



One-Stop Operator RFP Questions and Answers

Last Updated Thursday, December 8, 2020

RFP Questions and Answers

There are no additional questions at this time.

In order to maintain separation of duties, we will likely require assistance from a shared local resource for invoicing and possibly other financial tasks. Since the RFP clearly states that we should include 1 FTE, may we include costs related to this resource in the budget and if so should this be included under Personnel or Other Overhead as a Shared Direct Cost?

- Staff wages and fringe benefits for financial or other ancillary tasks of the project, such as supervision for the staff person performing the One Stop Operator functions, may be included regardless of whether the time is direct or indirect in nature. Wages and fringe benefits for ancillary functions of the project may only be included if the costs are shared with other funding sources or functions, because this project only allows one position fully-funded by the sub-award to carry out the duties outlined in the scope of work.

If ancillary wages and fringe are for shared direct staff, those costs should be included under the Direct Personnel and Direct Fringe tabs. If the staff performing those functions are in the indirect pool, their wages and fringe will already be contained as part of the Indirect Costs line on the Other Overhead tab of the budget. Respondents should take care to ensure that all wages and fringe benefits on the Direct Personnel and Direct Fringe tabs of the budget are not also contained in the Indirect cost pool. Costs may only be classified as either direct or indirect to ensure that expenses are not double billed to the sub-award.

RFP page 18, 5.7 Internal and Quality Controls states responders are allowed a maximum of 2,750 characters but according to the portal, it's listed at 2,500. Please confirm which is correct.

- The WC Web-Based Procurement Portal has been updated to reflect the allowable 2,750 characters for this prompt.

Where does the funder anticipate the One-Stop Operator will be located? Should the respondent include any rent and/or other related costs in the budget?

- The Operator will be physically located at the One-Stop Comprehensive Center, located at 6330 W Charleston, Suite 190, Las Vegas, NV 89146. No budget accommodation for rent would be necessary. Supply budget may vary depending on need and could be included.



Should the respondent include costs related to printing and reproduction of materials in the budget or will these costs be handled by the funder?

- Printing and reproduction of system materials would not fall under a proposed budget for this contract.
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Will any computer equipment for the One-Stop Operator be provided or should the respondent include necessary equipment costs in the budget?

- Respondents should include necessary equipment costs in the submitted budget, which may include computers.
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Mandatory Bidders' Conference Question and Answers

All questions transcribed as input into the Q&A portion of the Webinar (spelling/grammatical errors were not corrected).

Good morning, will a copy of this presentation be available to us?

- We will be putting a recorded copy of the presentation on the website by tomorrow at 5 o'clock. We will also be including a written documentation of all the questions and answers on the website. Please be reminded that if you have not put your name and the organization that you represent. Having viewed this presentation online as a video recording will not suffice as having attended the mandatory bidders' conference. We need to make sure that if you are here and intending to propose a bid for this contract that you have your name and agency in the chat.
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Does the text automatically save or is the save button recommended after each section? Also, are we able to log out and return to complete submission?

- Hello, thank you for the question. Does the text automatically save? There is not an auto-save on the form so before you navigate away or close the browser, you must click 'save' to save your work. Also, after you've saved it, then you can safely close the browser and log back in at a later date and the information will be there.
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Is the WC Procurement Portal still scheduled to open tomorrow?

- We have just a few things to take it live, and we plan on having it live by the end of the day. So yes it is on schedule to be open by tomorrow.
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Can 2 or more organizations do a joint RFP

- Yes, two or more organizations can combine forces to put in a joint proposal. In case of the portal, it will still be submitted by one organization and based on the rules of the RFP, one organization will have to be the fiscal agent and receive the award.
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Will a list of attendees be provided with the recording of the bidders conference?

- Yes, a list of represented agencies will be provided on the RFP page.
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Could you describe the synergy between the required partners in terms of system integration and collaboration while moving toward a unified system vision.

- So, I will take that question. It says here: could you describe the synergy between the required partners in terms of system integration and collaboration while moving toward a unified system vision. As mentioned earlier, the systems look different all across the nation. Some states have the benefit of state legislation that makes integration or a unified system a lot easier. Nevada is not one of those states, but we do, here in Nevada you can find this information on our website, on our annual highlights documents, the 17 partners are distributed through multiple state agencies down sometimes through subcontractors or subrecipients and sometimes the services are administered through state merit staff. But we have made a lot of progress in this regard over the last few years. We have several centers, if you will, with co-located partners with more of that happening everyday so there is, if you will, a purposeful move in that direction from all of us. It's obviously been impacted or slowed down by the pandemic like everywhere else, but that continues to be the goal here to not just co-locate but increase the collaboration from the mandated system partners to improve the services to job seekers and businesses.
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Is there a minimum and maximum guideline for the budget?

- The short answer is no, we haven't set guidelines for that as you see in the RFP. The guideline we have set, though, is that the expectation is that this function be done with one FTE and the cost associated for that FTE, for any organization or agency that is proposing, and of course the cost of managing, if you will, that fiscal budget for the OSDS that's mentioned in the RFP that sometimes is procured by Workforce Connections, sometimes those costs are procured by the operator.
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If a joint venture is formed are the SOQ counted on each

- We would highly encourage any entity that is interested in submitting a proposal submit a SOQ to be eligible to submit, however in the case of a

partnership we would look at the SOQ of the fiscal agent of that project. They are the ones that would need to have an approved SOQ.

Is the scope of work for this requirement similar to the current operations?

- Similar is the subjective word here. So depending on how broad you want to say 'similar'. I think again as the scope of work of the operator function, if you will, across the country looks different in every region according to those needs, and we, like many workforce development boards, are still evolving that function, so I think it will be fair to say that the function is evolving. It's not the same. Somebody could say it's similar. I would say that the function is evolving to best meet the needs of our system, the characteristics of our system.
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Budget can only include one manager and one operator?

- No, the short answer is we did not put that as a requirement. I think that would be an interpretation of someone reading that. Again, I'll point to the fact that the parameters that we put is that we expect this function to be performed by one FTE, and we put in the RFP the expectations of that function.
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Can an organization have partners in their SOQ

- For this project, Workforce Connections will enter a contract with a fiscal agent for this project. So the SOQ is specific to that organization, not partners in the project.
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"Effectiveness of existing collateral for OSDS partner programs," Can you give examples of existing collateral in statement above?

- Yes, existing collateral would include brochures, trifolds, any printed or electronic collateral used on social media – needs to be effective and consistent with all branding.
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Let me try this differently. What is different in this scope from the current operations?

- Generally speaking, it's the scale of the operations but we will provide an additional written response to this which will give more information. Thank you.
- Additional Information: The scope reflected in the One-Stop Operator RFP was created and designed in the support of the current needs of the One-Stop Delivery System (OSDS). It is not practical to identify every change to the

current contract. Any changes that have been implemented in the current contract, have also reflected the changing needs of the OSDS.

What does FTE indicate?

- Yes, Miss Taylor, FTE indicates full-time employee or equivalent.