



**Senior Community Employment Service Program (SCSEP)
RFP# BEA 2023-13
Agency Responses February 17, 2023**

The agency received the following questions during the bidder inquiry period:

Q1: Of the 32 participants, how many are placed in active host agencies? How many are training remotely?

A1: Currently all SCSEP participants are placed at active in-person training sites. There are no remote training sites.

Q2: What counties do participants reside in (by number)? For example Hillsborough County- 10.

A2:

- Belknap County -10
- Merrimack County – 19
- Rockingham County - 6

Q3: Our model utilizes staff working out of the NHWorks/American Jobs Centers. Please confirm we do not need to budget rent for staff working from those locations.

A3: The SCSEP program is not currently a co-located program at our NHWorks/American Job Centers. Staffing for this program would need to be located somewhere else. The NHWorks/American Job Center locations are available for SCSEP staff to recruit and meet with participants. There is an infrastructure cost for the SCSEP program for utilization of the NHWorks/American Job Centers.

Q4: What is the current staffing structure for the program? Number, type of positions.

A4: The current staffing structure is as follows:

- SCSEP Program Director – 18%
- SCSEP Program Manager – 100%
- 3 Employment Specialists – 100% (SCSEP participants are utilized for these positions.)
- 1 Administrative Assistant – 100% (A SCSEP participant is utilized for this position)

Q5: Our agency has an approved indirect cost rate from the US DOL. Do you require it as an attachment?

A5: It can be attached.

Q6: Our model captures matching/in-kind funds from the host agency's supervisor's time overseeing the trainee. Is this consistent/eligible for the purposes of this grant?

A6: Yes, this is consistent with this grant.

Q7: What is the total number of modified slots by county? The document says 32 individuals but do you have open spots?

A7: The NH State SCSEP program has 44 slots. The current alignment of those slots are: Belknap County 11; Merrimack County 22; Rockingham County 11.

Q8: Is the NH minimum wage expected to increase in the near future, if so, how much?

A8: We are unable to answer this question.