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Wednesday, July 15, 2020

RESPONSES TO PRE-BID QUESTIONS



RFP Solicitation
One-Stop Operator, Adult & Dislocated Worker, and Youth
(Acadiana Region, Louisiana)

Deadline for Proposals: Thursday, July 30, 2020

Responses to written questions from bidders:

1. Please confirm that a management fee is allowable within the budget.

Answer

Management fees will not be considered for this RFP. The RFP allows a Cost Reimbursement method. Please refer to page 15 in the RFP.

2. Please confirm that a performance-based or hybrid contract to incentivize performance will be accepted.

Answer

Please refer to question 1. However, performance will be evaluated quarterly and the awarded contractor must perform at a high level to continue with providing services under the contract. Awarding contractors must adhere to all federal, state, and board requirements.

3. Please confirm the mailing address for the hard copy of the proposal for FedEx packages (differing addresses and zip codes in RFP ps. 9 and 11).

Answer

The address for FedEx & Expedited Mail Services is:

St. Landry Parish Government
Attention: Candace Miles, HR Director
c/o Dr. Emma Bush, Executive Director
118 S. Court Street, Opelousas, LA 70501.

The Address for regular US Mail is:

St. Landry Parish Government
Attention: Candace Miles, HR Director
c/o Emma Bush, Executive Director
P.O. Drawer 1550, Opelousas, LA 70501.

4. Can you please provide all forms in an editable format?

Answer

All forms are available in a single document on our website.

5. In the “Budget Planning Numbers by Parish” chart, do the amounts include OSO funding streams? Is the board expecting to fund Operator out of those funding streams?

Answer

One-Stop Operator (OSO) funds are not included in the budget figures on RFP page 14.

6. Are the allocated funding streams from the prior program year (p. 14 of the RFP) prorated to reflect potential available funds for Oct 2020 – Jun 2021 of PY2020?

Answer

No, these figures do not reflect potential available funds but only to be use as a guide. Final allocations will be determined during negotiation.

7. Please advise if respondents should submit a 9-month or 12-month budget in the proposal response.

Answer

A 9-month budget for the period October 1, 2020, to June 30, 2021, should be submitted. Also, a transitional budget is recommended. With an interim budget, an organization can utilize its form, but form must be detailed. Any transitional budget will be negotiated when contract is awarded.

8. Please confirm that question 4. on p. 22 of the RFP applies to ADW and Youth proposals as well as OSO.

Answer

RFP p. 22 question 4 is for the One-Stop Operator role as stated underneath Description of Qualifications – Organizational and Staff.

9. “Knowing any contract award is subject to actual PY allocations and contract negotiation, complete Attachment B (Proposed Project Budget form) based on estimated contract amounts listed on page 11 in Section II. Line item J above. Budgets should reflect the cost items listed on Attachment B.” p.31

NOTE CORRECTION

Correction on page 31: It shall read as follows: “Knowing any contract award is subject to actual PY allocations and contract negotiation, complete Attachment F (Proposed Project Budget form) based on estimated contract amounts listed on page 14 in Section II Line J above. Budgets should reflect the cost listed on Attachment F.”

- a. Can you clarify the required form? The “Proposed Project Budget” (p. 58 in the RFP) or Attachment B “Organizational Background” ask for different information.

Answer

Yes, the forms are different. The Proposed Project Budget on RFP page 58, depicts budget figures by funding streams and attachment F Proposed Budget Summary

describes budget figures by cost allocations between direct and non-direct cost. Attachment B requests certification of financial information.

10. Please clarify if the required budget documents should reflect only the proposal budget items or funds related to all submitted proposals. (The “Proposal Project Budget” on p. 58 of the RFP has columns for Adult, DW, and Youth, though A/DW and Youth will be submitted as separate budgets.)

Answer

Budgets do not have to reflect working figures on page 14 in the RFP. If budget items are not listed on the Proposal Project budget form on page 58 of the RFP, please place all additional budget items in the Miscellaneous/Other column and attached a detailed summary outlining all items and their budgetary amount. Please follow the same direction for Attachment F, line 9 on page 40 in the RFP.

Adult, Dislocated Worker and Youth bidders are required to submit budget forms:

1. Proposed Project Budget on page 58 of the RFP,
2. Attachment F Proposed Budget Summary on page 40 in the RFP
3. Attachment G Budget Forms on page 41.

One Stop Operator Bidders are required to submit budget forms:

1. Attachment F, Proposed Budget Summary Form on page 40 in the RFP
2. Attachment G Budget Forms on page 41.

Bidders must submit one bid utilizing the above budget attachments.

11. Please provide a breakout of current Adult, Dislocated Worker and Youth staff for the nine (9) Workforce Solution centers.

Answer

Current Approved Positions	Positions Salary Ranges
Intake & Resource (16)	\$30,000.00
Workforce Advisor (16)	\$35,876.28-\$36,593.79
Workforce Advisor - Youth (4)	\$35,003.00
Business Development Representatives (6)	\$40,475.00-\$41,284.50
Community Engagement (6)	\$40,000.00
Communications (1)	\$45,000.00
MIS & QA (2)	\$37,148.80-\$37,891.78
IT Field Tech (1)	\$40,000.00
Trainer (1)	\$43,000.00
Program Specialist (1)	\$32,757.00
Executive Director WIOA-WD (1)	\$102,914.24
Administrative Assistant (1)	\$45,000.00
Program Director (1)	\$72,000.00
External Relations Director (1)	\$65,000.00
Center Manager (4)	\$45,571.00-\$54,224.61
Youth Services Manager (1)	\$54,813.00

Business Development Manager (1)	\$52,757.46
Performance Manager (1)	\$52,000.00

12. Please provide salary information for current Adult, Dislocated Worker and Youth program staff.

Answer

Please refer to pre-bid question 11.

13. Should the proposed budget include computers/laptops for the Adult, Dislocated Worker and Youth program staff or will they be provided by the Local Workforce Development Board? If provided by the LWDB, what is the make, model, and operating system?

Answer

Equipment cost should not be included in the proposed budget. An inventory list will be provided to the awarding bidder.

14. What is the total current client service level for Adult, Dislocated Worker and Youth to date?

Answer

PY 19 Data (July 1, 2018 – June 30, 2019)

Enrolled 401 Exited 316 Carry Over 243 Served 644 In Program 368

15. What is the expected number of carryover clients for each program effective October ,1 2020?

Answer

PY 19 Data (July 1, 2018 – June 30, 2019)

Total Carry Over for 9 centers - 249

16. What is the expected number of clients in follow-up for each program effective October ,1 2020?

Answer

This information will be provided when contract is awarded.

17. Please describe the functional supervision aspect for the state Wagner-Peyser staff members? Will the AD/DW provider be responsible for functionally supervising the WP team, or will this be accomplished through close collaboration and coordination with an on-site or regional WP manager?

Answer

The Wagner-Peyser staff are supervised by an LWC State Supervisor staff. WIOA no longer has functional supervision over the State staff but with the collaboration and coordination between Local and State Supervisors this can be very successful.

18. What are the current expenditures vs plan for the following direct participant costs by program?

Answer

Not applicable to the RFP

19. It is clearly stated the initial contract term will be for 9 months (October – June -Page 7, 14). Should budgets be submitted showing costs for 12 months or 9 months? Does the proposer need to include budgets for the additional years that would be contracted or should just one (1) budget be provided? If a budget should be provided for multiple years, what changes in funding level be taken into consideration?

Answer

Please refer to pre-bid questions 7 and 10. Budgets for multiple years will not be accepted. Budgets must be projected on needs and activities. Funding levels will be based on funding availability.

20. Bidders should plan to have carryover funds to cover one quarter worth of expenditures (page 15). Should this be taken into consideration when developing a budget and should a reduced funding amount be proposed compared to what is provided in the RFP? If the budget presented in the proposal should be reduced to allow for carryover funding, should 20% be reduced from the amount in the RFP? Please clarify which dollar amount a proposer should submit as a total budget by funding stream. Should we denote what the first quarter expense would be for FY22?

Answer

Projected carry-over or reduced funding should not be included in the proposed budget. Working figures on page 14 of the RFP can be used as a guide.

21. Overall, should a proposer submit 1 budget even if proposing multiple service areas (page 58)? For example, if proposing to serve both Youth, Adult and DW services should all costs be itemized by column, but included on one page? Or should youth costs remain separate from adult / DW. Please clarify how the budget forms should be completed.

Answer

Yes, budget figures should be itemized by columns on one page. Please refer to pre-bid question 10.

22. Should the bidder submit an entirely separate proposal and budget package for each role in the workforce system that is being applied for? Or, should one proposal and budget be submitted that contains a comprehensive response for all roles?

Answer

Please refer to pre-bid question 10.

23. At least 20% of a proposer's budget for youth services should be attributable to work based learning. Staff time & benefits may also be attributed to this 20% requirement. How should this be indicated on the budget forms? Should it just be outlined in the budget narrative? Please clarify.

Answer

Correction on page 31: It shall read as follows: "Knowing any contract award is subject to actual PY allocations and contract negotiation, complete Attachment F (Proposed Project Budget form) based on estimated contract amounts listed on page 14 in Section II Line J above. Budgets should reflect the cost listed on Attachment F."

24. Budgets should reflect the cost items listed on attachment B. Attachment B in the RFP does not indicate specific cost items, is this actually referring to page 58, budget forms, or is there a separate allowable cost list that is missing?

Answer

Please refer to pre-bid questions 9 and 10.

25. Proposed Budget Summary – is this form to be provided in addition to the budget template on page 58? There is not a place to itemize participant costs on this page, should it be included under other? Should a separate form be provided for each role in the workforce system? Please clarify the use of this form.

Answer

Yes, both forms are to be provided for Adult, Dislocated Workers, and Youth bidders. Please refer to pre-bid question 10. The total participant costs should be presented on RFP page 58 in Participant Training and Participant Supportive Services. A summary sheet that itemizes participant cost is recommended but not required.

26. Please clarify the difference between the indirect cost line item on attachment H (pg 40) versus the Admin cost column on budget summary (pg. 58). Are these two separate items or should they correlate?

Answer

The Non-Direct Costs (administrative costs) on RFP page 40 correlates with the Administrative Cost Column on RFP page 58 if a bidder is utilizing a cost allocation method. However, if a bidder is utilizing an approved indirect rate, the bidder must use line 8 on RFP page 40 and omit the Admin columns on RFP page 58 and the No-Direct column on RFP page 40.

27. Attachment G Budget Forms – Should one of these pages be completed per role being proposed? Should all positions be combined on one page?

Answer

All positions need to be presented on the Attachment G form.

28. Proposed Project budget – Where should indirect costs be included on this form? Can lines be added for additional cost categories that are included in the proposal? Please provide all budget forms in Excel versions.

Answer

Please refer to question 10 & 26. Excel version will not be provided.

29. It is identified that there will be a transition period beginning September 1, should proposer include estimated transition costs? Will those be reimbursed to selected provider?

Answer

No, please refer to pre-bid question 7.

30. In the bid meeting presentation, on the Financial Elements slide, a reference is made to Appendix N. Is this a reference to “Attachment N”? If not, can you please provide a copy of Appendix N or indicate where this can be found?

Answer

Attachment N, RFP page 57 states to provide a copy of the Respondent’s two most recently completed CPA-certified audits or reviews, including all management letters or financial statements.

31. The bid presentation says you require an electronic copy via flash drive. Due to the number of instances the RFP directs us to email a copy, can you just please just confirm that no email is required, only a flash drive which is to be delivered with the proposal?

Answer

A revision was made to page 9 of the RFP stating that one electronic copy in PDF format is to be submitted via flash drive instead of email.

32. What exactly does the following statement mean, “LWBD#40 has transformed its role from a programmatic approach to one that is focused on a seamless delivery of services across the entire workforce system.”? Can this statement be expanded upon with more detail? A boards role is to center on vision and policy, not day-to-day operations.

Answer

Local Workforce Development Board #40, d.b.a. Acadiana Workforce Solutions is the workforce system for the Acadiana Region of Louisiana. Local Workforce Development Board #40 ensure the expansion and implementation of a system of services that meets employers and job seeker needs. Our goal is an innovative and seamless customer and business focused service-delivery system that enhances access to all program services and improves long-term employment outcomes for individuals receiving assistance. We are committed to building a world-class workforce system designed to meet the needs of employers and workers.

33. “There are four functions within workforce centers: intake and assessment, skills development and case management, and business services (Page 6, last paragraph).” For clarification on the exact number of functions, is skills management and case management considered one item joined together with the conjunction “and” or should a comma been installed rather than a conjunction? If the first, then there are only three functions. If the later, than four functions, but the conjunction is not needed.

Answer

There are four functions within workforce centers: intake and assessment, skills development, case management, and business services. Allowing, the contractor to develop and enhance the workforce development system by focusing on a fully coordinated and integrated service delivery model that is marked driven and offers value-added services to the job seekers.

34. “St. Landry Parish Government and Local Workforce Board #40 intend to keep services and functions of the WIOA One-Stop Operator separate and apart from other functions (Page 7, first paragraph).” How specifically can or will this be done when all functions as proposed by the RFP are constantly intermingling?

Answer

As per Page 7 first paragraph RFP solicitations for proposals from qualified entities are for three services. Please refer to page 18-21 in the RFP on each service sought.

35. “Business services are not solicited in this RFP (page 8, third paragraph).” What does this specifically mean, and can the intent be further expanded upon with further details?

Answer

No further information will be provided at this time, so please refer to pg. 8 of the RFP.

36. Are submissions even allowed to be dropped off at all? The directions specifically list both emailed or mailed copies, but do not list “drop-off’s” as an option.

Answer

Refer to RFP page 9 to see the following:

Emailed proposals must be received by 3:00 P.M. C.D.T, July 30th, 2020
The hard copy must be postmarked no later than July 30, 2020

37. Weighted scores were provided in the PPT presentation (pg. 15) for “Proposal Scoring.” However, are weighted scores available for criteria listed under the “final selection” considerations?

Answer

Please refer to page 10 of the RFP for top ranking proposals and finalists for clarification.

38. Questions, comments, and request by the July 13 deadline are asked via “delivery of packet” and “mailing packet to:” on page 11, then “submitted via email:” on page 12. Are these requesting the same thing, and if so, which is the preferred method?

Answer

See submittal of Proposals on RFP page 9

NOTE CORRECTION: submit pdf copy on flash-drive instead of E-mail.

39. Will current carryover funds be awarded to the incoming contractor to be used as a program financial primer or for start-up expenses?

Answer

Fund allocations will be announced when bid is awarded.

40. “Under the Adult/Dislocated Worker Program, WIOA basic services must be made available to any customer who seeks -page 15.” Should a qualifier precede the term “customer”? As an example, “...any “qualifying” or “eligible” customer and not just “any customer”.

Answer

Please refer to RFP page 15 (III): Scope of Work for clarification.

41. On page 18, first paragraph: Last sentence states that contractor may can only apply one or two roles out to the three categories and only one if choosing to apply for the One-Stop category. Does this mean that any contractor can only be awarded up to two categories and only one if applying to become the One-Stop contractor?

Answer

Please refer to RFP page 7.

42. Should the spacing between text be single-or double spaced?

Answer

Single space the document and double space between paragraphs.

43. “Description of Qualifications” specifically request a response for the one-stop operator role. Should “Description of Qualifications” also be addressed by those applying for the Adult/Dislocated Worker program and/or Youth program?

Answer

Yes. Please see RFP page 31

44. As listed in the RFP, Attachment B is not the “Proposed Budget Project” section but the “Organizational Background” section. Budget Info is listed under Attachment F. However, page 58 is also listed as a “Proposed Project Budget” template and overlaps with Attachment F. Which attachment should be used, F, pg. 58, or both?

Answer

Please refer to pre-bid question 9.

45. Bidders are directed to not incorporate “information technology staff and network infrastructure” costs into proposed budgets_(page 31, fifth paragraph. Will WDB #40 provide all network infrastructure for future contractors?

Answer

Yes, Workforce Board#40/St. Landry Parish Government will provide technology services to the successful bidder.

46. Do the dollar figures in the table labeled ‘Budget Planning Numbers by Parish’ on page 14 include the funds LWDB takes out for facility and IT costs, and if so, how much is taken out?

Answer

Budget figures on RFP page 14 do not include facility and IT costs. Final information will be provided after the bid is awarded.

47. Please confirm that you require a separate proposal for each workforce system. If we are required to submit separate proposals, please confirm that regarding Attachment A "which workforce system roles are you submitting a proposal (check all that apply)" we are to check all workforce systems for which we are applying.

Answer

Please refer to pre-bid questions 9 and 10.

48. How many computers/laptops are available for an onsite resource room and mobile services? How many mobile phones, hotspots, laptops available for mobile and virtual efforts?

Answer

An inventory list will be provided to the successful bidder.

49. Please confirm what is required of our references (name, contact information, letter, etc.)

Answer

Refer to RFP page 23.

50. What are the current ADW/Youth caseloads? Please provide them for each specified group total and per parish?

Answer

Current information will be provided to the successful bidder.

51. How many current OJT contracts are there for Adult & Dislocated Worker services?

Answer

Business services are not solicited. Refer to RFP page 18: Services Sought