

Adult Education Section RFP Questions and Answers (Revised 3/4/24)

Please send all questions to ADED.RFP@arkansas.gov

Date Received	Received From	Organization/ Institution	Questions	Answers
1/30/2024	Anna Singh	Huntington Learning Center	I was reading through the RFP and have a couple of questions: 1. Are for profit companies eligible to apply? 2. Do we need to offer all the components/activities that are listed on the RFP? 3. Is there an opportunity to provide services virtually as well?	1) Yes, as long as they can show demonstrated effectiveness as described in the RFP documentation. Please see pages v and ix for additional information. 2) Awardees must provide all required activities, and may provide any of the allowable activities. 3) All awardees are expected to provide services both face-to-face and virtually.
2/1/2024	LaCarol Clement	Lonoke School District	Does the Demonstrated Effectiveness: Pre-screening Requirement document need to be part of what you turn in by Feb. 6, 2024?	No, the Demonstrated Effectiveness: Prescreening Requirement response should be included with the application, which is due by March 1, at 5:00 p.m. The only item due on February 6, 2024, is the Notice of Intent to Apply, which is optional.
2/2/2024	Dorissa Kaufman	UAM	Can service areas be split by county? Example: Can I bid on only one county in a service area or would I have to bid on all counties in the service area?	No, an applicant can only bid on a complete service area as listed on page 6 of the RFP application, and cannot select only one county within the service area.
2/5/2024	Melissa Fetherston	Pulaski County Special School District	Who signs the RFP intent form? The Superintendent or the Adult Ed Director? If the Adult Ed director has been given the approval to sign amendments and monthly reports will his signature do?	The Local Education Agency administrator must sign the application. This may be a superintendent, president, board chair, etc.

2/5/2024	Nicolas Ryburn	Northwest Technical Institute	When submitting the budget page, narrative and line item budget in the application. The instructions state not to submit lease agreements, shopping carts, or inventory lists. It doesn't clarify including the supporting documentation. Do we need to attach additional documentation such as bills or software quotes?	No documentation of costs such as bills and quotes are required for the budget portion of the RFP submission.
2/5/2024	Kim Darling	University of Arkansas Community College-Morrilton	Following the submission of the Notice of Intent to Apply Form, will an organization/institution receive email communication confirming receipt of the document?	Yes, emails of receipt are sent in response to submissions of the Notice of Intent to Apply and RFP proposals, generally within 24 business hours. Please check any spam/junk folders for possible replies.
2/6/2024	Nicholas Ryburn	Northwest Technical Institute	The current version of the form does not allow the applicants to add tables in the response field. The editing rights approved for the document only allow for typing. You can insert items using the snipping tool; however, it causes issues with the formatting in that specific answer field. Should applicants refrain from adding tables?	Any tables can be submitted as an additional attachment when submitting the application. Please keep in mind that all submissions, including attachments must not exceed 100 pages. Also, an unlocked version of the RFP is being added to the website for those who would like greater formatting flexibility.
2/6/2024	Mina Phebus	Ozark Literacy Council	Is it possible for me to attend the conference virtually? Also, are these two conferences identical? Also, are you planning to share the recording of the meeting and powerpoint after the conference?	Yes, the conference can be attended virtually using the links provided on page xxxii of the Request for Proposal document (available online at https://dws.arkansas.gov/adult-education/). The presentation will also be available on the website the following week, but there will not be a recording the sessions provided.

2/6/2024	Robbie Cornelius	Fayetteville School District	As I am answering the consideration questions, my responses are appearing in blue instead of black. Are my responses supposed to be in blue? Also, I am unable to change the font size, nor can I change the font to Times New Roman. The font style buttons (bold, italic, and underline), along with all other functions in Microsoft Word are unavailable at this time. Some of these functions are needed for the proper formatting of responses. Will changes be made to the current edition of the consideration form to allow for edits?	Yes, responses should appear in blue. The font size should be set to 12 point, and the default font set will also be accepted. Also, an unlocked version of the RFP is being added to the website for those who would like greater formatting flexibility.
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2/6/2024	Mina Phebus	Ozark Literacy Council	<p>I have a few questions regarding "the Intent to Apply form", and I would appreciate your assistance in clarifying them:</p> <p>Question 1: Could you please verify whether I am required to email only one page of the Intent to Apply form attached to this email?</p> <p>Question 2: Regarding the question, "Indicate the number of adult learners you propose to serve in PY 2024-2025," should this number represent reportable individuals or all participants? I am referencing the submission made by our previous director in 2020, where it seems she indicated reportable individuals.</p> <p>Question 3: Concerning the information provided below regarding the Applicant administrator signature, is this signature specifically for the LEA (Local Educational Agency) signature? If so, can the administrator sign it in blue ink and scan it back to me? Subsequently, I will submit the scanned document with his signature in blue. Please note that the administrator is currently unavailable in Fayetteville. I would greatly appreciate your prompt clarification on these matters.</p>	<p>1) The Notice of Intent to Apply form is an optional form which is only one page.</p> <p>2) Please provide the total number of learners served, not limited to participants who will attend at least 12 instructional hours.</p> <p>3) Yes, the Local Education Agency's (LEA) Administrator should sign the form. A form could be submitted that has been scanned after the LEA Administrator signed it.</p> <p>Please keep in mind that this is an optional form, which was due by 2/6/24.</p>
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2/7/2024	Melissa Fetherston	Pulaski County Special School District	When submitting the RFP through email. Does it need to be scanned or can the document be shared? Reason why I am asking is if the documents are shared, the links to support documents and resources are live versus the scanned documents links will be dead or inactive.	Submitted proposals should not be scanned. They should be submitted as a Word document or as a PDF, leaving any links live. Keep in mind that any information provided in links will count toward the 100 page limit. Applicant administrators may choose to scan signature pages due to having them signed in blue ink rather than a digital signature. Those pages can be sent as an additional attachment.
2/9/2024	Julie Gordon	U of A-Rich Mountain	Regarding current D&E grant reapplication, do I base the funding amount generally around the amount of this program year, plus or minus any proposed changes? Will we have any idea of budget totals for the state grants for next year prior to submission of the RFP?	The amount entered in the D&E grant application should include the amount the program will need in D&E funds to operate the program and meet all requirements. No, state grant amounts will not be determined until after federal fund awardees have been identified.
2/12/2024	Nicholas Ryburn	Northwest Technical Institute	On Page 3 of the RFP Pre-Screening, the document states, "In addition to the data submitted, provide a brief summary that describes and analyzes the performance data that has been included for individuals eligible for adult education and literacy services to demonstrate effectiveness. The analysis should identify trends in enrollment, demographic groups, and increases/decreases in educational progress and what may be causing/affecting these trends." Programs are to complete the RFP application and also include the narrative detailed above?	Yes, The narrative should provide a summary of the data provided to display demonstrated effectiveness in serving eligible individuals who are basic skills deficient. Proof of demonstrated effectiveness is required for the remainder of the application to be reviewed.

2/13/2024	Christina Sanderlin	Phillips Community College of the U of A	When I click on the link to bring me to the budget pages, only the Initial Budget page shows. Where are the line item and narrative budget pages? Thanks!	A line item is not required. For the RFP submission, only Initial Budget Pages and narratives (also in 12 point font-Calibri or Times New Roman as the remainder of the application) are required.
2/13/2024	Larry Davidson	Van Buren School District	Are we allowed to purchase laptops through the federal grants?	No. Equipment, including laptops, should not be budgeted on the federal grants (D&E, C/I, and IELCE).
2/14/2024	Matthew Hominick	Fort Smith School District	<p>Question 1 on the RFP states: What are the demographics of the chosen service area by county? At minimum include age, gender, race, ethnicity, English language learners, disabilities, educational levels. Provide source(s). Include the percentage of decline/growth between 2021-22 and 2022-23 program years in respect to the number of ABE students and number ESL students."</p> <p>Question: Regarding English Language Learners...is this the same data as Language other than English spoken at Home?</p> <p>I am able to find the above information on census data regarding primary language spoken at home.</p> <p>However, ELL information is not so easy to find for each county. Most of the data is in relation to K-12 students. What specific data is required for the English Language Learners demographic information?</p>	<p>Because individuals may speak other languages at home while fluent in the English language, using the measure of those who <i>Speak English less than "very well"</i> that is used federally, and can be found in the US Census and American Community Survey would be more accurate. Please report on any basic demographic data on English language learners found to be pertinent for this question.</p>

2/15/2024	Casson Brock	ASU-Three Rivers	<p>Good afternoon, Has the newer, easier to use form been added to the website? I see two forms, but they appear to be the same. I am having trouble inputting information.</p>	<p>The most recently added version of the Request for Proposal form can now be found on the website (https://dws.arkansas.gov/adult-education/) via the link "2024-2027 Arkansas Adult Education Request for Proposal (unlocked)". This version will allow entry of any information and any formatting changes.</p>
2/16/2024	Jolla Robinson	Pulaski County Special School District	<p>The Pulaski County Special School District Adult Education Program currently provides service in service area #20 that covers the counties of Pulaski and Saline. Our service area covers two WIOA Boards. Little Rock Workforce Development Board and Central Arkansas Workforce Development Board. Our LEA is housed in the city of Little Rock (LWDB Area) and our PCSSD Adult Education Main office is in North Little which is in the (CAWDB Area). My question is which board will be reviewing our RFP and do we need to budget for Saline County and/or just Pulaski County since they are both in service area 20.</p>	<p>Under normal circumstances, applications are reviewed by the Local Workforce Development Board that serves the area where the applying entity is located. However, since there are two workforce board areas in Little Rock, the Central Arkansas Workforce Board (CAWDB), which serves the area outside the city limits of Little Rock, aligns with the area that Pulaski County Special School District serves, and would therefore review that application.</p>
2/19/2024	Mina Phebus	Ozark Literacy Council	<p>Good Afternoon, I have a question regarding the pre-screening requirement section of the RFP. I've gone through the Q&A page, but I'm still unsure where I should input the information requested below. While other sections indicate areas where I can input my responses in blue, I couldn't find any space specifically designated for pre-screening questions. Could you please clarify?</p>	<p>Please respond to the Pre-screening requirement by attaching the required data and the summary to the application. See the italicized instructions on page 3 of the RFP application for complete details, and include this page with the submission.</p>

2/19/2024	Becky Warren	University of Arkansas Community College-Morrilton	<p>Good Evening,</p> <p>On the application checklist on page 29 of the RFP posted online it says “The following forms must be submitted with the Arkansas Adult Education Funding Application” and includes “Proposed Line-Item Budget for Fiscal Year 07/01/24 to 06/20/25”. However, in the Q&A posted online on 2/13/24 it says “A line item is not required. For the RFP submission, only Initial Budget Pages and narratives (also in 12 point font-Calibri or Times New Roman as the remainder of the application) are required.”</p> <p>Could you clarify if I should follow the checklist or the answer on Q&A?</p>	<p>Thank you for identifying the discrepancy. The Line-Item Budget is not required. Please follow the information provided in response to the related question asked on 2/13/24 by Christina Sanderlin.</p>
2/20/2024	Debra Baker	Arkansas Baptist College	<p>Good morning,</p> <p>Hope all is well. For the Initial budget pages and narratives for the RFP, will the forms be added to TEAMS as the other budget forms, or do we create the initial budget page and narrative the old way? Please advise. Thank you!</p>	<p>No, in response to the RFP, budget forms will not be entered into MS Teams. Please use the forms available on the Adult Education (https://dws.arkansas.gov/adult-education/) and AALRC (https://aalrc.org/) websites.</p>

2/20/2024	Regina Ramey	ASU-Beebe	<p>Good Morning!</p> <p>Will the D&E Budget Page and Narrative which we turn in with our RFP become the actual D&E budget for the FY24-25 year? I assumed that it would not necessarily become the new year's budget because we might not be awarded the same amount we asked for.</p> <p>I'm trying to figure out what items need to be on this D&E proposed budget. For example, do I need to show a teacher salary in all three counties? I may not end up paying teachers' salaries for all counties from the D&E budget. Thanks for your assistance.</p>	<p>No, the Budget Page and Narrative developed in response to the RFP will not become the actual budget for the upcoming year for awarded applicants. Therefore, the manner in which a teacher's salary is shown on the RFP budget may be different in the actual budget submission for the 2024-25 program year.</p>
2/20/2024	Regina Ramey	ASU-Beebe	<p>When creating our RFP initial D&E budget page, is it only the composite (all 3 counties) which needs the 01 category to be no more than 5%? What if one or two of our 3 county budget pages has an 01 total that is above the 5% for just that county?</p>	<p>Yes, A budget page for a particular county may exceed the 5% limit for 01-Administration. Only the composite budget page (which includes all counties) is limited to 5% in the 01-Administration category.</p>
2/21/2024	Hannah Lammers	National Park College	<p>1. Is there a form for the Budget Narrative? I understand it is to be in 12 point Calibri or Times New Romans. But is there a specific form or format we need to use?</p> <p>2. Also, on the last page of the RFP it says to include a Line Item Budget. But on the Q&A it says a Line Item is not required. Do we have to do a Line Item or not?</p>	<p>No, there is not a form to be used for the narrative. The formatting requirements include being double-spaced, in 12-point Calibri or Times New Roman font.</p> <p>No, a Line-Item Budget is not required as part of the budget information.</p>
2/21/2024	Regina Ramey	ASU-Beebe	<p>Does the RFP require 2 or 3 course outlines/syllabi? There is a discrepancy on the rubric regarding Consideration 5A.</p>	<p>Two course outlines/syllabi are sufficient for the documentation requested in Question 2 of Consideration 5A.</p>

2/22/2024	Matthew Hominick	Fort Smith School District	Initial budget pages were placed on the website; however, there are no narrative tabs available. Will there be narrative sheets sent out for this RFP? Or, do we use older narrative sheets and attach them?	No, there is not a form to be used for the narrative. The narrative can be a Microsoft Word document that is attached to the application as a part of the submission.
2/23/2024	LaCarol Clement	Lonoke School District	Asking for clarification for the font for the RFP. I have several staff members working on the RFP so when I cut and paste the information into the document it turns black. Should I change the font color to blue or leave it as is? I am a little confused on the actual font to choose: are there two choices New Times Roman and Candara or is Calibri a choice. When I cut and paste it, it automatically puts it into Calibri. I just want to make sure I am using the correct font at 12 point and the correct color for my responses.	The blue font color is not required, therefore, the text can be left in black or returned to blue. The text can be entered in either Times New Roman or Calibri.
2/26/2024	Regina Ramey	ASU-Beebe	Does the 100-page limit for the RFP application include the D&E Budget pages and Narratives?	Yes, the 100-page limit includes all submitted pages of the RFP and attachments.
2/26/2024	Mina Phebus	Ozark Literacy Council	I intend to include three separate attachments when I submit the RFP: the RFP application, data for the presurvey, and the finance report. Is sending these three attachments separately acceptable, or should I merge them into one comprehensive RFP document? Additionally, regarding the checklist item "describe alignment with local plan," should this information be included as a separate attachment, or can it be addressed within the responses to the RFP questions themselves?	The three separate documents can all be submitted as attachments in the submission email. Yes, the "describe alignment with the local plan" requirement should be completed within the responses to related questions in the RFP, especially in Consideration 4.

2/27/2024	Mina Phebus	Ozark Literacy Council	As for the LEA signature, could the LEA sign DocuSign in Black for the signature?	Yes. Only digital signatures may be in black.
2/27/2024	Regina Ramey	ASU-Beebe	When all is complete, I will have approximately 20-30 separate files to submit with this RFP, including the following: 1. The RFP application (1) 2. All D&E budget pages and narratives (12) 3. All appendices to the application (18) I understand that we are not to scan all our documents; is this acceptable to have this many attachments in an email? Please advise.	No, please consolidate documents into no more than 5 attachments.
2/27/2024	Mina Phebus	Ozark Literacy Council	1. Will the first page of the RFP application be the demonstrated effectiveness: pre-screening requirement, correct? 2. Will the data for answering the pre-screening, which I will attach separately from the RFP application, count towards the 100-page limit? 3. Will the Budget page count toward the 100-page limit?	1. Yes. 2. Yes. 3. Yes.
2/29/2024	Mina Phebus	Ozark Literacy Council	Does the LEA need to sign at the bottom of the budget page before I submit it?	No. Because this is only a budget draft, using an amount that has not been awarded, the LEA signature is not required.
3/1/2024	Laura Bean	Van Buren School District	If our LEA Administrator (superintendent) is unable to sign, can the assistant superintendent sign in his place?	No. The LEA Administrator must sign the application.
3/4/2024	Barbara Hamilton	SAU-Technical College	Do we need the signature of our LEA on the budget page? Thanks!	No. Because this is only a budget draft, using an amount that has not been awarded, the LEA signature is not required.