

**BID # CHA23-05**

**ADDENDUM NUMBER 03**  
**REQUEST FOR PROPOSALS FOR:**  
**APPRENTICESHIP BUILDING AMERICA**  
**(ABA) GRANT PARTNER**  
**2/17/2023**

**TO: ALL CONTRACT BIDDERS OF RECORD**

This Addendum forms a part of the Contract Documents and modifies the Request for Proposals dated January 31, 2023, with amendments and answers to bidder questions noted below. This Addendum consists of a total of four (4) pages.

**BIDDER QUESTIONS**

1. Are for profit entities eligible to submit a proposal?
  - a. Yes, profit entities are eligible to submit a proposal.
2. Can the wrap around services include 1:1 tutoring for course work and preparation for required national exams?
  - a. No – Based on guidance issued by the U.S. Department of Labor on 2/9/23 the ABA Grant cannot fund supportive/wrap around services.
3. Does the expansion of 3 RAPS need to be in different geographical hubs?
  - a. No
4. Will we need to reapply each year if you do receive in first year?
  - a. Yes, you will need to submit new proposals each year.
5. In the Scope of Services, Education/Child Care Is listed as an in-demand industry. Do both Education and child Care need to be addressed in a proposal?
  - a. You do not need to include education and childcare in the proposal.
6. Do all participants need to be NH residents? We serve students from NH and MA.
  - a. Participants do not need to be NH residents but the company needs to be registered in the state of NH
7. If I wanted to set up a new program here in the seacoast do I deal directly with CCSNH or with our regional community college and would a chamber be eligible to be the prime grantee?
  - a. ApprenticeshipNH work with you directly to set up your Registered Apprenticeship Program (RAP). A chamber can be the prime grantee.
8. Can a chamber be the coordinator of community partners as the prime grantee?
  - a. Yes and your proposal can speak to that.
9. Can a new program focus entirely on one industry, eg childcare?
  - a. Yes
10. Are applications going to be open annually for the next 4 years?
  - a. Yes
11. Is the related training required to be through CCSNH or can it be with another education provider?
  - a. Related instruction can be through multiple education providers that have stackable credentials.
12. What are the roles and responsibilities of a developer?
  - a. The Developers will work with employers to provide technical assistance in the development of RAP.

13. My understanding is that the total amount of a Tier 1 grant is \$10,000 to \$25,000 to support 20 apprentices. What would this money be spent for the administration of the program? Would the salaries of the apprentices be paid by the employers the apprentices were working for? It seems that the cost of the grants will be fairly small compared to the cost of paying all of the apprentices if I am following this correctly.
  - a. Based on guidance issued by the U.S. Department of Labor on 2/9/23 Contractual funds can be used for program administration. Employers are required to pay apprentice wages.
14. If there is one business who would like to use an online program for an occupation and the other business would like to use CCSNH/ UNH programming for an occupation, can they be considered in the same RFP? It is possible the two occupations are the same, but they also might be different.
  - a. Rap's can use multiple instruction modalities and providers.
15. Is there any option for a smaller pilot program with 10-15 apprentices in the first year?
  - a. Not with this RFP but ApprenticeshipNH can work with you to build an RAP and look at our other grants for potential funding.
16. Regarding not paying wages to apprentices, would there be any exception for having an employer pay a new pre apprentice while going through training?
  - a. No
17. In a region there happens to be one area that would be considered "underrepresented populations" so is there a requirement percentage of apprentices that have to be from that category - say tier 1 - 20 apprentices is there a number of those 20 that need to come from the underrepresented population
  - a. We do not have percentage requirements attached to the number of apprentices. We would be looking for an overall commitment and community partners.
18. Will the identification of underrepresented individuals be determined by the RAP application?
  - a. Populations being focused on need to be identified in your application. Successful bidders will be able to assess their progress from Appendix B.
19. Is there a list or specific definition of what constitutes an 'underrepresented population?'
  - a. An **underrepresented population** describes a population group that holds a smaller percentage within the New Hampshire workforce, or a particular sector of the New Hampshire workforce, than the group holds in the general population.  
  
Examples Include but are not limited to:
    - i. Individuals with disabilities
    - ii. Racial and ethnic minorities
    - iii. Immigrants
    - iv. Refugees
    - v. Re-Entry Populations
    - vi. Employees in non-traditional roles e.g. Women in Tech
    - vii. Veterans
20. With the expansion level one, does this require adding 20 new apprentices?
  - a. Yes
21. Could pre-apprenticeships be high school students?
  - a. Yes

22. Can you be awarded at the level one, then meet the requirements, then apply for a higher level at the next round of funding?
  - a. Yes, you can apply for one level of funding this year and then apply for a different level the following year.
23. Unless we are looking to have at least 20 apprentices we are not eligible, is that correct?
  - a. For Tier 1 funds you would need to expand your program to develop another occupation and have 20 apprentices (5 per quarter) and 30 pre-apprentices (8 per quarter) with two community organizations, such as a high school, adult education, Southern NH Services etc., as partners
24. The Tiers are broken out into 'new apprentices served' and 'new pre-apprentices served'. For those with current apprenticeship programs, would that be in addition to the current capacity they are serving or including the current apprentices?
  - a. A current program would need to be expanded to be eligible. Expansion of a program is defined as follows:
    - 1) the addition of new industries, 2) the addition of new occupations, and 3) the addition of new employers to an existing RAP as evidenced by an Appendix D (i.e., Employer Acceptance Agreement)
25. Can a small non-profit that works on transitioning seniors with dementia from their homes to assisted living apply for a pre-Apprentice grant?
  - a. A nonprofit can submit a proposal to build a Pre-Apprenticeship to Registered Apprenticeship pathway. Pre-Apprenticeships must lead to a Registered Apprenticeship Program. <https://www.apprenticeship.gov/employers/explore-pre-apprenticeship>
26. Our front-line workforce, Direct Support Professionals (DSP's) do not have recognized credentials in NH, and apprenticeships in Human Services to become DSP's would be our interest. Are you familiar with DSP's and the DD System in NH, and do you feel there is a fit here?
  - a. Yes, DSP is an apprenticeable occupation and can be a stand alone occupation or used as a stackable credential in human services.
27. Can an awardee submit a proposal for a second year if they requested an extension for the initial year?
  - a. You would need to wait until the next RFP issue after all deliverables of the initial contract had been met.
28. Can a national organization be an industry partner?
  - a. Yes
29. Would all high schools be considered community partners?
  - a. Yes
30. Turnaround time for RFP/funding?
  - a. Successful bidders will be notified by 3/31/23. Contracts will begin 4/10/23.
31. Will the timeline be the same for subsequent years?
  - a. Yes
32. How does the invoicing/reimbursement process work?
  - a. Quarterly Reports and invoices will be submitted at the end of each quarter. After review reimbursements will be made.



**ADDITIONAL RESOURCES**

Links to recordings of the ApprenticeshipNH – ABA Grant Partner RFP informational webinars held on February 13<sup>th</sup> and February 14<sup>th</sup>, 2023 can be found below:

**February 13<sup>th</sup>:**

<https://ccsnh.zoom.us/rec/share/L56zzdkzJoR7hxepJOy0j7miUADFXw5Qn1u5nlmtBpFfo4mR6zyR0Bzl3Ug3ZyU.-JR-hjuT-PYDILxz?startTime=1676296753000>

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**February 14<sup>th</sup>:**

[https://ccsnh.zoom.us/rec/share/Xux4jjDPp-CqcljW4jGJLDC\\_t-glq7gdmm81Q0kOyErknOhsGI7nv61rse7n3Mw.uNnPOIJ2q3utscki?startTime=1676383241000](https://ccsnh.zoom.us/rec/share/Xux4jjDPp-CqcljW4jGJLDC_t-glq7gdmm81Q0kOyErknOhsGI7nv61rse7n3Mw.uNnPOIJ2q3utscki?startTime=1676383241000)

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**Acknowledge receipt of this Addendum with the Proposal Form.  
Failure to do so may disqualify the Bidder.**

NOTE: IN THE EVENT THAT YOUR BID HAS BEEN SENT TO THIS OFFICE PRIOR TO RECEIVING THIS ADDENDUM, RETURN THE ADDENDUM WITHIN THE SPECIFIED TIME WITH ANY CHANGES YOU MAY WISH TO MAKE AND MARK ON THE REMITTANCE ENVELOPE BID INVITATION NUMBER AND OPENING DATE. RETURNED ADDENDA WILL SUPERSEDE PREVIOUSLY SUBMITTED BID.

Bidder \_\_\_\_\_

By \_\_\_\_\_ Date \_\_\_\_\_

(This Document Must Be Signed)

Name \_\_\_\_\_

(Please Print or Type Name)