

QUESTIONS AND ANSWERS
CAREER ADVISER/CASE MANAGEMENT REQUEST FOR PROPOSAL
BIDDERS CONFERENCE
October 23, 2018

- Question 1: Page 25, Attachment G-1 (B) - If the facilities have not been identified, should the bidder still answer Questions 1-3?
Answer: Write in "Facilities have not been identified" in questions 1-3.
- 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 on Attachment G-1.
- Question 3: Are headers/footers allowable in the margins of bidders' proposals?
Answer: Headers/Footers are allowable.
- 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, double-sided printing is allowed.
- Question 6: How is the current operation staffed (what roles, how many, where are they located)?
Answer: Staffing of each contract provider varies. There are providers 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 separately to prevent confusion and errors.
- Question 8: Can the fillable forms be provided in Word format? Is the detailed budget (Attachment K-3) available in Excel?
Answer: Yes, Word format request should be in writing and sent to Terri Morgan at tmorgan@nwgrc.org. No, the detailed budget is not available in Excel.
- Question 9: Based on the June 30, 2019 start date, should a 13 month budget be provided?
Answer: No. Provide a 12 month budget.
- Question 10: What % of funds must be spent on work-based learning/training?
Answer: Staff is not aware that a certain percentage of funds have to be spent on work-based learning/training.
- Question 11: What is the current square footage of space utilized for WIOA Adult and DW staff?
Answer: This varies with each current provider. It will be based on the bidder's program design and location.

Question 12: Will Comprehensive One-Stop facilities be identified prior to start of this contract?

Answer: Rome Department of Labor (DOL) Career Center has been identified as the Comprehensive One-Stop facility.

Question 13: Is awarded contractor to budget these One-Stop facility costs (including utilities/phone/furniture/equipment)? If so, what are estimated costs?

Answer: Career services/case management training services will be provided through the One-Stop system. Consequently, the bidder should propose projected costs realizing that each entity that carries out a program or activities in a local One Stop Center must use a portion of the funds available for the program and activities to maintain the One-Stop delivery system.

Question 14: Will you provide current staffing by job titles and salary ranges (for each center)?

Answer: No, each has their own program design.

Question 15: How many Adult and Dislocated Workers are currently active in work based learning and ITA's?

Answer: We currently have 576 active ITA participants throughout our region; 469 Adults and 107 Dislocated Workers.

Question 16: Do you propose including funds for one-stop activities?

Answer: It is up to the bidder but it can be added to the budget.

Question 17: Does Attachment E require a signature?

Answer: No.

Question 18: Can WIOA pay for application fees?

Answer: Yes, if the participant has been determined to be eligible, the application fee is a reimbursable expense.

Question 19: Can GED test fees be paid by WIOA?

Answer: That would be determined on a case-by-case basis.

Question 20: Can the fees for placement tests be paid for by WIOA?

Answer: No.

Question 21: Is there a source for "median wages?"

Answer: Staff is not aware of a comprehensive source.

Question 22: May proposals be hand delivered or mailed?

Answer: Yes, proposals may be delivered by hand or mailed.

Question 23: How can a Word document be obtained?

Answer: Please email Terri Morgan at tmorgan@nwgrc.org for a Word document format.