

South Central Region 8 Workforce Board  
Bidder Questions and Responses  
July 28, 2017

1. Q: Are subcontractors allowed?  
A: Yes
2. Q: What are the firewall expectations?  
A: Under WIOA Sec. 679.430 firewalls indicated include Staff to Board, One-Stop Operator, and Service Provider
3. Q: When discussing WIOA, does that include all Youth funding as well?  
A: Yes
4. Q: What is the office structure and lease information?  
A: Comprehensive site in Bloomington and Affiliate site in each of the other seven counties. DWD currently holds lease in three offices (Bloomington, Bedford, and Linton) and service provider holds lease in the other counties. This may change during the next year.
5. Q: Is the selected organization required to have an office within the region?  
A: Yes
6. Q: Can that location be at the Bloomington WorkOne?  
A: Yes, or at any location in the region.
7. Q: The RFP says the Letter of Intent to Bid is requested but does not required, is it required?  
A: It is encouraged and desired but not required.
8. Q: Any changes in budget and financial information?  
A: All regions received notification of reductions in allocations for next Program Year. Integrated Services Contract will be replaced by Infrastructure Funding Agreement. Most recent financial reports are included.
9. Q: Are tables, charts/graphs, and graphics subject to the 11-point font requirement?  
A: Yes
10. Q: Are attachments, in addition to those requested in the RFP, allowed in the proposal? If yes, will the contents be viewed as part of the evaluation?  
A: No
11. Q: Please confirm headers and footers are allowed within the 1 inch margins.  
A: Yes
12. Q: Part IV – Proposal Submission Information, Page 6 states how the proposal should be assembled, however, that order does not align with the order in Part VII – Evaluation Process and Rating Criteria, Page 18, where questions are asked, please advise.  
A: One-Stop Operator and Management rating (20 points) is for the One Stop Operator and Executive Staff to the Board. Plan of Service rating (30 points) is for the Service Provider services.

13. Q: Part VII – Evaluation Process and Rating Criteria also requests additional information such as a copy of the most recent business entity filing that is not in Part IV – Proposal Submission Information. Please advise which section should be followed and should these items be added to the Exhibits’ list?

A: Please follow section IV. The business entity filing should be included with the description of the structure of the organization and is not counted as part of the maximum 30-pages.

14. Q: Part IV – Proposal Submission Information, Page 6 and 7, copies of monitoring reports and audit reports is requested twice, both under Bidders Background and Exhibits. Please confirm that we only need to put them as Exhibit 5.

A: Monitoring reports and audits only need to be included as Exhibit 5.

15. Q: Please confirm that Exhibits on Page 7 are excluded from the 30-page maximum.

A: Exhibits are excluded from the 30-page maximum.

16. Q: Is there a maximum capacity for the email submission? If so, are we allowed to send multiple emails of the final because monitoring reports and audits can utilize a lot of space.

A: If possible, please send as a zip file for large files. If not, multiple emails are acceptable.

17. Q: What is the current caseload for these services?

A: Current PY is about 1800 for WIOA.

18. Q: Could we please get the list of attendees from the Bidders Conference?

A: The Bidder’s Conference list is part of the WBD procurement file.

19. Q: Are the current office locations available for future use?

A: Yes, that is our assumption.

20. Q: If yes, is the provider responsible for renting the facilities? If yes, what is the current rent for each location?

A: Yes. Currently DWD and Provider share responsibilities.

	<u>Total Rent</u>	<u>Utilities</u>	<u>Janitorial</u>
b. <b>Bedford</b>	\$82,250	Included	Included
c. <b>Bloomington</b>	\$233,000	Included	\$16,500
d. <b>Linton</b>	\$34,800	\$13,000	\$13,100
e. <b>Loogootee</b>	\$8,700	\$3,250 (Phone & Internet)	
f. <b>Washington</b>	\$18,600	\$2,550 (Phone)	
g. <b>Paoli</b>	\$12,900	\$3,220 (Phone & Internet)	
h. <b>Spencer</b>	\$16,700	\$3,120 (Phone & Internet)	
i. <b>Nashville</b>	\$38,400	\$2,250 (Phone)	

21. Q: Is equipment available for future use?

A: Yes

22. Q: If yes, how many computers, printers, copiers, etc. are available?

A: About 60 computers, 15 printers, and 10 copiers.

23. Q: Is there a cost associated with using these items?

A: Yes. It varies depending upon type and ownership.

24. Q: Is there an expectation that additional equipment will be needed or for existing equipment to be replaced?

A: That is your decision.

25. Q: Is furniture available for future use?

A: Yes

26. Q: If yes, how many desks, etc. are available?

A: About 50 workstations and 20+desks.

27. Q: Is there an expectation that additional furnishing will be needed or for existing furniture to be replaced?

A: That is your decision.

28. Q: What is the current staffing structure for these services? If possible, please provide a salary range for each position.

A: Currently there are about 45 staff members from all funding sources including state and local staff. Salary range is your decision.

29. Q: What, if any, are the carryover funds across the services?

A: Please see WDB May 2017 Financial Statements for carryover funds.

30. Q: What is the current utility bill each month for all locations?

A: See information above.