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**2024 SYEP BIDDER'S
CONFERENCE - January 18, 2024**

Q: WILL THE TOTAL BUDGET AMOUNT RECEIVED BE FOR THE PROPOSED NUMBER OF YOUTH TO SERVE (X) MULTIPLIED BY THE COST PER YOUTH (\$2,820)?

- Yes, depending on Staff Costs and Operating Costs, the budget may fall under the Cost Per Youth or be exact
 - Please refer to the Budget Instructions and Forms on pages 15-21
 - Requested Funds must not exceed \$2,820 (Cost Per Youth)

Q: WHAT IS COVERED UNDER THE \$2820? CAN TOOLS, LAPTOPS, OR ANY OTHER NECESSARY EQUIPMENT BE REIMBURSED?

- Since this is a 6-week program, we will not allow any IT purchases such as computers, laptops, monitors, and printers.

Q: WHAT IS THE HOURLY WAGE THAT EACH PARTICIPATING YOUTH WILL RECEIVE?

- The wage calculation will be based on the youth employee receiving minimum wage (\$15.00) with all required deduction
- Overtime will not be reimbursed

Q: ARE EMPLOYERS/PARTNERS REQUIRED TO COVER UNEMPLOYMENT INSURANCE?

- RochesterWorks does not require it, however they should be following the NYS Department of Labors Laws.
 - Please refer to the Budget Instructions and Forms on pages 15-21
 - Requested Funds must not exceed \$2,820 (Cost Per Youth)

Q: WILL YOUTH 16+ YEARS OF AGE BE INCLUDED UNDER THIS RFP?

- This RFP is specifically slated for youth 14/15 years of age and programs must have the capacity to serve a minimum of 10 youth
- Youth 16+ are eligible for RochesterWorks Direct Placement Program
 - RW partners with local employers in the area
 - Employers interested, must complete an Intern Request Form
 - There is no minimum requirement for number of Interns
 - No budget required



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Q: ELIGIBILITY REQUIREMENTS FOR DIRECT PLACEMENT

- Will be utilized for youth 16- 20 years of age and be interviewed by RWI's Direct Placement Staff to be placed according to interests and availability of jobs
- All wages are provided by RWI, and payroll is handled by a third party
- Programs are eligible to submit a proposal and participate in Direct Placement
 - Complete the RFP to apply to serve a minimum of 10 youth.
 - Complete the Intern Request Form to serve at least 1 youth through the Direct Placement Program.
 - Idea to use Direct Placement youth as Youth Leaders for work experience with 14/15-year-old who are a part of the RFP process
- Youth can work up to 35-40 hours per week
 - More flexibility with work schedule and can work beyond 6 weeks
 - Youth are paid \$15/hour
- If interested please contact Delia Smith, Youth Career Services Coordinator, dsmith@rochesterworks.org or (585) 258-3500 x5232
- Please see <https://rocsummeryouth.com/wp-content/uploads/2024/01/RochesterWorks-SYEP-Roc-Your-Job-Intern-Request-FAQs-2024.pdf> for information on the program.
- The Intern Request for Form can be accessed at https://rocsummeryouth.com/wp-content/uploads/2024/01/RochesterWorks_SYEP_Roc-Your-Job-Intern-Request-Form-2024-1.pdf

Q: CAN PROPOSALS BE SUBMITTED IF MULTIPLE ORGANIZATIONS ARE COLLABORATING ON THEIR OWN YOUTH PROGRAMS?

- Yes, RWI can answer general questions
- Highly suggested for programs to think outside of the box and be creative
- Look into potential partnerships with other organizations and think collaboratively
- One proposal should be submitted with one organization as the lead contact



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Q: ARE THERE RESTRICTIONS ON THE TYPE OF BUSINESSES THAT PARTICIPATE? FOR EXAMPLE, DO THEY NEED TO BE NON-PROFITS, CORPORATIONS, ETC?

- Per page 11 of the RFP Qualified employer organization types include private-for-profit, not-for-profit, 501c3, M/WBE, or public. If the employer falls into a different category use the other box and offer detail.
- Can the funds be used for companies that are based in Rochester, but currently operating overseas if virtual employment is available?
 - Employers are encouraged to partner with local businesses to provide structured work experiences. For virtual employment opportunities based overseas detail this information under Unique or Special Request for consideration

Q: HOW LONG WILL IT TAKE TO RECEIVE REIMBURSEMENT ONCE THE VOUCHER IS SUBMITTED?

- If documents are in order, vouchers can be turned around in two to three weeks. If revisions are required, they can take longer. Vouchers will not be reimbursed until all documents are provided and all expenses are supported.



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**THE FOLLOWING ORGANIZATIONS WERE PRESENT AT THE 2024 BIDDERS
CONFERENCE:**

- *B.E.R.R. BUILD EDUCATE RISE AND RESTORE*
- *EBANEA.COM*
- *EXERCISE EXPRESS*
- *POSITIVE VIBRATION FITNESS, LLC*
- *ROC ROYAL, INC*