

# County of Orange Orange County Workforce Investment Board



#### **ADDENDUM 2**

# Request for Proposals Comprehensive One-Stop Center and Business Services PY 2008-2009

### The following questions were submitted between December 13 and December 21:

(1) Is it acceptable to use 10-pitch font in the flow chart, organization chart, and tables? (page 9, para. II.A.1)

Answer: Yes, 10-pitch Arial font is permissible in attached tables and charts. Narrative, however, must be in 12 pitch Arial font.

(2) Is it required to put a page number on each of the letters in Attachments B-2 and D-2? Would it instead be acceptable to furnish the letters exactly as received, preceded by a list of the signers and their organizations as a guide to the Evaluation Team? (page 9, para. II.A.4)

Answer: It is acceptable to furnish letters without page numbers. It is permissible, but not required, to precede the letters with a list of signers and their organizations as a guide to the Evaluation Team.

(3) Is the requirement for one signed original of the proposal or for two signed originals? (page 10, para. II.A.5)

Answer: The requirement is for one (1) original and seven (7) copies. Correction is noted in Addendum 1.

(4) Item D on page 13 indicates that "Organizations that can provide additional cash contributions of at least 3% of the total funding requested will be awarded five bonus points to the evaluation." Will in-kind contributions also be considered or is this limited to "cash" only?

Answer: The 5 bonus points shall be awarded only when a minimum of 3% of the total funding requested is in the form of 'cash match'. Other non-cash, in-kind contributions may be applied to your program, but will not be eligible for the 5 bonus points.

(5) How does the 3% administrative cap relate to indirect cost allocation? In other words, are all indirect costs limited to 3%? (page 16, para. I.4.a)

Answer: Total administrative costs, including indirect costs are limited to 3%.

(6) In the event where a lease is held by the operator, but the operator is not renewed for a contract after the first year, or any subsequent year, who is responsible for the lease costs? Who is responsible for the costs if a lease is terminated prior to the end of the lease date? (page 17, J.5)

Answer: Upon award, details will be determined during contract and lease negotiations.

(7) Are there any early termination penalties in any of the current leases cited in the RFP? (page 18, J.11.)

Answer: Yes, there are early termination penalties incorporated into the current One-Stop Center leases.

(8) Does the OCWIB have a timeline that eliminates the need for credentials under the common measures? (page 22, G.)

Answer: EDD submitted a waiver request to DOL in October, 2007 for requiring credentials under the common measures. The OCWIB is waiting for a response from EDD. Until a Directive is released, the OCWIB will be held accountable for credential measures.

(9) Under special funded programs, can out-of-county clients be offered training? For example, under a special Dislocated Worker program that is working with Rapid Response clients, if those clients are working in Orange County, but reside in the Inland Empire, they can be provided training? (page 22, G.2)

Answer: Eligibility and available services are determined by the parameters set forth in each special project.

(10) The last sentence indicates that on-line orientation should be available 14 hours per day. Should this read 24 hours per day? (page 23, I, 1.2)

Answer: Yes, that sentence should read 24 hours per day. Correction is noted in

#### Addendum 1.

(11) What assessments are preferred and/or mandated by the WIB? Will the WIB provide the assessment tools/subscriptions, or should the proposer include them as a budget item? (page 23-24, K.)

Answer: The OCWIB does not mandate any specific assessment tools. You are free to use any instrument that will provide an objective assessment of academic, employment skills, barriers to employment and supportive services needs. Costs for assessment tools should be incorporated into your budgets.

(12) Services offered to businesses may be offered for a fee according to the instructions. Will the OCWIB be developing a "Fee for Service" policy or will the operator be responsible for in-house policies? (page 27, S.3)

Answer: All policies pertaining to "Fee For Service" will be established by the OCWIB.

(13) Please identify cash match resources and whether those funds go to the OCWIB or to the Operator? For example are salaries paid by the operator out of their general funds considered cash or does the money have to go to the WIB? (page 32, B4)

Answer: No. Cash match is the portion of expenses paid for by the operator for services that support the project/program but not claimed for reimbursement. This can be for either program or admin services and paid from the operators own funds; not from other State or Federal grants.

(14) You are asking for 72 new enrollees, yet expect 113 participants to be exited. If enrollment is during the last two quarters, would the possibility that the participants have not completed their OJT or WEX program make it impossible to exit all clients in the program? (page 34, E)

Answer: For the current FY, the OCWIB is requiring that there be 72 enrollees and 113 exits. The exit number includes carry-ins from the prior year. Actual performance measures for all programs for FY 08/09 will be determined during contract negotiations.

(15) How does the OCWIB mandate that non-WIA funded training provide progress reports, time and attendance records? This appears to be illegal since there our confidentiality laws that schools must follow and this seems to conflict with those laws. (page 36, J.2)

Answer: Documentation of progress reports, time and attendance records of participants

enrolled in non-WIA training is part of case management practices and the overall employment plan. It is incumbent upon the case manager to maintain communication with the WIA participant and obtain the necessary training records from the participant directly, or from the school through the use of a written consent form signed by the participant.

(16) With regard to the 25-page maximum for narrative questions and answers, there are 42 numbered questions. The text of the questions alone will consume nearly four pages, leaving about 21 pages for answers. A responsive answer to some of the questions could take the better part of a page (example: question A.6, about transitions from existing locations). We request that the maximum be increased to at least 35 pages, including the questions and the answers. (page 38)

Answer: The page limit for the narrative questions and answers will be increased to 29. Change is noted in Addendum 1.

- (17) When we assemble the proposal, are the attachments to be interwoven with the narrative or grouped following the narrative? The RFP appears to show it both ways:
  - a) Attachments grouped after the narrative—The ist on page 38 suggests that the entire Narrative Questions and Answers Section comes first, followed by all the Attachments: A-1, A-2, B-1, B-2, etc.
  - b) Attachments interleaved with the narrative—Pages 40 through 61 show the questions for each part of the narrative immediately followed by that part's attachments. Example: questions A.1 through A.10 are immediately followed by attachments A-1 and A-2; then the narrative resumes with questions B.1 through B.6.

Which is the required sequencing? (page 38)

Answer: The correct sequencing is represented by b) above. Each of the Sections A-E shall be tabbed and shall include the narrative questions and responses followed by the associated attachments. Narrative pages shall be numbered sequentially from 1 thru 29.

- (18) On the Proposal Cover Sheet; please see "Federal ID#," just below "Is Respondent willing to operate..."
- Is "Federal ID#" the same as Employer Identification Number (EIN)?
- The sheet does not include a grayed-out fill-in block for this number. Would it be possible to issue a revised sheet that includes such a block? (page 39)

Answer: Yes, the Federal ID# is the same as the Employer Identification Number (EIN). A revised Proposal Cover Sheet has been posted on the OCWIB website. Correction has been noted in Addendum 1.

(19) May we submit multiple performance record attachments (B-1) to reflect multiple contracts? (page 45)

Answer: Yes, multiple performance records may be submitted to reflect multiple contracts.

(20) Should the text of the detailed budget narrative be included in the Section C narrative pages or on the Attachment C-3 budget pages? (page 48, question C.3.d)

Answer: The text of the detailed budget narrative should be included as an attachment to the C-3-1 and C-3-2 budgets.

(21) Please clarify if you are only asking for five letters of support per the five organization references (page 58) or something from as many partners as possible that are working with the One-Stop. (page 57, D-2)

Answer: The OCWIB is requesting that you provide names and contact information to be used as organizational references. One reference should be given for each of the 5 categories listed. Letters of support/commitment shall also be submitted with your proposal. Letters should be included from all of your collaborating partners and should include the amount of leveraged resources. There is no limit to the number of letters of support/commitment that you can include with your proposal.

(22) Can you please explain the "Emp Here" and "Emp Total" on the attachment? (page 62)

Answer: As noted in Addendum 1, Attachment E (Orange County Industry Clusters) has been removed from this RFP and may be replaced at a later date.

(23) Is there an amount available for transition costs that is separate from the \$1.980 million listed for each of the projects or should transition costs be included as part of the overall budget?

Answer: Transition costs should be incorporated into the overall budget.

(24) How do we receive letters of support from mandated partners where we have a potential of conflict because they sit on the WIB and we are not supposed to contact

them? Also, some of them are not allowed to provide letters of support.

Answer: Conflict of interest lies only with contacting individual WIB members. You may still obtain letters of support from a mandated partner through the administrative entity of that agency.

(25) Will you put the names of organizations who submit an intention to bid {on the website}?

Answer: No. The OCWIB will not list names of organizations who submit a Notice of Intent to Submit Proposal.

(26) What is the current staffing plan being used for the Northern Region? For the Southern {Region}?

Answer: Specific information pertaining to existing contracts within the County of Orange may be obtained through the appropriate mechanisms as established by the Freedom of Information Act (FOIA).

## The following questions were submitted between December 22 and December 26:

(27) Are we required to include, as part of the proposal, the boxed text that begins "Evaluator's consideration shall include...?" If the answer is yes, the total added text will consume more than one-and-a-half pages—in addition to the space consumed by the questions themselves. (pages 40, 44, 47, 57, and 61)

Answer: No, the boxed text for the Evaluator's consideration does not need to be re-stated in your narrative.

(28) Are we required to use the templates provided on the OCWIB web site for each of the five proposal narrative sections? (Example: "Proposal Narrative Scope of Work – Word Document ..... 48.64 Kb.")

Answer: No, respondents are not required to use the templates provided.