

**Workforce Development Employer Services Program RFP #17-SFY-09**

**Q & A Document**

**Q1: In Section 2.3 Specifications of Deliverables, is deliverable 12 supposed to be a tool to measure the success rate of OMJ internal staff?**

A1: Yes. The tool should measure overall timeliness, professionalism, and whether or not Department OMJ staff are meeting business needs for jobs posted and job placement. The selected vendor will develop and administer the survey, as well as collect the data that will be shared with Department.

**Q2: In Section 8.4 Independent Contractor/Worker Acknowledgment, if the independent contractor form is not required, does it still need to be completed?**

A2: No. However, vendor should reflect in its proposal why it was not completed. The Independent Contractor Worker Acknowledgement form is only required if the proposer is a sole-proprietor, corporation, or organization with less than five (5) full-time employees.

**Q3: Is there a page limit for the proposal?**

A3: No. There is no page limit for the proposal.

**Q4: In Section 2.6 Contract Period and Funds Available, are the 10% outcome-based payments in lieu of the 10% cap for administrative costs?**

A4: No. The 10% outcome-based incentive portion of the contract award will be taken off of the top of the full contract award. The 10% administrative cap still applies, based on the funding source.

**Q5: In Section 3.1 (D) Attachments, do the actual letters of reference need to be included in the proposal?**

A5: Yes. The three letters of reference should be actual letters and need to be included in the proposal as attachments, and must include the name and telephone numbers of the individuals acting as references.

**Q6: In Section 3.1 (D) Attachments, may the letters of reference include a letter from of County Commissioners?**

A6: No, in reference to Clark County Board of County Commissioners. A proposal may include a letter of reference from the County Commissioners from any other county. Up to one (1) of the letters may come from another Clark County entity, so long as Clark County Board of County Commissioners and Department are not used.

**Q7: Does the Department have a preference to work only with a Clark County vendor?**

A7: The services must be provided in Clark County, and the selected vendor needs to have good working relations with, and knowledge of, Clark County employers, community stakeholders, educational institutions and state, regional and local economic development entities in order to be successful in this program.

**Q8: Is electronic reporting necessary to meet the requirements in Section 2.5?**

A8: Yes. Electronic reporting is required so that Department may properly interpret and utilize the data.

**Q9: The cover page indicates that the funds available for this project are to be determined. Can the Department provide an estimate of the budget to guide potential vendors in developing a solution?**

A9: No. Department is unable to provide a budget estimate for this project as the funding is not yet known. Any changes to the known budget will be addressed during contract negotiations with the selected vendor.

**Q10: Is there an incumbent vendor currently providing these services? If so, please provide the name of the vendor and the annual contracted amount for their services.**

A10: There is an incumbent vendor currently providing these services. Interested vendors are able to make a Public Records Request for these records, but are cautioned that these types of requests do not operate on the same time frame as the proposal submission deadline, and no extensions will be given to allow extra time to receive such records. Please refer to Section 1.5, page 5 of the RFP.

**Q11: In Section 1.3, Anticipated Procurement Schedule, the turnaround time for this proposal is very tight, especially given that answers to questions won't be provided until November 16<sup>th</sup>. In order to timely mail a copy, proposers would have to send on November 18<sup>th</sup>. Would the Department consider an extension of time?**

A11: No extensions for time will be provided.

**Q12: In Section 3.1 (D) Attachments, besides the name and telephone number of an individual who can provide additional information, is there a requested format and/or other requirements for three letters of reference?**

A12: There is no requested format or any additional requirements for the three letters of reference so long as Section 3.1.D. is fully responded to.

**Q13: In Section 2.2 Demonstration of Experience, is the two years of experience working with regional staff from JobsOhio a requirement or will experience with other professional and community based agencies not including JobsOhio meet the requirement?**

A13: Yes, the two years of experience working with regional staff from JobsOhio is a requirement.

**Q14: Approximately how many people does the Department anticipate will use the WDESP services?**

A14: Sections 2.3 Specifications of Deliverables and 2.4 Expected Outcomes state the numbers that Department expects vendors will produce. Please see below:

"WDESP will:

1. Ensure that OhioMeansJobs-Clark County is promoted on 200 referral calls per contract year;
2. Ensure that 500 businesses in Clark County will be reached within a twelve (12) month period through face-to-face meetings, phone calls, email and or by letter;
3. Ensure that at least 40 new employer referrals are made to the OMJ Clark County Business Service Unit per contract year;
4. Take a lead role in making referral calls to businesses looking to hire (among other things) and make referral calls on at least 200 businesses while promoting OMJ Clark County and County/Regional employer assistance/incentive programs;
5. Ensure that all workforce information requests are responded to within two (2) business days;
6. Track the number of employer job referrals forwarded to the OMJ Clark County recruiter;

7. Utilize multiple media sources (i.e., website, social media sites, print communication, e-mail communication, etc.) to promote the services available to employers through the OhioMeansJobs Clark County Job Center;
8. Enter 100% of business contacts into data-tracking system approved by Department;
9. Attend at least 90% of the OhioMeansJobs board meetings;
10. Attend at least 90% of the OhioMeansJobs partner council meetings;
11. Attend quarterly Workforce Regional System quarterly meetings;
12. Develop employer survey tool to gather data measuring employer satisfaction of OMJ Clark County business services for jobs posted and job placements by the second quarter (2017) of the contract; and
13. Assist in the development of a Laborshed study to be completed by third quarter of 2017.

WDESP will:

1. Ensure that fifty (50) businesses are contacted quarterly to market OhioMeansJobs services for a total of two-hundred (200) businesses per year;
2. Ensure that at minimum of ten (10) new employer referrals are made quarterly to OMJ Clark County Business Service Unit for a total of forty (40) new employer referrals per contract year;
3. Prepare and submit a comprehensive, detailed report quarterly containing completed work output relative to workforce development and business outreach activities;
4. Coordinate and develop a comprehensive plan for contiguous counties who wish to participate in the Wage and Benefit Survey to increase employer participation rate by 20% – the plan must be completed by the fourth quarter of 2017 with release date by first quarter 2018;
5. Work jointly with the OMJ Clark County Business Services team to increase the number of on-the-job training (OJT) contracts from ninety-eight (98) to one hundred twenty-five (125) annually, contingent upon funding;
6. Work jointly with OMJ Clark County Business Service Unit to increase the number of employer job postings through OMJ Clark County by 15% or by 122 new postings annually;
7. Work jointly with OMJ Deputy Director in the development of the Laborshed study to be completed by third quarter of 2017; and
8. Work jointly with the OMJ Deputy Director and Business Services team to develop an OMJ strategic business services plan to be implemented in first quarter of 2018.”