

## Q & A #2 OSCC RFP

1. On page 25 of the RFP, item j, the instructions specify that the applicant must “prepare a timeline for full operation of services by July 1, 2017, including specified timeline for hiring staff, training staff, preparation of space, and full operation.” Given that we are the current CareerWorks operator and are already fully operational and staffed, are we also required to prepare some kind of timeline, or can we simply stipulate that we are currently fully operational and will continue to be so on 7/1/2017?

The timeline for the current Operator of CareerWorks does not need to address specified hiring staff, training staff, preparation of space, and full operation but should speak to preparedness in completing contract negotiations by June 30, 2017.

2. Q. In section 2e “Organizational Structure and Proposed Staff” on page 31, it indicates that resumes are required for ALL staff on the project. In the appendix B checklist on page 31 it indicates only resumes of principles are desired. Please clarify which is desired.

Resumes of principles are sufficient.

3. How much money should we allot in the budget for a “premises lease,” utilities and other facility needs?

Our current Operator utilizes 10,000 Sq. feet of space; the cost should reflect market rate for the Brockton region.

4. Are there staff to client ratios that we need to adhere to, so it would give us a better picture of how many staff to allocate for our proposal budget?

While we do not have cost per participant requirements, it should be noted that Individual Training Accounts are limited to \$5,000 per participant.

5. What about spacing & font for the charts?

Charts may be single-spaced, 12-point font; there is no page limit for the response itself.

6. There is not a line item for profit allowed on the budget template – Is profit allowed?

If you are proposing a line item in the budget for which there is no designation, please enter it under “Other” and detail the cost in the Budget narrative.

7. What is the cost to use MOSES?

The cost is approximately \$32,000. This is mandated by the State and determined by the State. This is part of your budget, you do not have a choice for this spending item.

8. Is there a cost associated with the training for MOSES? If yes, what is the cost?

Staff and travel time to training would be the only costs.

9. What is the current staffing model for the incumbent vendor? Can salaries and/or a salary range for each position be provided?

No, this is purposely not addressed in the RFP as it is proprietary financial information that belongs to the current Operator of the Career Center.

10. Page 12, 2nd paragraph, I. General Procurement Statements: The RFP states that "unexpended funds may revert back to BAWIB for disposition." Is it typical or is there an expectation that not all funds be expended? If yes, what percent of contract value/dollar amount is typically unexpended? What happens to the funds that are not fully expended by a contractor by the end of a contract year (June 30<sup>th</sup>) when they are reverted back to BAWIB for deposition?

WIOA allows up to 20% of carry-in (Dislocated Worker, Wagner-Peyser). Typically, these funds have been retained by the Career Center Operator.

11. Is the provider responsible for renting space in the facility? If yes, what is the current rent? What does the current rental agreement include (e.g., utilities, phones, network connections, security, janitorial services,

No, however, the Operator is responsible for identifying the location for approximately 10,000 sq. ft. of space. The current lease is all inclusive and the cost will be negotiated with the Operator who is awarded the contract.

12. Is equipment available for future use? If yes, how many computers, printers, copiers, etc. are available? Is there a cost associated with using these items? Is there an expectation that additional equipment will be needed or for existing equipment to be replaced?

There are enough computers for minimum operation. The operator may need additional technology depending on the model proposed.

13. Is furniture available for future use? If yes, how many desks, etc. are available? Is there an expectation that additional furnishing will be needed or for existing furniture to be replaced?

While there will be furniture available, additional purchases may be required due to the design of the proposal. At award, an inventory list will be supplied to the successful bidder.

14. The development of a plan for assessing the best flow of traffic design—Is this physical or programmatic?

Both, bidders should detail the flow as it references Partner collaborations and physical ease of access for the Customers.

15. Page 4, 3<sup>rd</sup> paragraph, Background and General Information: RFP states that "Local areas may spend no more than 10% of funding on pay-for-performance contracts." Is this in direct relationship to the quarterly pay-for-performance portion of this bid? In other words, is profit capped at 10%?

This regulation enables BAWIB to provide 10% of funding on pay-for-performance contracts, however, it has not been recently utilized by the Board.

16. Page 12, 4<sup>th</sup> paragraph, J. Availability of Funds: The RFP states that "the successful bidder may receive a reduced amount in the first year in order that the CEO/WIB satisfy any remaining payouts for terminated staff, and/or terminating existing WIB budget obligations." How much of the \$2,279,873 funding do you estimate utilizing for the above-stated activities?

Bidders should budget 5-10% for the termination of any contracts/obligations that results from this award.