DEPARTMENT OF EMPLOYMENT SERVICES

2014 ADULT TRAINING PROGRAM
Pre-Application Meeting Questions and Answers

1. **Are the questions from the RFA to be double-spaced too?**

    a. If you're referring to page 15, Section D – Program Narrative, then your program narrative must be written in narrative form. Page 14, Section C: Application Format subsection Technical states, "the length of the application is limited to 25 double-spaced pages, typed in 12-point Times New Roman font with 1-inch margins." There are no questions in the RFA. The bulleted directives explain the required information that must be included in your narrative, but the bulleted directives should not be included as part of the written narrative.

2. **Can the questions be in a smaller font that the narrative?**

    a. No. Please refer to the answer in Question 1.

3. **What about the font size of any included tables and/or charts?**

    a. The font size must be legible. In other words, typed in 10-point Times New Roman font.

4. **Is this program open to all adults ages 18 and up or can proposers determine a certain population to serve?**

    a. Applicants can propose to serve a certain population, but the intent of the grant is to serve the adult population as defined below.
    b. Page 4 - Section A: Funding Opportunity Description subsection Purpose and Goal states, "this grant is intended to fund projects that will serve unemployed and underemployed adults at least 18 years of age with a high school diploma or equivalent who may face multiple barriers to successful employment."

5. **Is the 1-page timeline (referred to on page 16) a part of the 25 page limit?**

    a. Yes

6. **Are the partnership MOUs (referred to on page 16) to be included as attachments?**

    a. Yes

7. **Please explain this question:** ***Describe the role(s) participants have had in contributing to the design or content of the program (page 19, Table 2).***

    a. How have you improved your program after hearing feedback from your participants? If you have improved your program, what have been the suggestions, how have you implemented them and what have been the results/outcomes?

8. **What are the average earnings expected to be (referred to on page 4)?**

    a. The average earning varies depending on the occupation.

9. **Are all referrals expected to have a diploma or GED?**

    a. Yes, Section A: Funding Opportunity Description (page 4) - This grant is intended to fund projects that will serve unemployed and underemployed adults at least 18 years of age with a high school diploma or equivalent who may face multiple barriers to successful employment.

10. **Can provider choose one component only?**

    a. Yes, Section A Funding Opportunity Description
        i. Period of Performance (page 9) - Each cohort will engage in a combination of postsecondary academic instruction <u>and/or</u> occupational skills training, which includes the following components:

11. **Is the assumption that the costs for all prep and exam fees are included in the budget?**

    a. It is at the discretion of the applicant whether or not to include the costs for all or part of the prep and exam fees in the budget.

12. **What is the excluded parties list (page 12):**

    Excluded Parties List - Pursuant to DC Code 2-359.07, the District of Columbia may debar or suspend contractors from consideration for award of contracts or subcontracts. This Excluded Parties List categorizes parties that have been suspended or debarred by the Chief Procurement Officer. While they are debarred or suspended, the District will not solicit offers from, award contracts to, renew, or otherwise extend contracts with, or consent to subcontracts with entities or individuals that appear on the Excluded Parties List. You can find an updated Excluded Parties List by clicking on the link below:

    <u>http://dc.gov/DC/OCP/e-Library/e-Library+Documents/ci.Excluded+Parties+List.print</u>

13. **Program Narrative: should questions be included with answers immediately following (page 15)?**

    a. Please refer to the answer in Question 1.

14. **Participant Profile (page 15): what is the required number to be served?**

    a. There is no required number of customers to be served.

15. **(Follow-up to Q14) Recommended number based on the allowed budget?**

    a. There is no recommended number of customers to be served.

16. **Proof of Insurance: what are the required limits (page 23)?**

    a. See attached General Insurance Requirements.

17. **Participant Package: please elaborate on this requirement; is this sent as part of the reporting requirements?**

    a. Yes, it is a part of the reporting requirements (at the required time). Please refer to page 23: #2 a, b, and c.

18. **Attachment M – is this required for Key Personnel only (page 28)?**

    a. This is required for all personnel. If the position is vacant, please include a plan for filling the position (i.e., timeline, job description, description of staff person's role in project).

19. **Does successful completion for payouts 2 and 3 require that payout 1 be completed at the full level (i.e., that the participant has received the credential) (page 33)?**

    a. Please refer to pages 30-34 for a detailed explanation of how the payment process works. An example is included in Attachment 1.

20. **With regard to justification packages for the operating invoices: what kind of back up will be required? Invoices, cancelled checks, etc.?**

    a. The type of back-up documentation varies depending on the expense. If an applicant is successful in obtaining an award, additional guidance will be given at that time for the successful submission of invoices to DOES.

21. Is there a line item for indirect/admin costs?

   a. Please refer to page 41, Attachment E – An applicant can submit a line item for indirect costs. This amount cannot exceed 15% of the *direct costs* of the grant funds requested.

22. Is there a profit margin for for-profit companies? If so, is there a cap?

   a. Answer is forthcoming soon. Please check back regularly for updates to the 2014 Adult Training Program Q&As.

23. We provide an entrepreneurship incubator for the culinary industry. Our program leads to economic self-sufficiently, employment, advanced training, and postsecondary education, and advises and assists people with applying for certifications and credentials – business licenses, culinary certifications, but we do not provide certifications or credentials – are we eligible to apply for this grant?

   a. Answer is forthcoming soon. Please check back regularly for updates to the 2014 Adult Training Program Q&As.

24. If a provider has an existing training program in Northern Virginia and they want to partner with a D.C. organization, will this be allowable?

   a. Yes

25. Is there a minimum or maximum number of hours the cohort must meet per week?

   a. No

26. Is there a monthly cap that corresponds to the base payment amount, which can be invoiced for each month?

   a. There is no monthly cap. Invoices must be reflective of actual expenditures and the base amount applies to the entire grant period. There is a base payment amount cap which is 40% of the grant total.

27. What is the relationship between the base payment amount and the start dates of multiple cohorts?

   a. There is no relationship between the base payment amount and the start dates of multiple cohorts.
   b. The first 40% (base payment) is meant to cover operating costs over the period of performance.

28. How quickly are invoices paid?

a. The Quick Payment Act of D.C. states that District agencies have 30 days from the receipt of a complete and acceptable invoice to disburse payment on that invoice.

29. What constitutes a complete invoice?

a. Answer is forthcoming soon. Please check back regularly for updates to the 2014 Adult Training Program Q&As.

30. Please describe the application review process.

a. After applications are received, the evaluation team will review, rate, and rank applications and then make funding recommendations to the agency Director. The Director then reviews the evaluations and authorizes final award decisions.

31. When do applicants know if they receive a grant?

a. After applications are received and the evaluation team reviews and makes recommendations to Director, the Director approves all award decisions. After an award decision is approved, a Notice of Grant Award (NOGA) is drafted and sent to the Grantee.
b. We anticipate that the review and approval process will take between 30-45 days.

32. Is there a limit on the amount of awards that will be awarded?

a. The maximum number of awards will be ten (10).

33. What is the relationship between Payment 3 (Retention) and Payment 2 (Certification)? If a participant partially completes training (completes the requirements of the course, but fails to obtain credential), how does this affect Payment 3?

a. Answer is forthcoming soon. Please check back regularly for updates to the 2014 Adult Training Program Q&As.

34. Can a proposed budget amount be negotiated? For instance, if a budget is large relative to the total funding available, could it be accepted at a diminished amount?

a. Yes

35. Is job placement tied to payment?

a. Answer is forthcoming soon. Please check back regularly for updates to the 2014 Adult Training Program Q&As.

36. What activities constitute “retention”?

a. Answer is forthcoming soon. Please check back regularly for updates to the 2014 Adult Training Program Q&As.

37. What if training program duration is one year; are Grantees then not eligible for the retention payment component?

a. If your training program duration is for one year, Grantees may not qualify for the retention payment component.
b. Page 9 - “Option Years”: DOES may extend the term of this grant for a period of four (4) one-year option periods, or successive fractions thereof, by written notice to the Grantee before the expiration of the grant; provided that DOES shall give the Grantee preliminary written notice of its intent to extend at least 30 days before the grant expires. The preliminary notice does not commit the District to an extension. The exercise of an option is subject to the availability of funds at the time of the exercise of an option. The Grantee may waive the 30-day preliminary notice requirement by providing a written waiver to the Grant Officer prior to the expiration of the Grant.

38. For a career that does not require multiple training courses, will the Grantee be penalized for providing one course and then job placement?

a. No, applicants must simply propose a program to continue engagement with participants after completion of training.

39. Is there a per-participant cost cap?

a. No, but this is a competitive process and a cost-price analysis will be conducted.

40. Can a partner (sub-grantee) appear on multiple proposals?

a. Yes

41. Should the budget submission cover only one year?

a. Yes

42. If a participant obtains one certification and then begins a course toward a second certification, does the second certification count toward the retention component, or would it count as a ‘second’ participant?

a. Answer is forthcoming soon. Please check back regularly for updates to the 2014 Adult Training Program Q&As.

43. Are participant resumes required for submission of credential?

a. Please refer to page 23, #2 a, b, and c (Participant Package) and
b. Page 25 - Payment #2, paragraph 2 states, “Also, the Grantee must provide documentation that the training took place. This will include attendance records for each training session to document attendance and/or credentials showing the participant completed all required elements of the training. Attendance sheets must include the Name of Trainee, Signature of the Trainee, the Signature of the Trainer, and Date and Hours of Training.”

44. How is unemployment and underemployment determined?

a. The standard definition of “Unemployed” is “out of work; without a paid job; not employed.” For the purposes of this grant, please refer to page 5, Definitions for the definition of “Underemployed”: “Those in temporary, part-time or unstable positions; those working in jobs without benefits; and those whose income does not suffice to meet the needs of their family.”

45. Can a cohort specifically target a specific population (i.e., women)?

a. Applicants can propose to serve a certain population, but the intent of the grant is to serve the adult population as defined below.
b. Page 4 - Section A: Funding Opportunity Description, subsection Purpose and Goal states, “This grant is intended to fund projects that will serve unemployed and underemployed adults at least 18 years of age with a high school diploma or equivalent who may face multiple barriers to successful employment.”

46. Do participants need to be certified by American Job Centers (AJCs)?

a. No, as it currently stands, the Grantee will be fully responsible for collecting the necessary documentation to certify each participant (detailed instructions will be given once the grants are awarded). If this process changes at any time, the Grantee will be made aware of the required change and will be given time to modify their program, as necessary.
b. Grantees will be audited to ensure that proper documentation has been collected. If it is found that the Grantee does not have all of the required documentation for a participant, then the Grantee cannot ask to be reimbursed for Payment #2 or Payment #3 for that participant. The Grantee shall reimburse DOES for said overpayment within thirty (30) days after written notice.

47. Does the training have to occur in the District of Columbia?

a. Yes, all training and services must occur in the District of Columbia.

48. Are there any requirements with respect to scheduling (i.e., during the day or evening)?

a. No, cohorts may occur in the day and/or in the evening.

49. Are matching funds required?

a. No, matching funds are not a requirement.

50. Can an applicant propose a pilot program?

a. Yes, applicants may propose a pilot program. However, DOES expects this process to be very competitive, and proven programs with demonstrated outcomes will have an advantage over proposals that do not.

51. Are there restrictions on what activities faith-based organizations can engage in (i.e., being able to use religious words and ideas during the training)?

a. Direct federal assistance cannot be used to pay for "inherently religious activities" such as:
    - Prayer
    - Worship
    - Religious Instruction, Scripture Study or
    - Spiritual Counseling
    - Evangelism or proselytism

b. When are such activities permissible in a program that receives direct federal funds? If the religious activities are:
    - privately funded;
    - occur at a different time or in a different room from the federally-funded service; and/or
    - voluntary (attendance by beneficiaries in the religious activity is optional, not required in order to receive the federally-funded service)

c. Where direct federal funds are concerned, Faith-Based Organizations (FBOs) cannot discriminate among whom they serve based on religious belief, religious participation, or lack thereof. Faith-based organizations that receive federal assistance may:
    - carry out their religious activities and display religious signs or symbols inside and outside their facilities;
    - use religion as a basis to select their board members and govern themselves on a religious basis; and
    - offer voluntary religious activities to program beneficiaries.

52. **Can additional attachments (other than the ones required by DOES) be included in the applicant’s proposal?**

    a. The preference is to cite additional documents as appropriate, and those can be requested from the evaluation team if necessary. However, an applicant will not be penalized if additional attachments are included.

53. **Should both the proposal summary and narrative be double-spaced?**

    a. Yes

54. **If a proposal is technically sound, but the per-participant costs are deemed unreasonable, can that cost be negotiated?**

    a. Yes, if an application is recommended for funding, but the per-participant costs are found to be unreasonable given the type and length of training, then this can be negotiated.

55. **Please elaborate on the Location Requirements found on page 10 of the RFA.**

    a. This section describes forms of proof that can be provided in order to demonstrate occupancy in a physical site in the District where training will be provided.

56. **Can any portion of the training be held outside of D.C.?**

    a. No, all training and services must be provided in the District of Columbia.

57. **Do sub-grantees need to provide Clean Hands and other certificates required for the prime Grantee?**

    a. Answer is forthcoming soon. Please check back regularly for updates to the 2014 Adult Training Program Q&As.

58. **If a sub-applicant has no experience in the proposed area, is that a disadvantage?**

    a. DOES expects this process to be very competitive, and proven programs with demonstrated outcomes will have an advantage over proposals that do not.

59. **Shouldn’t the intent of this grant program be to put unemployed District residents into jobs?**

    a. Answer is forthcoming soon. Please check back regularly for updates to the 2014 Adult Training Program Q&As.

60. Shouldn't applicants be held accountable for past performance?

a. Yes. The evaluation process considers past performance.

61. Why would the District hold locally funded programs to lower outcome standards than federally funded programs (i.e., the federally negotiated Entered Employment Rate for WIA customers)?

a. Answer is forthcoming soon. Please check back regularly for updates to the 2014 Adult Training Program Q&As.

62. Please explain the scoring inconsistency on pages 17-19 of the RFA.

a. The scoring criteria for each section, as outlined on page 17, is correct; The Table 2: Scoring Criteria will be revised and reposted shortly to reflect the correct point distribution for each section.

63. How recent should Clean Hands Certificates be?

a. 30 days.

64. Does a postsecondary credit count as a credential?

a. No

65. How can a participant receive a credential if the Grantee is only offering postsecondary credits?

a. Answer is forthcoming soon. Please check back regularly for updates to the 2014 Adult Training Program Q&As.

66. Please provide link to the Adult Training RFA.

a. http://does.dc.gov/page/does-grants

67. Does AccuPlacer provision and non-credit bearing remedial courses count as courses for purposed of this grant program?

a. No, not on its own; however, if you partner with another training facility that offers credit-bearing, high-demand occupational skills training, nationally recognized credentials, or academic courses which may lead to a postsecondary degree, then additional services, such as those listed above, may be eligible for funding.

68. **Is an organization that trains educators, such as Pre-K teachers, eligible to apply for this grant?**

    a. As long as the organization meets all applicable eligibility requirements listed in the RFA.

69. **Within this RFA, the potential training provider can offer program services for participants under Postsecondary Degree Attainment. What level of determination will be utilized towards the statement "may lead" with respect in academic courses (page 4)?**

    a. We can potentially fund academic courses which may lead to a postsecondary degree. We cannot fund an entire degree program.

70. **Are the five stated "outcomes" performance standards for this RFA (page 4)?**

    a. Yes.

71. **If a participant achieves an A.A. and/or Certificate, will it count toward postsecondary attainment or is the completion of a four-year degree the primary goal?**

    a. We can potentially fund academic courses which may lead to a postsecondary degree. We cannot fund an entire degree program.

72. **Is an employed participant with a high-skill level working at a minimum task leveled considered "underemployed"?**

    a. Yes

73. **How fast will the department process and approve any required grant modifications?**

    a. Normally, we are able to process a complete grant modification request within 30 days. However, delays are subject to occur if all the supporting documentation is not attached or more information is needed.

74. **Is Ancillary or Supportive Services required during the participant's retention period?**

    a. Answer is forthcoming soon. Please check back regularly for updates to the 2014 Adult Training Program Q&As.

75. How fast will vendors be selected, given the fact that if a participant is placed within the postsecondary programmatic model, most colleges and universities begin their Winter Session in early to mid-January? (*The same period in which this RFA will be under the selection process.*)

   a. Please refer to the answer in Question 31.

76. When will the selected training vendors receive the Performance Evaluation?

   a. All programs will be monitored post-award and during the option year consideration.

77. Can the department provide a list of "disallowable" costs?

   a. Applicants are encouraged to propose costs that are in line with the RFA. Any disallowable cost will be determined post-award.

78. Is the vendor required to complete a participant cohort before advancing to the next scheduled one?

   a. Multiple cohorts are allowed as long as Grantees demonstrate the capacity to manage multiple cohorts concurrently.

79. Can a vendor allow a participant(s) to receive services within both tracks – Occupational and Post-Secondary models?

   a. Yes, but it should be a part of the participant's Career Pathway.

80. Is the "Participant Package" detail on page 23 of this RFA, replacing an Individual Employment Plan – IEP?

   a. No

81. If the selected training provider enrolls a learning-challenged adult, are the same performance standards applied to the individual?

   a. Yes

82. Does the postsecondary institution have to be located within D.C.?

   a. Yes, all training and services must be provided in in the District of Columbia.

83. Should the Career Exposure/Exploration to High-Demand Industries/Occupations go beyond providing general information and labor market statistics?

   a. Yes, if possible, depending on the program.

84. What are the guidelines for the use of grant funds? Can they be used for salaries, equipment, software, for example, as long as the total award equates to no more than $4,000 per participant?

  a. Answer is forthcoming soon. Please check back regularly for updates to the 2014 Adult Training Program Q&As.

85. Most of the School's certificate programs are 2-3 semesters in length, approximately 6-12 months. As a result, most of the cohorts will not complete until after the grant year. Is that permissible?

  a. Yes

86. Do you have a list of all organization that will qualify for LPN classes?

  a. No

87. When is the next Pre-Application Meeting?

  a. Answer is forthcoming soon. Please check back regularly for updates to the 2014 Adult Training Program Q&As.

88. What classes/trainings count for the grant?

  a. The list of industries, occupations, and classes can be found on pages 7 and 8.

89. We currently offer a CDA (Child Development Associate) Training program to low-income families in the District, and are looking to continue/expand our program. Would this qualify in the training requirements set out by the RFA?

  a. Applications must meet all applicable eligibility requirements listed in the RFA. Applications that do not meet the eligibility requirements will be considered unresponsive and will not be considered for funding under this RFA.

90. Can grant funds be used for incentives, specifically for stipends, SmarTrip Cards, attendance, or completion cash bonuses?

  a. Grant funds can be used for some incentives (i.e., SmarTrip Cards and tokens). However, an applicant must submit the organization’s policy by which the incentives are distributed. The final determination on incentives will be made once the budget has been reviewed and approved.

91. Can a lead applicant on one application be a partner on another applicant's application?

a. Yes

92. Can a lead applicant on one application be a subcontractor on another applicant's application?

a. Yes

93. In terms of scoring or accepting an application, do you look negatively on a provider being on more than one proposal?

a. No

94. If two organizations are working in a partnership, must one organization be the lead organization. And, if so, must we submit the attachment info (e.g., audits, clean hands, etc.) of one, or both organizations?

a. Yes, there must be a lead organization. The lead organization must submit all of the relevant documentation. They are also responsible to ensure their partner(s) are eligible for the grant funding and are following all of the relevant rules and regulations.

95. In an RFA required profile information and organization history, does the RFA require information on one organization or both organizations?

a. Each organization's role in the grant and the relevant history of providing similar training needs to be in the application.

96. Will Grantees be reimbursed for actual expenditures in each month, as long as it is less than the FULL base payment amount? In other words, will the monthly reimbursement amount be paid whether it is below or above the monthly base amount as long as the cumulative amount does not go over the full year base payment amount?

a. Yes, Grantees will be reimbursed for all eligible, actual expenditures each month as long as they do not exceed the full base amount (re: Payment #1).

97. Does Attachment J have to be certified or stamped by DCRA?

a. Answer is forthcoming soon. Please check back regularly for updates to the 2014 Adult Training Program Q&As.

98. Is an attachment K that is dated March 2013 sufficient?

a. Answer is forthcoming soon. Please check back regularly for updates to the 2014 Adult Training Program Q&As.

99. We have a training program, currently offered at our Arlington Career Center. This RFA could provide us with the opportunity to provide the program in the District. Students earn 6 college credits through our partnership with Northern Virginia Community College. My question is if whether the partnership with a Virginia community college would hurt our proposal? My question relates more to the fact that NVCC is accrediting the courses and continued education, after the program, would be required at the campuses in NOVA.

a. All training and services that are a part of the program must be held in the District of Columbia. This includes continuing education courses, if funded by the grant. The location of the organization accrediting the courses is not a disqualification.

GENERAL INSURANCE REQUIREMENTS

The Grantee shall procure and maintain, during the entire period of performance under this grant, the types of insurance specified below. The Grantee shall have its insurance broker or insurance company submit a Certificate of Insurance to the Grant Officer giving evidence of the required coverage prior to commencing performance under this grant. In no event shall any work be performed until the required Certificates of Insurance signed by an authorized representative of the insurer(s) have been provided to, and accepted by, the Grant Officer. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia or in the jurisdiction where the work is to be performed and have an A.M. Best Company rating of A-VIII or higher. The Grantee shall require all of its subcontractors and/or sub-grantees to carry the same insurance required herein. The Grantee shall ensure that all policies provide that the Grant Officer shall be given thirty (30) days prior written notice in the event the stated limit in the declarations page of the policy is reduced via endorsement or the policy is canceled prior to the expiration date shown on the certificate. The Grantee shall provide the Grant Officer with ten (10) days prior written notice in the event of non-payment of premium.

Commercial General Liability Insurance. The Grantee shall provide evidence satisfactory to the Grant Officer with respect to the services performed that it carries $1,000,000 per occurrence limits; $2,000,000 aggregate; Bodily Injury and Property Damage including, but not limited to: premises-operations; broad form property damage; Products and Completed Operations; Personal and Advertising Injury; contractual liability and independent contractors. The policy coverage shall include the District of Columbia as an additional insured, shall be primary and non-contributory with any other insurance maintained by the District of Columbia, and shall contain a waiver of subrogation. The Grantee shall maintain Completed Operations coverage for five (5) years following final acceptance of the work performed under this grant.

Automobile Liability Insurance. The Grantee shall provide automobile liability insurance to cover all owned, hired or non-owned motor vehicles used in conjunction with the performance of this contract. The policy shall provide a $1,000,000 per occurrence combined single limit for bodily injury and property damage.

Workers' Compensation Insurance. The Grantee shall provide Workers' Compensation insurance in accordance with the statutory mandates of the District of Columbia or the jurisdiction in which the grant is performed.

Employer's Liability Insurance. The Grantee shall provide employer's liability insurance as follows: $500,000 per accident for injury; $500,000 per employee for disease; and $500,000 for policy disease limit.

DURATION. The Grantee shall carry all required insurance until all grant work is accepted by the District, and shall carry the required General Liability; any required Professional Liability; and any required Employment Practices Liability insurance for five (5) years following final acceptance of the work performed under this grant.

LIABILITY. These are the required minimum insurance requirements established by the District of Columbia. HOWEVER, THE REQUIRED MINIMUM INSURANCE REQUIREMENTS PROVIDED ABOVE SHALL NOT IN ANY WAY LIMIT THE GRANTEE'S LIABILITY UNDER THIS GRANT.

GRANTEE'S PROPERTY. Grantee and subcontractors/grantees are solely responsible for any loss or damage to their personal property, including but not limited to tools and equipment, scaffolding and temporary structures, rented machinery, or owned and leased equipment. A waiver of subrogation shall apply in favor of the District of Columbia.

MEASURE OF PAYMENT. The District shall not make any separate measure or payment for the cost of insurance and bonds. The Grantee shall include all of the costs of insurance and bonds in the grant price.

NOTIFICATION. The Grantee shall immediately provide the Grant Officer with written notice in the event that its insurance coverage has or shall be substantially changed, canceled or not renewed, and provide an updated certificate of insurance to the Grant Officer.

CERTIFICATES OF INSURANCE. The Grantee shall submit certificates of insurance giving evidence of the required coverage as specified in this section prior to commencing work. Evidence of insurance shall be submitted to:

Jerome Johnson
Associate Director of Grants and Procurement
Department of Employer Services
4058 Minnesota Avenue
Washington, DC 20019
(202) 727-5138 (voice)
jerome.johnson@dc.gov

DISCLOSURE OF INFORMATION. The Grantee agrees that the District may disclose the name and contact information of its insurers to any third party which presents a claim against the District for any damages or claims resulting from or arising out of work performed by the Grantee, its agents, employees, servants or subcontractors in the performance of this contract.