally address multiple industries?

A: Bidders are not required to prioritize one in-demand industry over others.

Q: Are there specific measurable outcomes or benchmarks EPG is expecting vendors to track and report?

A: Please refer to **page 5**, "Program Evaluation & Reporting" which identifies tracking, data collection, and post-program reporting requirements.

Q: What reporting frequency and format are required for program activities and outcomes?

A: Please refer to **page 5**, "Program Evaluation & Reporting" which identifies tracking, data collection, and post-program reporting requirements.

Q: Will there be opportunities for renewal or extension beyond the initial program term?

A: This Youth Career Camp initiative is currently being offered as a pilot initiative. The contract term runs from May 1, 2025, through September 30, 2025, renewal or extension opportunities are not yet determined.

Q: Can you provide a sample agreement or contract terms for review prior to submission?

A: Sample agreements or contract terms will not be provided prior to award. All selected vendors will receive a contract for review and execution following the selection process. Vendors should ensure they are prepared to comply with the terms outlined in the RFQ, including insurance requirements, performance expectations, and applicable federal guidelines.

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