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SEPTEMBER 10, 2013

FROM: SHARI HAMILTON
DIRECTOR OF PROCUREMENT & CONTRACTS

NOTICE TO ALL RESPONDENTS

ADDENDUM NO. 2

REQUEST FOR PROPOSALS

#13-S-017

SECTION 3 EDUCATIONAL AND VOCATIONAL TRAINING PROGRAM

The following is an acknowledgment of receipt of the following ADDENDUM for the above project.

ACKNOWLEDGMENT OF RECEIPT:

Acknowledged for:

(Name of Respondent Firm)

By: _____
(Signature of Authorized Representative)

Name: _____
(Print or Type)

Title: _____

Date: _____

**THIS ACKNOWLEDGMENT OF RECEIPT OF ADDENDUM #1 MUST BE
SUBMITTED WITH YOUR PROPOSAL. FAILURE TO SUBMIT THIS
ACKNOWLEDGMENT WILL RESULT IN REJECTION OF YOUR PROPOSAL.**

RFP #13-S-017
SECTION 3 EDUCATIONAL AND VOCATIONAL TRAINING PROGRAM
Addendum #2 Dated 10 SEPTEMBER 2013

THE FOLLOWING ADDENDUM IS HEREBY GIVEN TO ALL INTERESTED PARTIES FOR THE ABOVE REQUEST FOR PROPOSALS.

THIS IS A CLARIFICATION IN RELATION TO AN INQUIRY BY A POTENTIAL PROPOSER. THE FOLLOWING ARE THE QUESTIONS AND ANSWERS IN RELATION TO THE RFP STATED ABOVE.

QUESTION# 1. – WHO IS CURRENTLY PERFORMING THE SERVICES THAT ARE BEING SOLICITED IN RFP# 13-S-017? IS THE PREVIOUSLY SUBMITTED PROPOSAL AVAILABLE FOR REVIEW?

ANSWER: WE CURRENTLY HAVE SEVERAL COMMUNITY PARTNERS WHO PROVIDE VARIOUS TRAININGS. FOR EXAMPLE, WE HAVE CASE MANAGEMENT SERVICES, CDL TRAINING, HOME HEALTH AIDE TRAINING, NJ DRIVING SCHOOL AND SORA LICENSE TRAINING. WE ARE INTERESTED IN EXPANDING THIS PORTFOLIO. THE PROPOSALS SUBMITTED BY OUR PARTNERS WILL NOT BE MADE AVAILABLE FOR REVIEW.

QUESTION# 2. – IS THERE A PROPOSED BUDGET FOR THE REQUESTED SERVICES?

THERE IS NO PARTICULAR BUDGET SET THE PROPOSED SERVICES. EACH TRAINING WILL HAVE A DIFFERENT BUDGET. PROPOSED BUDGETS WILL BE COMPARED TO RECENT COMPATIBLE DATA WITHIN THE PROSPECTIVE FIELD OF STUDY.

QUESTION# 3. – IT WAS STATED AT THE PRE-BID MEETING, THAT THERE ARE APPROXIMATELY 150 RESIDENTS AVAILABLE FOR TRAINING; CAN YOU PROVIDE THE FOLLOWING DEMOGRAPHIC INFORMATION:

- AGE
- WOMEN
- MEN
- AVAILABILITY FOR TRAINING
- EMPLOYED FULL-TIME
- EMPLOYED PART-TIME
- UNEMPLOYED
- RECEIVING PUBLIC ASSISTANCE

ANSWER: THE DATA OF SECTION 3 PARTICIPANTS' DATA BASE MAY BE QUERIED IF THE TRAINING BEING OFFERED IS DIRECTLY RELATED TO THE DEMOGRAPHIC INFORMATION OF OUR PARTICIPANTS.

QUESTION# 4. – WHAT IS THE DESIRED TRAINER TO STUDENT RATIO FOR THE SERVICES?

ANSWER: WE DO NOT HAVE A DESIRED TRAINER TO STUDENT RATIO; HOWEVER, WE EXPECT THAT THE PARTICIPANT BE AWARDED THE OPPORTUNITY TO FULLY UNDERSTAND THE MATERIAL BY ASKING QUESTIONS AND BE GIVEN INDIVIDUALIZED ASSISTANCE IF THE MATERIAL IS IMCOMPREHENSIBLE.

QUESTION# 5. – WHAT IS THE MINIMUM NUMBER OF CLIENTS TO BE SERVED TO STAY IN COMPLIANCE OF THE NHA GRANT?

ANSWER: THERE IS NO MINIMUM NUMBER OF CLIENTS THAT NEED TO BE SERVED. SECTION 3 PARTICIPANTS MAY BE INTEGRATED INTO EXISTING TRAINING OPPORTUNITIES WITH OTHER STUDENTS.

QUESTION# 6. – IS THERE A “ONE-STOP” THAT HAS CLIENT INFORMATION E.G CASE MANAGEMENT DATA, INTAKE DATA, OR ASSESSMENT DATA?

ANSWER: WE DO HAVE A PERSON ASSIGNED TO MAINTAINING AND DOCUMENTING THE EFFORTS AND PROGRESS OF OUR PARTICIPANTS; THEREFORE, YES, WE DO HAVE A ONE STOP PERSON WHO MAY ACCESS ALL OF THE PARTICIPANT’S PERTINENT INFORMATION.

QUESTION# 7. – PLEASE DEFINE DIRECT AND INDIRECT EXPENSES.

ANSWER: DIRECT EXPENSES MAY BE DEFINED AS COSTS DIRECTLY ASSOCIATED WITH PROVIDING THE STUDENT WITH TRAINING. INDIRECT COST MAY BE DEFINED AS ADMINISTRATIVE COSTS OR MANAGERIAL COSTS ASSOCIATED WITH THE IMPLEMENTATION OF THE TRAINING PROGRAM.

QUESTION# 8. – I DIDN’T SEE ANYTHING IN THE PROPOSAL RELATED TO “ALLOWABLE EXPENDITURES” ARE THE FOLLOWING ITEMS ALLOWABLE? BUS PASSES, FOOD FOR TRAINING SESSIONS, COMPUTER SOFTWARE, ETC.

ANSWER: TRANSPORTATION ASSISTANCE MAY BE PROVIDED ON A CASE BY CASE BASIS AND THE AWARD OF BENEFITS IS LEFT TO THE DISCRETION OF THE PROGRAM COORDINATOR. NHA IS THE PROGRAM COORDINATOR AND WILL DETERMINE IF THE PARTICIPANT IS ELIGIBLE FOR TRANSPORTATION ASSISTANCE. NHA WILL PROVIDE TRANSPORTATION ASSISTANCE TO THE PARTICIPANT DIRECTLY. STUDENTS ARE EXPECTED TO INVEST TOWARDS THEIR OWN SELF IMPROVEMENT. NHA WILL NOT PAY START UP COSTS; FOR SOFTWARE OR START-UP COSTS ASSOCIATED WITH A TRAINING COURSE BY

**VENDORS TO BE ABLE TO PROVIDE THE SERVICES TO THE PARTICIPANTS.
WE ARE LOOKING TO TAKE ADVANTAGE OF EXISISTING SERVICES THAT
MAY BE OF USE TO OUR PARTICIPANTS.**

**EXCEPT AS PROVIDED HEREIN, ALL TERMS AND CONDITIONS OF THE
SOLICITATION REMAIN UNCHANGED AND IN FULL FORCE AND EFFECT.**