**STATE OF MAINE REQUEST FOR PROPOSALS**

**RFA BIDDERS CONFERENCE**

**QUESTIONS & ANSWERS SUMMARY**

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| **RFA NUMBER AND TITLE:** | 202204054 - Maine Industry Partnerships for Workforce Development Initiative, Grant Funding FY 2022 Application |
| **RFA ISSUED BY:** | Department of Labor,  State Workforce Board |
| **BIDDERS CONFERENCE LOCATION:** | Zoom ([access Zoom video recording here](https://youtu.be/LZ139eJ1N2M)) |
| **BIDDERS CONFERENCE DATE/TIME:** | June 6, 2022 at 1:00pm ET, local time. |
| **SUBMITTED QUESTIONS DUE DATE:** | June 13, 2022, no later than 11:59 p.m., local time. |
| **BIDDERS CONFERENCE**  **QUESTION & ANSWER SUMMARY ISSUED:** | June 14, 2022 |
| **PROPOSAL DUE DATE:** | June 28, 2022, no later than 11:59 p.m., local time. |
| **PROPOSALS DUE TO:** | [Proposals@maine.gov](mailto:Proposals@maine.gov) |

**Provided below are questions asked and the responses given at the Bidders Conference.**

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| **1** | **Question** |
| Can Leisure, Hospitality, and Retail submit one proposal that would cover all three industries? |
| **Answer** |
| Yes. We encourage proposals to have a primary industry of focus from the targeted industries listed in the RFA.   1. Clean Energy 2. Agriculture, Forestry, and Fisheries 3. Healthcare and social assistance 4. Information 5. Infrastructure (construction, building trades, broadband, logistics) 6. Leisure and hospitality 7. Manufacturing 8. Education 9. Retail |

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| **2** | **Question** |
| Do seasonal employees count towards the number of employees? (ie: the under 50 requirement) |
| **Answer** |
| The total number of employees should be counted similar to the Center for Workforce Research and Information counts employment for their labor statistics programs. The total number of employees should be based on the average employment throughout the year. For example, if an employer has 50 employees for six months out of the year (say May through October) and 30 employees during the other six months of the year (November through April), their average annual employment would be 40. |

***IMPORTANT NOTE:***

**Point of Clarification Regarding the Use of Industry Partnership Funds for Trainings**

* During the bidders’ conference incorrect information was provided regarding the use of Industry Partnership funding for trainings. We stated that “funding can’t be used for new employee training”.
* Applicants are allowed to use Industry Partner funding for training and education as long as the applicant can demonstrate no other funds, including MJRP funds, are available for the training.