

## **NCTX Youth RFQ Questions**

**Updated May 5, 2026**

### **1. Budget Structure**

Could you please confirm whether the proposed budget is expected to be structured as a fixed cost model, assuming full enrollment of 60 participants, or if a variable cost structure based on actual participant enrollment is acceptable?

Answer: A variable cost structure based on actual participant enrollment is acceptable. Proposals should reflect a participant range of 45–60 and clearly define the unit cost per participant. The total contract value will not exceed \$250,000.

### **2. Mentorship Expectations**

Our current model includes structured mentorship throughout the 8-week program, with extended, tiered mentorship support for the top three participants following the pitch competition.

Can you clarify whether the RFQ is requesting ongoing mentorship for all participants, or if continued mentorship beyond the program is optional or limited in scope for the ones who win top 3 during pitch?

Answer: Mentorship and accountability are required components of the program and must be delivered during the contract period. Any extended mentorship beyond the contract period is at the respondent's discretion. Respondents should clearly describe their mentorship model, including how it will be structured during the program and whether and how it may be sustained beyond the contract period.

### **3. Payment Terms & Process**

Historically, payments have been processed on a Net 7 basis upon invoice submission. The RFQ indicates that payment will be issued upon completion of defined deliverables.

Could you provide additional detail regarding:

- Payment milestones (if applicable)
- Timing of payments relative to deliverables
- Any changes to prior invoicing processes

Answer: Payment terms will be negotiated with the selected respondent and outlined in the resulting contract. Respondents should anticipate standard payment terms of Net 30 for all approved invoices. Respondents are encouraged to propose payment milestones in their cost proposal. Milestones should align with key program deliverables, which may include but are not

limited to cohort launch, cohort completion, business pitch competition, and final reporting. Invoicing requirements and processes will be detailed in the resulting contract.

#### **4. Program Cadence**

Can you confirm whether there is an expectation to deliver multiple program cohorts (e.g., two or more classes) within the contract period?

Answer: Yes. As stated in the RFQ, respondents are required to deliver a minimum of two cohorts of 15–30 participants each. Cohorts must be delivered sequentially, not concurrently, within the contract period of May 25 through September 18, 2026.

#### **5. Eligibility**

Can the lead applicant be headquartered outside of Texas, provided they obtain Texas business registration prior to contract execution?

Answer: The RFQ does not require respondents to be headquartered in Texas.

#### **6. Personnel Eligibility**

Are there specific requirements in the proposal for certifying employee/personnel eligibility to work with youth, or is this something that will be confirmed alongside insurance prior to contract execution if selected?

Answer: The RFQ requires that all employees and personnel who interact with participants meet applicable background screening and safety requirements. Documentation confirming compliance will be required prior to contract execution and during the term.

#### **7. Service Delivery**

Seeing that the RFQ states, "Services may be delivered in person at Workforce Solutions locations or virtually, based on site availability, participant needs, and program considerations," is virtual delivery acceptable as the primary mode for weekly sessions, or is in-person delivery at One-Stop Centers required? We are proposing a hybrid model.

Answer: Virtual delivery is acceptable. The RFQ states that services may be delivered in person at Workforce Solutions locations or virtually based on site availability, participant needs, and program considerations. A hybrid model is acceptable and should be clearly described in the program approach section of the proposal.

#### **8. Integrating with Existing WIOA Services**

How does Career Team envision this program integrating with existing WIOA youth services (e.g., case management, supportive services, work experience)? Are there opportunities for co-enrollment or service layering?

Answer: This program is designed to complement, not duplicate, existing WIOA youth services. The selected provider's role is to deliver the entrepreneurship curriculum and associated cohort experience.

## **9. Mentorship**

Are mentorship and participant accountability expected to extend beyond the formal training period? If so, what level of post-program engagement or follow-up is anticipated?

Answer: See our response to question #2.

## **10. Supportive Services**

Are supportive services (e.g., technology access, transportation, stipends) expected to be provided by the training provider, or coordinated directly through Career Team?

Answer: Supportive services are coordinated through Career Team on a case-by-case basis. Providers are responsible for designing a program that is realistically deliverable to the target youth population, including reasonable accommodations for the access limitations typical of that population. Provider responsibilities include all curriculum, instructional materials, platforms, instructor resources, and program infrastructure required to deliver the proposed model. Programs that assume universal participant access to specific technology or resources should describe how the provider will accommodate participants who do not have that access, through in-person alternatives, partner site access, loaner arrangements, or other means built into the program design.

Career Team will work with providers to address individual participant barriers as they arise on a case-by-case basis. Supportive services are not a substitute for a program design that accounts for the realities of the population being served.

## **11. Service Delivery Model**

What is Career Team's expectation regarding delivery format (virtual, in-person, hybrid)? Is a fully virtual model acceptable?

Answer: See our response to question #7.

## **12. Proposal Format**

Is there a page limit for proposal sections 1-3?

Answer: There is no page limit specified for proposal sections 1–3.

## **13. Proposal Format**

How should the cost proposal be formatted? Is a specific template required?

Answer: No specific template is required. Respondents should ensure the cost proposal clearly identifies per-participant unit costs, fixed costs, and pass-through costs as outlined in the RFQ.

#### **14. Access**

For services delivered virtually, will Career Team (CT) assist participating youth with access to required technology (e.g., laptops, tablets, internet connectivity)? Understanding CT's expectations in this area will help us accurately design our service delivery approach and associated cost proposal.

Answer: Career Team does not provide technology equipment or connectivity directly to participants under this RFQ. If your model requires dedicated technology resources, those costs should be reflected in your total proposed price.

#### **15. Cost**

Regarding fixed costs such as upfront costs to facilitate the classes and provided resources to cohorts are those costs still accounted for and paid for upfront per usual.

Answer: Under this RFQ, the agreement is structured as a fixed-price, milestone-based subcontract rather than a cost-reimbursement arrangement. As a result, payments are tied to the achievement of defined deliverables and participant milestones, not to the timing of when costs are incurred by the subrecipient.

This means that upfront expenses, such as curriculum materials, instructor preparation, classroom resources, and cohort start-up costs, are not separately reimbursed at the front end of the program. Instead, those costs should be built into your overall pricing and absorbed across the milestone payment structure. Subrecipients are expected to have the working capital necessary to cover initial program start-up and early cohort delivery costs prior to receiving milestone-based payments.

#### **16. Budget Template**

Does Career Team require a specific budget template for submission, or may respondents utilize their own format as long as all required cost elements are included?

Answer: See our response to question #13.