

WorkSource Operator 2017 RFP – Updated 7/6/2017

Questions & Answers

1. **Are we allowed to use WIOA Title 1 funds to pay for the rest of a full time OSO position?**

A submitted proposal is allowed to use any additional funding source to “top up” an FTE, however, the proposal must clearly articulate the firewalls that will be used to assure the requisite separation of duties between the Operator function and the functions of the additional funding source.

2. Page 4, second paragraph: **When are sealed bids entered into public record?**

All bids that are screened IN for consideration by the board after the due date of July 14 will be subject to State Public Record Law.

3. Page 4, Section C, first paragraph: **What additional work may be added to this contract?**

Any work included in the contract that is in addition to what is listed in the RFP will be dependent upon the proposal of the selected bidder. Additional work is not required but bidders are not prohibited from developing their proposals as they wish.

4. Page 4, Section D:

- a. **Are the RFP questions required to be used in the narrative of a response?**

Please include the questions from the RFP in the narrative of your proposal to clearly identify which question you are responding to.

- b. **Will including the questions from the RFP count toward the nine page maximum?**

Yes, the included questions will still count toward the overall nine page length of the narrative.

5. Page 5, Time Table: **When will the decision be made on whether interviews will be held, and when will interviews likely be conducted?**

After the due date of July 14th all proposals will be screened by BFWDC staff to ensure the requirements of the RFP have been met. For all proposals that are being forwarded to the board for consideration, BFWDC staff will coordinate with the board and the proposing organization to setup interview dates and times. These interview will occur between the 14th and the 25th of July.

6. Page 9, Section V, Questions #2, second question: **Since this is a proposal for a One-Stop Operator (OSO), what information or ideas are you looking for beyond the OSO?**

The BFWDC is not currently looking for anything beyond the requirements of the Operator RFP. This portion of the question exists to allow potential bidders flexibility in the design of their proposals.

7. Page 10, #3, second paragraph: **Does the \$50,000 maximum apply to year two as well?**

The current RFP is specific to the timeframe of August 1, 2017 to June 30, 2018. Anything beyond that timeframe will be determined prior to June 30, 2018.

8. Page 12, Description of Work: **What are the enforcement authorities of the OSO?**

All enforcement authority will remain with the BFWDC Chief Operations Officer.

9. Page 13, #1, Hourly Rates: **Please explain the difference between “preparation” hours and Professional Hours.**

Preparation hours would include all time in preparing to complete the duties of the Operator, such as developing meeting agendas. Professional hours would be inclusive of the performance of all Operator responsibilities.

10. Page 13, #3, Contractor Training: **Who will provide the training about the One-Stop system, and how much is that hourly cost?**

Training can be provided by the BFWDC at no cost to the contractor. If the contractor opts to do in-house training or outside/contracted training the hourly costs will need to be included.

11. Page 14, #3, Facilities: **How much are the lease costs for one person, including all shared costs for equipment, supplies, etc.?**

All lease costs, to include shared costs and equipment and supply costs are included in the Infrastructure Funding Agreement (RSA) and can fluctuate depending upon actual costs per quarter. At this time the cost for one person is roughly \$709 per month.

12. Page 17, Addendum A, #2, Contractor Training, next row: **There is no Section E on Addendum B.**

This was a typo and has been corrected. The updated addendum B is available on the website at www.bentonfranklinwdc.com

13. Other questions:

a. **Who is responsible for adding Affiliate and Connection sites?**

Any work to develop and add Affiliate and/or Connection sites will be done in conjunction with the BFWDC and is not a responsibility of the Operator.

b. **Is this a performance-based, or fee-for-service contract, or a cost reimbursement contract?**

The Operator contract will be a cost reimbursement contract.

c. **Is there an Indirect Rate to apply to costs? If yes, is that rate negotiable?**

There is an indirect rate that will start at a minimum of 10% but is negotiable within the parameters allowed by the state.

14. **In the Question Section can the font be smaller? Can we single space the questions?**

It must be a 12 point font. You may single space the questions.

15. **There was concern about the releasing of sealed bids before the award is made.**

Sealed bids will not be entered into public record until after the review and selection process has been completed and the appropriate appeal timeframe has passed as defined in the RFP.

16. **The RFP states that an electronic copy is required, are hard copies required as well.**

Hard copies are optional in addition to the required electronic copy.

17. **On the day of selection, will the meeting be open to public attendance? Will the deliberations be open?**

The deliberation meeting will be a closed meeting.

18. **Is there a desire to have bidders present on July 25th?**

There is no desire to have bidders present on the 25th. All questions will be addressed during the bidder interviews. After the selection is made at the Executive Committee meeting on the 25th, all bidders will be notified individually of the results. Once the requisite appeal period has elapsed then the selected bidder will be announced publicly. The committee will update the Full-Board at the October meeting.

19. **Is the intent for the One-Stop Operator to serve at the Equal Opportunity Officer?**

No, this cannot happen. The EO Officer is appointed by the WDC. The OSO will report to the COO any items that need to be addressed.

20. Does the cover page count toward the nine pages of narrative?

No.

21. Do the addendums or extra attachments count toward the nine page requirement?

The addendums can be in addition to the required nine pages. We did not request any extra attachments because the narrative should explain how the position fits in with the partner and our organization. Extra attachments will be accepted and reviewed, but may not be forwarded to the deliberation committee.

22. Are letters of support requested or required?

No letters of support.

23. Will a confirmation email be sent when proposals are received?

Yes.

24. Will the OSO be creating agendas for the Executive Committee Meeting?

The OSO will be creating agendas for and coordinating the system partner meetings. All other WDC meetings will be for reporting purposes only.

25. What is a One-Stop Partner?

One-Stop Partners are those that reside in the WorkSource, however, the workforce system is more inclusive and includes those that provide services that are accessible to the customers through the WorkSource system. Our current list of One-Stop Partners is as follows:

- a. Employment Security Department*
- b. Career Path Services*
- c. Columbia Basin College*
- d. Washington State Department of Labor and Industries*
- e. Opportunities Industrialization Center (OIC) of Washington*
- f. DSHS Division of Vocational Rehabilitation*
- g. DESI/JobCorps*
- h. Americorps Youth*
- i. Benton-Franklin Workforce Development Council*

26. Will the WDC provide fillable forms for the Addendums?

Attached below you will find Word documents for the Addendums.

[Addendums A & B](#)