pennsylvania
DEPARTMENT OF LABOR & INDUSTRY

SOLICITATION ADDENDUM # 1

RFA 2025-03-01

Date: April 22.2025

Subject: Transition Framework with IUs Grant RFA Q&A

Due Date:

To all suppliers this addendum #1 is to provide answers to the submitted potential Offeror questions to be posted to the DGS website, http://www.emarketplace.state.pa.us/Search.aspx. Questions were submitted via the DLI Procurement resource email account: RA-li-OIT-BAS-Procur@pa.gov. The questions and approved answers are as follows below:

Addendum Key:

- The **questions** are marked in **bold** and;
- (a) =the approved answer(s)

QUESTION #1:

In preparation of the first go-around, we completed all of the documents needed. Which additional documents are now needed in addition to the ones from the last presentation? Appendices J and N, as well as the Trade Secret document?

(a) Any previous documents that were completed may NOT be used for this application. You must use only the documents that are posted on emarketplace any documents that are used from a previous posting or email will be considered non-responsive and will disqualify you from receiving the grant. All documents posted on emarkeplace including Appendices J, N and Trade Secret documents must completed and returned with the application submission.

QUESTION #2:

In the directions it says that the grant has to be submitted in a word document however some of the documents are pdfs. Do they have to be converted into word documents?

(a) Any additional documents being submitted must be submitted as a word document. All pdf documents as posted must remain pdf documents.

QUESTION #3:

Noted that the new Attachment A: LEA Screening Tool has a header at the top that says "Version Expiration Date: 1/1/25." Please verify that this is still the version that should be used.

(a) Yes, the version that is posted with the expiration date of 1/1/25 is the most current and should continue to be used unless a new version is issued.

QUESTION #4:

The updated RFA states that IUs must screen all LEAs in their region, and the most recent package that was sent out did **not** include a list of "ineligible" LEAs. The first package sent out did include a list of ineligible LEAs that were already implementing the Transition Systems Framework as of April 2024. My question is, if our IU has a member district that was previously listed as ineligible, do we need to screen them and consider them eligible now?

(a) Yes, even if the IU member district was previously listed as ineligible you must screen them now. You must screen every LEA in your district as none of them are using the transition model that is noted in the RFA.

QUESTION #5:

In the new RFA, Section III.1.A: Application Submission: There is no email address provided to send the application to. On Page 25 of 34 it simply reads "To be considered, Applicants should submit a complete response to this RFA to the Issuing Office using the format outlined below via email to. The subject line of the email must specify "RFA #2025-03-01". Please provide the correct email address for submission.

(a) RA-li-OIT-BAS-Procur@pa.gov as indicated in the emarketplace advertisement under general information.

QUESTION #6:

The most recent solicitation package did not include a Stakeholder Survey, Student Survey, or Parent Survey. These were included in the earlier package as Attachments F, K, and L respectively. Will updated versions of the surveys be provided, and if so, when and how?

(a) The lack of surveys as part of the posting for this grant was intentional. Updated versions of these surveys are currently under review. Grantees will receive the finalized versions through the Schoology course.

QUESTION #7:

What is the review process, and will the process include an evaluation of responses to the RFA or a scoring rubric to determine grant awards?

(a) The review process is outlined in Section III Application requirements of the RFA, III.1 Application requirements for responsiveness, A. application submission and B. Application format, E. Response date. This grant is not a competitive grant, as a result, the grants will not be scored.

QUESTION #8:

Is there a certain maximum percentage of Administrative Costs that can be charged to the grant?

Administrative costs may only be in the form of staff salary and benefits and may not be more than 10% of the direct costs of the grant. See section II.6 Administrative in the RFA.

QUESTION #9:

Can applicants charge administrative costs directly related to the grant as long as the administrative costs can be directly related to facilitating the deliverables in the grant?

(a) Administrative costs may only be in the form of staff salary and benefits and may not be more than 10% of the direct costs of the grant. See section II.6 Administrative in the RFA.

QUESTION #10:

Are only direct costs allowable?

(a) Indirect costs are not allowable See II.5. Disallowable Costs: C. indirect costs – costs that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective.

QUESTION #11:

Page 26 of the RFA states that applicants can provide relevant additional information as an appendix, does the department have formatting preferences including font, spacing, maximum page numbers?

(a) Must be in a word document or excel spreadsheet; use Verdana 12 pt font. No limit on number of pages.

QUESTION #12:

Will the department accept a cover letter and table of contents in addition to the “application format” guidance on page 26 of the RFA?

(a) No, please do not send a cover letter or table of contents.

QUESTION #13:

If awarded the funding, will the department provide grantees with a sample agreement to be used between the IU and LEA in order to process stipend reimbursements for time and effort, in addition to reimbursements for procurement of supplies and equipment, as well as to ensure the LEA is in agreement with the requirements of participation in the P2P Model processes?

(a) No, grantees will not be provided a sample agreement for stipend reimbursements for time and effort. Grantees will be provided a time and effort tracking document called a staff certification form. The grantee must purchase supplies and equipment. The LEA will not be purchasing the supplies and equipment as that would be considered a subgrant/subcontract which is not allowable with this grant. The grantee must make all purchases for supplies on behalf of the LEA.

QUESTION #14:

Please provide clarification - On page B5 of Appendix C Terms and Conditions, 'If salary for a grant position, combined with fringe benefits for that position will exceed the estimate 10%, the BRR must be approved by OVR prior to the expenditure." Is this to be interpreted to mean that a revision to the original budget is required if the dollar amount exceeds the threshold of a 10% difference?

(a) Yes, a Budget Revision Request is required if the dollar amount of a salary for a grant position combined with fringe benefits will be increased or decrease by 10% of the original agreed upon amount. Grantees will receive a BRR form with the notice to proceed.

QUESTION #15:

If the most in need district does not wish to participate, how would the participating district be determined

(a) The grantee must move to the next district in the prioritization list, using the same screening criteria related to need, capacity, and interest. Documentation of outreach and response from the original district must be maintained.

QUESTION #16:

If no districts in the IU coverage area are willing to participate, what would be next steps for the program?

(a) If no districts in the IU coverage area are willing to participant, the grantee must contact the P2P Co-Directors to discuss next steps. In this case, additional funding beyond the funds that were obligated up to the point may no longer be necessary. If work cannot be completed due to lack of interest, grant termination will be considered.

QUESTION #17:

Do the district staff need to be separate from the teachers receiving stipends? The documentation states that you need to have staff of the IU at the district to perform work. Is this the partner teachers receiving the stipends or are these separate individuals?

(a) According to the RFA see Section II.4 Allowable Project Operating Costs A. Personnel Expenses, grantee time and effort may be charged to grant for activities related to oversight, coordination, and support of the LEAs.
(b) Stipends are expected to be provided to the LEA staff who are responsible for implementing the Transition Systems Framework at the local level. There are two distinct roles: 1. IU staff facilitate and support the work and 2. LEA teachers carry out the implementation in the district.

(c) Existing IU staff may not receive a stipend. Existing IU staff may only be budgeted for this grant as a facilitator and not an educator.

QUESTION #18:

What happens if there are not 30 transition partners within the identified district?

(a) If challenges arise and it is anticipated that the grantee will be unable to identify at least 30 transition partners the grantee must extend outreach to community agencies, employers and regional partners. If after those efforts fail leaving the number of transition partners identified as less than 30, the grantee must document and discuss the challenges and efforts immediately with the OVR P2P Co-directors to determine acceptable alternatives.

QUESTION #19:

What will happen if we apply for and receive the funding but end up with no LEAs that are able to proceed after exposing them to the screening tool?

(a) If no LEAs are able to proceed after being exposed to the screening tool, the grantee must contact the P2P Co-Directors to discuss next steps. In this case, additional funding beyond the funds that were obligated up to the point may no longer be necessary. If work cannot be completed due to lack of interest, grant termination will be considered.

QUESTION #20:

When will dates for training (coaching academies) / course be released to ensure availability of the IU TaC?

(a) Coaching Academy dates are expected to be released by late spring or early summer 2025. These dates will be shared through official communications from OVR and posted on PaTTAN’s training calendar to support grantee scheduling and participation planning.

QUESTION #21:

Do we need to include all charter schools, APS's and/or Delinquent/Neglected schools in our screening assessment?

(a) Yes, all LEAs in the IU’s region, including charter schools, APS’s and Neglected-Delinquent school and any others must be included in the screening assessment.

QUESTION #22:

Are incentives (non-monetary) for student and/or family participation allowed?

(a)No, only the costs listed as allowable in section II.4 Allowable Project Operating Costs are allowable.

QUESTION #23:

What is the difference between "LEA Facilitators" and "Educators"?

(a) LEA facilitators are the grantee (IU) staff implementing this model may charge their time to the grant for activities related to oversight, coordination, and support. The Educators are the teachers who receive stipends who are employed by the LEA or become employed by the grantee and are responsible for implementing the Transition Systems Framework at the local level. These are two distinct roles—IU staff/facilitators, facilitate and support the work, while LEA educators/teachers carry out the implementation in the district. Existing IU staff may not receive a stipend. Existing IU staff time may be charged for this grant as a facilitator but not as an educator, the grantee may charge a percentage of the IU facilitator salary to the grant.

QUESTION #24:

The RFA, pg. 26, states that the FFATA form should be "completed, signed, and dated". There is no space on the FFATA form for signature or date. Where should we sign/date?

(a) Signature and date are not required for this form.

QUESTION #25:

What do they consider as the cost for changes and enhancements and putting a cap at 22,500 per grant year? Are they going to require certain allocations of funds? Would the IU get 41,000? And we would be given $22,500?

(a) The cap for $22,500 for supplies is the max amount of the total grant amount that can spent for that line item (program supplies). The $22,500.00 is not in addition to the total amount of the grant.

QUESTION #26:

For upfront costs, would the grant be provided at the beginning of grant period 10/1? Or reimbursed at the end?

(a)This grant award is on a reimbursement basis. Grantees will submit a quarterly reimbursement request for funds (RFF) for time/effort and other expenses paid during the previous month (see Appendix C Terms and Conditions Section B Payment

QUESTION #27:

Would the IU create the case studies? documented case studies showcasing successful implementations and enhancements in transition programming.

(a) Yes, the grantee (IU), is expected to document and report on case studies, monthly. See section I.7 General Required tasks C. Administrative 9. Develop a plan for sustaining the implementation of transition systems enhancements in their region beyond the grant period. This sustainability plan will outline the Intermediate Units' strategy to assist at least two more LEAs in adopting the transition systems framework. Additionally, the plan will include documented case studies showcasing successful implementations and enhancements in transition programming. This plan shall be submitted to P2P Grant Co-Directors and OVR's grant resource account, ovrgrants@pa.gov, prior to May 15, 2027 and F. Deliverables (Second time period) 12. Develop a plan for sustaining the implementation of transition systems enhancements in their region beyond the grant period. This sustainability plan will outline the Intermediate Units' strategy to assist at least two more LEAs in adopting the transition systems framework. Additionally, the plan will include documented case studies showcasing successful implementations and enhancements in transition programming. This plan shall be submitted to P2P Grant Co-Directors and OVR's grant resource account, ovrgrants@pa.gov, prior to May 15, 2027.

QUESTION #28:

Would Marion Center be required to assist ARIN IU in helping 2 more LEAs adopt the framework? Or can we just invite them to observe?

(a) Each grant award is intended to support only one LEA in the implementation of the Transition Systems Framework. If the grantee chooses to assist additional LEAs with similar implementation efforts, those costs cannot be charged to the P2P grant and must be covered by other funding sources. Specific implementation questions will be addressed in post-award technical assistance.

QUESTION #29:

If there is funding needed for the IU to assist two more LEAs in adopting the transition systems framework, is the IU responsible for those funds?

(a) Each grant award is intended to support only one LEA with the implementation of the Transition Systems Framework If the grantee chooses to assist additional LEAs with similar implementation efforts, those costs cannot be charged to the P2P grant and must be covered by other funding sources.

QUESTION #30:

Would food and beverage costs be permissible if they are used at community event planning meetings and/or if they are being used as a transition activity run by the students (i.e. a coffee stand sale and/or an independent cooking activity)?

(a.) No, food and beverage costs are not permissible See section II.4 Allowable Project Operating Costs and II.5 Disallowable Costs of the RFA. See section I.2. Objective (This grant does not allow for transition activities to be run by students nor is it for implementation of a specific project. This grant is intended for preparation for implementing the Transition System Framework Model)

QUESTION #31:

Is it 10% of the 63,500 or the 22,500 for equipment that is 5,000 or more?

(a) An item is only considered equipment if it meets the definition of equipment, See Definition of Equipment in Section II.4 Allowable Project Operating Costs D. Equipment
(b) Per Section II.4 Allowable Project Operating Costs D. Equipment, equipment may no exceed 10% of the total amount of the grant award which would include the max of $22,500.00 for supplies.

QUESTION #32:

Any transition program would include state or federal funds in some way or another because of chapter 14, so how is this possible?

(a) The funding for this grant is 100% federal funding. See page one of the RFA (This project is 100% funded by the U.S. Department of Education, Rehabilitation Services Administration as part of an award totaling $9,990,688.97 with 0% financed with nongovernmental resources)
(b) See Section II.5 Disallowable costs I. projects/programs supported during the fiscal year with other state or federal funds. This statement means that the grantee may not charge any costs to this grant that are being supported with other state or federal funding. For instance, if a grantee staff member's salary is funded by another grant, the grantee will have to reduce the amount of the staff person's salary and benefits (time and efforts) charged to the other funding by the percentage of time being charged for this funding. This grant is not intended to supplant services nor is it intended to supplement other funding sources. The funding for this grant is to be considered restricted funding.