**TCDJFS’ FFY26 RFP Q & A DOCUMENT**

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**TANF/CCMEP Q & A SECTION**

1. Company Representative: Troy Stefanski, Workforce Solutions

Company Name: Penn Foster Group

Business Phone Number: 570.961.4158

Date & Time Received: 08/27/2025 3:41 P.M.

Provision: Not Identified

Provision Heading: Not Identified

Q: “Penn Foster Group owns Penn Foster High School and Penn Foster College. If we are responding with both, do we need to submit two separate responses since they are 2 separate entities?

* 1. Penn Foster High School would serve 'Alternative Secondary School Services'
  2. Penn Foster College would serve 'Education / Training' and 'Occupational Skills Training'”

A: This question does not appear to specifically apply to a provision of the RFP as it is written so no provision is being named in the response. In determining whether separate proposals should be submitted, the proposing entity will need to consider the primary contracting entity should an award be offered. In the question, it is indicated that the High School and the College are both owned by Penn Foster Group. If Penn Foster Group will be the primary contracted entity for all elements proposed and will utilize the same Federal EIN to receive payments for both services, all proposed elements may be submitted using the same response. If any potential awarded contracts will be issued specifically to the High School and the College utilizing different a separate Federal EIN for the different elements proposed to be provided at each location, then two separate responses inclusive of all required information will be necessary.

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Q: “Penn Foster Group is a distance education provider (online) — are there any specific sections of the RFP to be aware of when submitting as a distance provider? (understanding this RFP has been written with local providers in mind)

A: All proposing providers must comply with all requirements established throughout the RFP document and submitted proposals must contain all information as identified in SECTION XII. PROPOSAL ORGANIZATION. It may also be important to reference SECTION XII. PROPOSAL ORGANIZATION, SUBSECTION 7C: “Verification that the business has been viable at the location of service provision within the Trumbull County vicinity for a minimum of two (2) years prior to the date a response to this RFP is submitted. **PLEASE NOTE** that this request is not intended to eliminate potential providers from responding to the RFP should they be able to meet the requirements of the program services requested. Should a potential proposer not currently be doing business within Trumbull County but has viable service provision established in another area, and has the ability to secure a location for service provision as required under this RFP, any potential proposer may verify the location of current service provision to meet this criteria while including an additional statement or supporting documentation to reflect that a potential location at which services may be provided as required within the general guidelines of the RFP can be secured if awarded a contractual agreement;”

It is suggested that if the proposed services will be provided via distance (as indicated in the initial question), that in lieu of the information as detailed above, a brief description of the manner by which the services will be provided via distance be substituted in this section, inclusive of any technical, hardware and software requirements necessary for the participant to receive the offered services. This will allow the Proposal Review Team to offer an equitable review for all required sections of the RFP. Proposals will not be disregarded from an equitable review process so long as all sections are appropriately addressed.