

QUESTIONS AND ANSWERS
WORK-BASED TRAINING REQUEST FOR PROPOSAL
BIDDERS CONFERENCE
October 23, 2018

- Question 1: Page 24, Attachment G-1 (C) - If the facilities have not been identified, should the bidder still answer Questions 1-3?
Answer: You may put "Facilities have not been identified" on the line for question one.
- Question 2: Is Attachment G-1 limited to 10 pages (that is how many pages are in the RFP) or does this attachment not have a page limitation?
Answer: No. There is no page limitation for Attachment G-1. You may use as many pages as needed.
- Question 3: Are headers/footers allowable in the margins of bidders' proposals?
Answer: Yes, headers/footers in the margins are allowed.
- Question 4: Could bidders use a binder clip instead of a staple in the upper left corner?
Answer: Binder clips are not allowed. Proposals must be stapled.
- Question 5: If staples are required, can bidders print double-sided?
Answer: Yes, you may print double-sided.
- Question 6: How is the current operation staffed (what roles, how many, where are they located)?
Answer: The current WBT provider has four (4) full-time staff members that provide participant recruitment and employer marketing; one (1) part-time person that provides follow up and fiscal assistance for employer reimbursements; one (1) part-time person who develops Incumbent Worker Training and maintains performance tracking; and one (1) manager who provides supervision and employer services. The staff is located throughout our 15-county region.
- Question 7: If a bidder is submitting proposals for the other RFPs (Work Based Training and/or Case Management), should the proposals be mailed in separate boxes?
Answer: Please submit each proposal in a separate package/box to prevent confusion.
- Question 8: Is there a limit to the number of hours in a work experience?
Answer: Paid work experience may be provided concurrently with other appropriate core, intensive, or training activities and will not exceed 250 hours. Should participants need additional work experience beyond the 250 hour limit; the Career Advisor should document the need and submit to the Workforce Development Director for approval.

Question 9: Is the retraining component (for those who have been out of the workforce for a period of time) only a local option or is it state-wide?

Answer: It is in the law.

Question 10: Do you intend for proposers to provide work-based training or educational training?

Answer: You will be responsible for recruiting applicants and employers. The design of the proposal is up to the proposer.

Question 11: How many carryovers will there be from the current year?

Answer: Approximately 10 to 20, dependent upon many factors affecting the total number of enrollments and when they enter the system.

Question 12: Can a participant receive an on-the-job training and then be enrolled in an Individual Training Account or vice versa?

Answer: That will be considered on a case-by-case basis and will depend upon factors such as the participant's training, the job market, and funds available, among others.

Question 13: Are there specific programs that are preferred?

Answer: Our area has chosen Advanced Manufacturing, Healthcare, and Logistics as the high-demand sectors in our region however, any training included on the region's Demand Occupation list is allowable, based upon the bidder's program design.

Question 14: Can bidders propose training other than the high-demand sectors?

Answer: Yes, as long as the training is on the Demand Occupation list.

Question 15: If a bidder doesn't include a component, such as customized training, in their proposal and a need becomes available, may the bidder add that training later?

Answer: No. All training that will be provided must be included in the RFP.

Question 16: Is it acceptable that there are occasions when the trade program participants may be laid off due to lack of work or may need to travel to work?

Answer: It's important that Bidders provide detail information about the training and work component in their program design.