Questions submitted to Guilford County WDB

1. 4-2(b)(i) mentions Job Descriptions. Does the RFP want full job descriptions included, or more brief summaries of duties?

Answer: Brief summaries are acceptable, as long as the nature of the jobs are apparent from the descriptions.

2. Are there any guidelines or limitations for what may be included as in-kind contributions?

Answer: I’m not aware of any specific limitations. If the nature or value of the in-kind contribution isn’t clear we may require backup documentation that explains how the value was arrived at.

3. Is it appropriate to include additional letters of support or partnership agreements in addition to the three (3) required references?

Answer: Yes, that is appropriate. This could also be considered under the “optional and relevant attachments” if the agreements illustrate some part of your program design.

4. The RFP states that contractors “will be expected to include (WorkKeys) testing costs (booklets, etc.) as part of their budget.” Can you provide the average amount for these testing costs?

Answer: For the 19-20 program year we budgeted $6,800.

5. Can you provide guidelines/limitations for what is a direct versus indirect cost?

Answer: If your agency has an approved indirect cost rate, you may apply that with the appropriate federal documentation. If you do not, or if you are choosing not to use one, you may still document administrative costs in the budget itself. For example, if you have costs related to processing payroll, you may include that in your budget.

6. Page 22, item (x) states that audited financial statements “only need to be provided on the ‘original’ version of the ten required copies...” We assume “ten” is a typo, just confirming that only two hard copies are required as outlined elsewhere in the RFP.

Answer: That is correct, two copies are all that is required.

7. Are there any restrictions around for-profit bidders?

Answer: No, for-profit and non-profit bidders may apply. Profit must be reflected in the budget.

8. Is there flexibility in the makeup of the functional teams?

Answer: There is some, based on partner staff availability and involvement of the one-stop operator. If a bidder wants to propose a different staffing chart, they are welcome to as long as it is clearly explained in the proposal.

9. Should IT and QA positions be budgeted for?
Answer: An IT position should not be required. QA functions are strongly recommended – bidders may choose to have a standalone QA staff person or to build those functions into another position (such as a manager).

10. If awarded, will there be opportunities to audit current case files and past programmatic reviews before entering into the contract?

Answer: A typical process would be that if a new provider was selected, they would be given a chance to work with the existing provider in the 30-60 days before contract start date in order to determine the exact nature and status of existing case files. Past programmatic reviews could be made available as well.

11. Of the 900 projected served in adult programs, is there an anticipated or expected balance of adult versus dislocated worker enrollments?

Answer: Because the fund balances are essentially equal most years, we strive to achieve as close to 50/50 as possible. However, we typically find that more customers are eligible as adults than dislocated workers, so there is flexibility there as well as opportunities to move funds between the two programs. I would say that a safe projection would be that 30-50% of customers would be dislocated workers, with the understanding that this number would be finalized during contract negotiations.

12. Budget spreadsheet, A. Personnel Expense: the total staff cost in column I is only calculating for 1 staff person, when some of them have multiples; in other words, it is not including column C in the total calculation (Number of staff in this role). This throws off the total personnel expense (row 40). Is this a spreadsheet error, or is there another way to include the accurate total?

That looks like a spreadsheet error – I will update the spreadsheet to calculate correctly.

13. Budget spreadsheet, C. Participant Related Expense: In a previously submitted question about costs for WorkKeys testing, we were provided a total budgeted cost of $6,800 for the program year. The spreadsheet requires unit of measurement, cost per unit, and number of units. Can you provide any of these additional details to use for program design and cost estimation?

Answer: The unit of measurement is tests, the cost per unit is currently $36. That would be roughly 188 tests at $6,800 per year.

14. Can you provide additional information about the Talent Employment Solutions staff position and how the focus of that role is differentiated from and/or partners with the WDB Business Services Team?

Answer: The Talent Employment staff positions are located within the career center integrated service delivery, and focus on assisting customers directly with employment, as well as assisting employers directly with referrals of jobseekers. The Business Services team primarily deals with employer relationships, sector strategies, and contracts. The two teams are expected to work together;
communication is key to make sure that employers are hearing the same message regardless of the lead staff person.

15. How many training services were issued under the current contract for ITAs? OJTs? Work experience?

Answer: Will update by end-of-week.

16. What is the average cost of training in an ITA? OJT? Work experience?

Answer: Will update by end-of-week.

17. How much was obligated and then expended for those training categories for the previous program year?

ITAs: $265,000 budgeted, $252,000 expended.
OJT: Was a WDB responsibility for PY 18-19; $11,676 expended.
WEX: $125,000 budgeted, $22,825 expended.

18. How much was obligated and then expended for those training categories for this current program year?

All expenses are through Jan 31, 2020.

ITAs: $275,000 budgeted, $202,000 expended.
OJT: $75,000 budgeted, $9,500 expended.
WEX: $0 budgeted initially, $23,650 expended. Original budget was assuming that additional non-WIOA funds would become available; if this doesn’t occur, contract will be modified to show approval of expenses.

19. Please confirm the estimated WIOA funds available listed on RFP p. 4 does not include direct to participant costs (for example, ITA, OJT, supportive services).

The amount on page 4 includes all costs, including participant.

20. Please confirm that tables, charts, and graphics are not subject to the 12-point font requirement.

That is correct, as long as they are legible.

21. Please confirm question prompts can be truncated or removed.

Yes, that is fine.

22. Please confirm that only the one original with original signatures and the electronic/email copy of our proposal are required to contain audited statements and the one copy of the original does not need to include the audited statements.
That is correct.

23. What file type is preferred for electronic/emailed proposal files?

Doc (or docx, etc) is preferred, pdf is ok.

24. Are there file size limitations on Guilford County’s email server that should be taken into account for the electronic submission?
   a. In the case of file-size limitations, can we submit multiple, sequentially labeled files?

I’m not sure on the exact email cap – I think around 8-10 megabytes? You may submit multiple files, I will confirm at the end how many files I received.

25. Please confirm that we should only tab sections 1-9 listed on p. 18-19 of the RFP.

That is correct.

26. Page 18 states “only submit the components below in the following order,” (items 1-9), does this bar us from including a table of contents in our document?
   b. If we can include a table of contents, where should we locate it within the document?

You may include a table of contents, after a cover page is fine.

27. In regards to RFP p. 4, estimated WIOA funds available for contract, is the $1,350,000 annual funding figure inclusive or exclusive of Finish Line Grant funds?

For the most part it is exclusive; finish line funds are paid directly by the WDB to the community college. However, contractor staff are expected to participate in administration of those funds and case management of the customers, so there are some staff costs associated.

28. How much was budgeted and expended for supportive services for the previous program year?

$6,000 budgeted, $13,187 expended.