

Workforce Development Employer Services Program RFP

Q&A Document

**Q1:** Under the WIA Adult Program, there are three use levels of service authorized by the Act one of which is “Core” services for which I believe the RFP is seeking to perform. When reading the eligible beneficiaries guidance it states that “all adults 18 years and older are eligible for core services.” If that is the case, and this contract is Federally-funded, and the annual budget is \$95,000 (less than \$100,000) then why are these services subject to an RFP? Thank you in advance for your clarification.

**A1:** This question is really not specific to the WDESP RFP but of a more general nature regarding overall procurement requirements. Government procurement(s) with a total cost of more than \$100,000 are subject to competitive procurement requirements ensuring fair and open competition (with a few exceptions). The amount is not specific to an annual period but to the total project cost.

**Q2:** Section 1.8 #3 of the RFP states that quarterly reports are required. How quickly after the end of a quarter are the reports due?

**A2:** 30 days.

**Q3:** Section 1.9 of the RFP states “Providers are to base their RFP responses, and the details and costs of their proposed projects, on the requirements and performance expectations established in this RFP for the future contract, NOT on details of any current or past related contract.” Is it not appropriate to explain existing working conditions for similar kinds of roles?

**A3:** Providers are welcome to discuss current practice in their responses. This area of the RFP means that providers should base their responses on the requirements of this RFP. If current practices meet those requirements, that is acceptable.

**Q4:** Section 1.11 discusses the communications prohibitions. How would the CCDJFS advise providers to handle situations in which staff members serve on boards which the County Administrator or County Commissioners may serve or be privy to?

**A4:** Providers should instruct their staff to avoid discussing the RFP with the County Commissioners, the County Administrator, or any other County employee who is in any way involved with the development of the RFP or selection of a proposal except as specifically stated in section 1.11.

**Q5:** Section 1.11 of the RFP mentions a vendor notification list. Will vendors at the Bidder’s Conference automatically be placed on the list?

**A5:** No. Section 1.7 of the RFP states that providers must request to be added to the vendor notification list by November 3, 2014. Providers can still request to be added to the list, but it will not take effect until the next RFP that is released.

**Q6:** If a provider is not on the vendor notification list will they have access to the Q&A Document?

**A6:** Yes, it will be posted online at <http://www.clarkdifs.org/administration/contracts-and-rfps-for-clark-county-difs/active.html>.

**Q7:** Section 1.12 of the RFP states that this project will be funded with the WIA Adult and WIA Dislocated Workers Programs. WIA has three areas of funding: CORE, Intensive, and Training. For the purposes of this RFP, will this contract be considered to be CORE?

A7: Yes.

**Q8: Section 3.1 #1 of the RFP discusses Rapid Response. Would the individual employed by the provider for this project be the first point of contact?**

A8: No. The information comes through the CCDJFS. Our staff would then reach out to the provider.

**Q9: Section 3.1 #1 of the RFP discusses the Employer-Services subcommittee of the OhioMeansJob Clark County Advisory Board. Would the individual employed by the provider for this project be a member of that subcommittee?**

A9: Yes, that individual will serve as the Chair of the subcommittee.

**Q10: How many subcommittees are there for the OMJ Advisory Board?**

A10: There are three subcommittees: (1) Job Seekers, (2) Employer Services, and (3) Youth.

**Q11: Section 3.1 #2 of the RFP discusses the Employer Service Team. Would the individual employed by the provider for this project be a member of that team?**

A11: Yes, and one of the primary leads.

**Q12: Section 3.1 # 2 of the RFP discusses the Employer Services Team. Will the individual employed by the provider for this project be working with the Greater Springfield Chamber of Commerce on business expansion type of projects?**

A12: Yes.

**Q13: Section 3.1 #5 of the RFP states that the WDESP will be responsible for "Additional duties as assigned". By whom would the additional duties be assigned?**

A13: CCDJFS and/or employers could potentially request additional duties.

**Q14: What exactly is a referral call as mentioned in Section 3.2 #1 of the RFP?**

A14: A call is considered to be referred when an employer contacts OMJ Clark County as a result of the provider's contact with them.

**Q15: What exactly is an employer referral as mentioned in Section 3.2 #3 of the RFP?**

A15: An employer is considered referred once they have posted jobs with OMJ Clark County.

**Q16: Section 3.2 #3 of the RFP states that the provider will ensure that at least 40 new employer referrals are made to the OMJ Clark County Business Service Unit per contract year. How many are there currently.**

A16: We are currently working with 77 employers.

**Q17: Who is the current OMJ Clark County recruiter as mentioned in Section 3.2 #6 of the RFP?**

A17: The provider will be working with all OMJ Clark County staff.

**Q18: How does CCDJFS currently track business contacts as discussed in Section 3.2 #8 of the RFP?**

A18: We currently use SalesForce.com and G\*Stars.

**Q19: Does CCDJFS wish to continue with those tracking systems?**

A19: Yes.

**Q20: Section 3.3 #4 of the RFP states that the Wage and Benefit Survey must be released by the third quarter of 2015. Will the provider be responsible for a Wage and Benefit Survey in 2016, if the contract is extended?**

A20: No, this survey is completed every two years.

**Q21: It was mentioned in the Bidder's Conference that Wittenberg University has worked with the provider in the past to develop the Wage and Benefit Survey. Is Wittenberg University aware of this RFP, or have they already agreed to do this?**

A22: That was a past relationship, but the County is open to continuing that partnership.

**Q23: Section 3.3 #5 of the RFP states that the number of on-the-job training (OJT) contracts should be increased to 125 annually. Will there be funding for this?**

A23: Everything is contingent upon funding availability. If funds are available, our goal is to increase the number of OJT contracts from 98 to 125, resulting in 27 new OJT contracts.

**Q24: Section 3.3 #6 of the RFP states the provider will work jointly with OMJ Clark County to increase the number of employer job postings by 15%. Is the provider solely responsible for meeting this goal?**

A24: This is a combined goal between the CCDJFS and the vendor. It is not exclusive to the vendor.

**Q25: Section 3.4 #3 of the RFP states that CCDJFS will email weekly Job Postings to the provider. What is the provider expected to do with those?**

A25: The provider should maintain an updated list of all of the companies posting through OMJ Clark County.

**Q26: Section 3.4 #4 of the RFP states that the plan for the Wage and Benefit Survey must be completed by the second quarter of 2015 with the survey scheduled for release by the third quarter of 2015. This may not be possible when working with educational institutions due to sabbaticals. Are these timelines flexible?**

A26: Yes, this could be negotiated in the contract. However, if a provider believes this will be an issue, it should be stated in the response that this needs to be negotiated.

**Q27: Section 4.8 of the RFP discusses subcontractors. If a provider plans to hire an employee for this position and has someone in mind, should their resume be included in the response? Is a commitment required?**

A27: Yes, the resume should be included as stated in Section 5.2 Section E. It is not required to submit a formal commitment with the response. However, the provider must guarantee it will be in place when the contract begins.

**Q28: Section 4.8 of the RFP discusses subcontractors. If a provider uses another organization for processing payroll and other duties, is that considered a subcontractor relationship?**

A28: Yes.

**Q29: Section 5.1 of the RFP discusses the format of the proposal. For the electronic version, is a flash drive acceptable?**

A29: Yes, but it will not be returned to the provider.

**Q30: Section 5.1 of the RFP discusses the format of the proposal. Is PDF or Microsoft Excel acceptable for parts of the response that cannot be put in Microsoft Word?**

A30: Yes, the areas of the RFP that require signatures (ex. forms and cover letter) may be submitted in PDF. The budget should be submitted in Excel.

**Q31: Section 5.1 of the RFP discusses the format of the proposal. May providers submit an entire concatenated version of the proposal in PDF format?**

A31: Yes, as long as the Word version of the program piece is also included.

**Q32: Section 5.2 Section B #3 of the RFP states that providers should describe how they will contribute to meeting contract outcomes? Please clarify.**

A32: Providers should outline the steps they plan to take and the tasks to be completed in order to reach the expected outcomes stated in Section 3.3 of the RFP.

**Q33: Section 5.2 Section B Deliverables #1 states that deliverables must be stated in the provider's own words. However, CCDJFS has clearly outlined the deliverables. Please expand. Is CCDJFS looking for additional deliverables?**

A33: Providers should state their understanding of the deliverables stated in the RFP and how they plan to meet them. Additional deliverables are welcomed but not required.

**Q34: Section X Article VI of the RFP discusses the insurance requirements. Do these have to be in place when the proposal is submitted?**

A34: No, providers should simply state in their certifications that either (a) they already have the required coverage or (b) the required coverage will be in place before the contract is in place.

**Q35: Section X Article XIV of the RFP discusses programmatic monitoring. Will this consist of 3 or 4 people? Will the provider be required to have space on site for review?**

A35: This monitoring will consist of 1 or 2 CCDJFS staff. The provider will be required to have space on site for review and there must be easy access to files.

**Q36: Submittal A of the RFP requires the completion of the project budget. If there are costs associated with this project that a provider does not wish to include in the budget, can those costs be excluded? Should the provider list on the budget that those costs are being provided in-kind?**

A36: Providers are allowed to exclude costs, but in-kind expenses should not be listed on the budget. If a provider has in-kind expenses, those should be stated in the budget narrative.

**Q37: Submittal A1 of the RFP requires the entry of the number of weeks spent on this project. Given that this contract will be awarded for one year with the option of a one year renewal, should the number of weeks be 52 or 104?**

A37: Please use 104 weeks on the budget and 24 months, where applicable. The CCDJFS will then split the budget in half for an annual budget.

**Q38: Submittal A2 of the RFP requires that the cost of the entire organization be listed, and then the percentage of cost allocated to this project must be specified. For the total organization, should providers include the costs for the entire organization or is a particular division acceptable?**

A38: If a division operates on its own budget, separate from that of the entire organization, the divisional costs are acceptable.

**Q39: Who is required to sign Submittal A?**

A39: The Chief Executive Officer and the Chief Financial Officer are both required to sign Submittal A.