

1. Are profit and/or admin costs permitted? If so, at what percentage?  
Profit and/or administrative costs are permitted. It is not the boards position to recommend percentages.
2. Where are staff members expected to be located for each of the 3 boards?  
The service provider will have staff members located in each of the 3 board areas independently. Each board area has independent staffing requirements as indicated in the RFP.
3. If staff are to be located at the NCWorks Career Centers, is there an RSA outlining any rental obligations for those staff members?  
All 3 board areas have space available in their local NCWorks Career Centers for staff. At this time there is not a rental obligation. If this requirement changes, a RFP Update notification will be posted on the Kerr-Tar COG website.  
<https://www.kerrtarco.org/departments/workforce-development/request-for-proposals/>
4. Is there a dedicated amount of the provided budget that is to be allocated to PWE, OJT and/or supportive services or is that on an as needed basis?  
Proposals are encouraged to include work-based learning and supportive services related to the number of individuals to be served as indicated in the RFP, in amounts determined by the submitter supporting the statement of work.
5. The PROWD Request for Proposals says that budget forms are available in Excel format upon request. Can you please send me the Excel template?  
Budget forms in the Excel format have been sent to bidders conference attendees and are also available at the Kerr-Tar COG website.  
<https://www.kerrtarco.org/departments/workforce-development/request-for-proposals/>
6. Page 25 Section E Insurance Requirements – The PROWD subrecipient(s) shall provide adequate on-site medical and accident insurance for all enrollees not covered by NC Workers Compensation Law. Would this apply only to enrollees that were participating in paid or unpaid work experience?  
Yes  
If an enrollee was not working but was participating in training activities this would not apply correct?  
That is correct.
7. Page 43 indicates that we will submit invoices to each relevant Workforce Board. Can you provide the monthly invoice template and financial statement?  
Each board has their own process. If selected, each board will work with the provider to determine the invoicing process and format.

8. The budget forms in Attachment C reflect a not to exceed amount for each of the three areas. When forecasting the three year budget, as long as a respondent does not exceed the total amount for each area, can the amounts spent in year 1, year 2 and year 3 vary? The first year will have the start up of hiring staff and ramping up services. More funds would be spent in years 2 and 3 as more participants would be served. Are we interpreting this correctly?

Yes, we expect the respondent to create a plan and budget that meets the goals of the grant without exceeding the total 3-year budget. There can be flexibility year to year.

9. Is there a physical address that we can ship our proposals to via FedEx or is USPS shipping to the PO Box listed on page 29 the only option?

The physical address listed on page 29 can be used by addressing the package to:

Kerr-Tar Workforce Development Board  
1724 Graham Avenue  
Henderson, NC 27536

10. The Budget Form (Attachment C) on page 58 of the RFP shows a period of 6/1/23 – 6/30/24. Is this supposed to be 5/1/23 - 4/30/24 as described in other parts of the RFP?

Yes, use the dates in the body of the RFP. The dates on the Attachment C Budget Form are incorrect.