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Notice: Request for Proposals

Workforce Innovation and Opportunity Act (WIOA)

Title I Adult and Dislocated Worker Services

In One-Stop Centers

RFP Questions and Answers

Publication of Proposal

November 8, 2018

Submission of Proposal Deadline

January 18, 2019 2:00pm

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Workforce Innovation and Opportunity Act (WIOA)

Title I Adult and Dislocated Worker Services

In One-Stop Centers

UPDATED 12/28/18 for questions that came in 12/21/18

Questions and Answers

Question 1: Question: Can partners submit Past Performance Evaluation Forms along with the fiscal agent applying for the funds?

Answer 1: Yes, partners of the Fiscal Agent/Respondent can have Past Performance Evaluation Forms submitted. The Past Performance Evaluation Form has been revised as of November 26, 2018, requesting the name of the Fiscal Agent/Respondent.

Question 2: Question: Project Help Nevada is already approved to provide pre-release inside. It took 6 months to be approved, will new applicants take this much time?

Answer 2: Typically it will take one to two months to complete the background process and civilian security briefing for services at Clark County Detention Center.

Question 3: On the Proposed Performance Metrics form, all of the categories are not listed for all of the enrollments we plan to propose. Are we allowed to modify the form in order to accurately propose all of our enrollments? If so, can you provide the form in an editable format or can we create our own? Thank you.

Answer 3: The Proposed Performance Metrics Form indicates target populations that WC has a high interest in serving. The respondent can speak to other populations they would like to serve in the narrative response.

Question 4: While completing the budget template, the formula to calculate the Cash and In-Kind Match is not picking up the WC Provider Paid portion on the Summary tab. The formula is only calculating column C14, C15, and C16. Should it be calculating columns D14, C15, and C16?

Answer 4: Yes. The revised budget form has been posted on the RFP page.

Question 5: Page 20, 3.6: Does the requirement for 40% minimum of total project expenses to be budgeted and expended on training activities include all support services (i.e. all transportation, housing, miscellaneous, etc.), even those not related directly to a training activity? Work-related support services, for instance?

Answer 5: No, not all supportive services are included. Per section 3.6, "expenditures that count towards this requirement are as follows: occupational skills training, on-the-job training, and training-related supportive services. Training-related supportive services are defined as items that are required to participate in a training activity." The following budget line items comprise training activities: occupational skills training (budget tab A. line 1), on-the-job training (budget tab A. line 2), and training-related supportive services (budget tab B-2 in its entirety). Please refer to WC Policy ADW-030-06 for further information on supportive services.

Question 6: Page 27, S 6.11 states that WC will process payments for all Training activities. Is the expectation to have the selected service provider process other payments, i.e. support services?

Answer 6: Yes, the sub-recipient is expected to process all payments that are not training activities.

Question 7: Page 22, S 5.2 Can you provide the demographics of customers served via each Center Cluster?

Answer 7: The Cluster model is a new strategy for this local workforce development area, so demographics are not available for each Center Cluster at this time. Please refer to section 3.1 which contains the Program Year 2017 charts for demographics as a whole in this local area.

Question 8: Can you provide (1) current caseloads as well as (2) customers served and (3) services provided during the previous program year for each Center Cluster, broken out by funding source (Adult and Dislocated Worker)?

Answer 8: The Cluster model is a new strategy for this local workforce development area, so caseloads are not available for each Center Cluster at this time. Overall, all the local workforce development area had the following caseloads in PY17:

- **Adult**
 - **Enrollments 1,592**
 - **Active 2,058**
- **Dislocated Worker**
 - **Enrollments 177**
 - **Active 257**

Services	Adult	Dislocated Worker	Grand Total
Assessments	3,306	454	3,760
Employment Plan	2,060	267	2,327
Guidance and Counseling	3,022	322	3,344
Occupational Skills Training	1,056	182	1,238
On-the-Job Training	101	3	104
Pre-vocational	471	24	495
Supportive Services	5,074	851	5,925
Work Experience	34	4	38
LMI	8		8
Other	324	69	393
Job Search and Resume Assistance	501	94	595
Tutoring and Educational Services	15	1	16
Grand Total	15,972	2,271	18,243

Question 9: Can you provide expenditures by Center Cluster by funding source (Adult and Dislocated Worker) for the previous program year?

Answer 9: The Cluster model is a new strategy for this local workforce development area, expenditures are not available for each Center Cluster at this time. During Program Year 2017, WC awarded \$10.3M in 10 total Adult and Dislocated Worker contracts. Please refer to public meetings link at insert link. https://nvworkforceconnections.org/?post_type=tribe_events

Question 10: Can you clarify the staff training and support that WC Board staff will provide to the selected service provider?

Answer 10: WC provides extensive training, especially to new providers. First-time sub-awardees receive intensive in-person programmatic and fiscal training over multiple days. There is ongoing training for all sub-awardees in the form of monthly programmatic meetings, weekly fiscal training emails, and training activities throughout the year on a regular basis. WC provides

ongoing support to sub-awardees by assigning a Program Manager to each sub-awardee, and fiscal staff are available to provide guidance and technical assistance as needed.

Question 11: Can you share the last two years of performance for the local benchmarks and for WIOA measures (Adult and Dislocated Worker)?

Answer 11: Please refer to the charts below.

Indicator	Actual		Negotiated	
	PY16	PY17	PY18	PY19
Adult Employed 2nd Quarter	66.4%	72.0%	73.0%	74.0%
Adult Employed 4th Quarter	59.7%	73.0%	60.4%	61.4%
Adult Median Earnings	\$4,864	\$4,844	\$5,000	\$5,100
Adult Credential Rate	N/A	82.1%	53.0%	54.0%
Dislocated Worker Employed 2nd Quarter	72.3%	82.5%	82.1%	84.1%
Dislocated Employed 4th Quarter	63.8%	76.2%	64.3%	65.3%
Dislocated Worker Median Earnings	\$6,450	\$6,175	\$6,700	\$6,900
Dislocated Worker Credential Rate	N/A	86.5%	60.0%	62.0%

Benchmark	PY15	PY16	PY17
Entered Employment **	76.2%	67.4%	
Avg Wage **	\$13.89	\$13.63	
Training Starts (% of Enrollments)	47.9%	58.8%	44.0%
Training Completion	81.6%	83.0%	87.6%

** PY15 data represents the PY15 enrollment cohort measured at the end of PY16 and PY16 data represents the PY16 enrollment cohort measured at the end of PY17.

Question 12: Can you provide a list of the current staff functions/positions (preferably by location) for the current Title I Adult and Dislocated Worker contractor(s)?

Answer 12: Please refer to Center Cluster Seat Attachment indicating the number of seats available in each Center Cluster and the current mix of services available. Typical positions include career coaches, job developers, program managers, support staff, fiscal, and other indirect staff. The staffing structure of each program is unique to the program design.

Question 13: What, if any, ancillary services will the selected service provider be responsible for providing? For example, assisting in the resource room, facilitating workshops, staffing reception desk, courier, etc.

Answer 13: The respondent should be prepared to provide all services needed in each Center Cluster location. Other partners noted in the Center Cluster Seat Attachment will be expected to share in providing these services as negotiated.

Question 14: Are tables allowed to be included in the narrative response?

Answer 14: No, tables are not allowed per Section 4.

Question 15: Can tables included in the narrative include text that is single spaced?

Answer 15: No, tables are not allowed per Section 4.

Question 16: Can tables included in the narrative include text smaller than 12-font?

Answer 16: No, tables are not allowed per Section 4.

Question 17: Are graphics/diagrams allowed to be included in the narrative response?

Answer 17: No, graphics/diagrams are not allowed per Section 4.

Question 18: Can graphics/diagrams included in the narrative include text that is single-spaced?

Answer 18: No, graphics/diagrams are not allowed per Section 4.

Question 19: Can graphics/diagrams included in the narrative include text smaller than 12-font?

Answer 19: No, graphics/diagrams are not allowed per Section 4.

Question 20: Is the Executive Summary required to be double-spaced, or can it be single spaced?

Answer 20: The Executive Summary must be double-spaced.

Question 21: Can illustrative attachments be included with the proposal? If so, please confirm that they will not count toward page count.

Answer 21: Per Addendum #1, the proposals must not include any attachments not expressly required in the RFP.

Question 22: Can the service flowchart contain text that is less than 12-font?

Answer 22: Yes.

Question 23: Can the service flowchart include text that is single-spaced?

Answer 23: Yes .

Question 24: Can the organizational chart contain text that is less than 12-font?

Answer 24: Yes.

Question 25: Can the organizational chart contain text that is single-spaced?

Answer 25: Yes.

Question 26: Can you provide details regarding how each Center Cluster geography is defined (i.e. zip code, census tract, etc.)?

Answer 26: The Center Clusters are a group of locations and do not define service areas. Each Center Cluster is expected to serve all eligible participants seeking services. Outreach activities should be proposed by the respondent according to the target populations served.

Question 27: Are WC provided facilities (i.e. Comprehensive One-Stop, Library sites, and Job Connect sites) fully equipped with necessary computers, equipment, furniture?

Answer 27: Yes.

Question 28: Does the WC or Board have a targeted occupations list? Can you provide a copy?

Answer 28: Please refer to the RFP Resource Links on the RFP page of the WC website.

Question 29: If a proposer is using a subcontractor should the application include a MOU or Letter of Agreement with the application?

Answer 29: No. Additional attachments, including MOUs or Letters of Agreement, are not allowed.

Question 30: If an organization is not the lead applicant, may the subcontractor provide the required match?

Answer 30: Yes. The lead applicant may use any resources contributed to the program as match as long as it meets the match criteria described in section 3.5. It does not matter who contributes the match.

Question 31: Please provide a direct link to the subcontractor requirements. The link provided in the RFP is broken.

Answer 31: The subcontractor procurement requirements are contained in WC policy ADM-010-06 on the WC website.

Question 32: If travel is a requirement of the subcontractor how should that be included on the budget form?

Answer 32: All sub-contract expenses must be listed on either tab B.1 Supportive Services lines 16-20 for participant-related services or on tab G. Consultants/Contracts for non-participant services. Each sub-contract must be listed in total on one line, and further detail may be provided in the narrative lines at the bottom of the page. There is not a requirement at this phase to provide line-item budgets for contractors. The name of the sub-contractor must be listed on the budget if there is a partner relationship as described in section 6.17 Partnerships.

Question 33: If a subcontractor is providing direct services, in conjunction with the lead applicant, how should budget information be detailed on the provided budget template? Where should the subcontractor's budget information be entered?

Answer 33: All sub-contract expenses must be listed on either tab B.1 Supportive Services lines 16-20 for participant-related services or on tab G. Consultants/Contracts for non-participant services. Each sub-contract must be listed in total on one line, and further detail may be provided in the narrative lines at the bottom of the page. There is not a requirement at this phase to provide line-item budgets for contractors. The name of the sub-contractor must be listed on the budget if there is a partner relationship as described in section 6.17 Partnerships.

Question 34: Can we get a copy of the performance matrix that WC fills out for our program?

Answer 34: WC will not provide copies of the Past Performance Evaluation Form. Per section 1.5 Past Performance Evaluation Form, "All Past Performance Evaluation Forms must be submitted via the email below directly from the evaluating grantor." Also, per the instructions on the Past Performance Evaluation Form, "Please complete this form and email it directly to WC at soq@snvwc.org on behalf of the organization listed below. Please answer honestly – your identity and responses will remain confidential."

For clarification, the process is expected to be confidential and independent of the proposer.

Question 35: Can we consider our building space as in kind? And if so, we have three contracts we can use it for all three contracts?

Answer 35: If you are paying rent and have a cash outlay, yes you can use the rent as a cash match if you own the building and have depreciation on the building you can use it as an in-kind match. You cannot use the whole amount of rent/depreciation as a match for each contract, it would have to be prorated between all three contracts, normally split based on square footage that the program is using. Example: if program a uses 50% of your building and program b and c each use 25% of the building for a total of 100%, and your rent is \$1000 per month, then program a would get \$500 and program b and c would each get \$250. Depreciation must also be from a non-federal source.

Question 36: I am working on the budget and have a limited number of lines to add direct/other direct function staff. Since the spreadsheet is locked, how can I add additional lines?

Answer 36: You can put multiple people on the same line if they are doing the same function. In the narrative on the bottom of the page please list how many people are included in that line item.

Question 37: When the LEAD Proposer is a New to the Process for Grants, but is Partnering with an established ETPL listed experienced partner: Does the PAST Performance record of the Lead Proposer (Who does not have established history), be OK, with utilizing the secondary/sub-contracting Partner's established history, meet with approval for this RFP?? And although, the sub-Contracting Partner has extensive experience, of Training and working with many current Grant holding entities and Agencies, Neither the Lead Proposer, nor the Sub-Contracting Partner, has ever been privy to obtaining and Managing a Grant Fund: therefore; How would the PAST PERFORMANCE EVALUATION FORM, apply, other than the sub-Contracting Partner's experienced record of operations, over the past 8,9,10 years?

Answer 37: If a proposing or lead entity does not have a prior funder that meets the criteria as specified in the RFP, then no form should be submitted. If a proposing or lead entity plans to partner with another entity that has a prior funder that meets the specified criteria, then the partner entity is encouraged to request that the funder complete and submit the Past Performance Evaluation Form on their behalf. The form should identify the proposing/lead entity clearly on the form, as appropriate.

Question 38: The Proposed Performance Metrics is not editable. Would you like it handwritten or can we convert it without changing the metrics?

Answer 38: Please handwrite the information requested on the form.

Question 39: We would like to clarify if the 28 seats in Central are all WIOA/staff seats, or if this includes partner seats as well.

Answer 39: The 28 seats in Central do not include any partner seats.

Question 40: What does Inkind mean?

Answer 40: In-kind match means items or services that are donated to your organization in direct support of your WIOA funded program that you otherwise would have purchased with your federal funds. The items or services must be allowable costs under the award to qualify as match. In-kind means that your organization does not have a cash outlay for those resources or items because the items or services were donated to you.

Question 41: What does Cash Mean?

Answer 41: Cash match means that your organization spends non-federal cash to purchase items or services that you otherwise would have purchased with your federal funds and does not bill those items under a WC contract. The items or services must be allowable costs under the award to qualify as match.

Question 42: And, My facility is a welding facility. Classified as overhead. Where would I list that?

Answer 42: Overhead costs like rent are listed on the Other Overhead tab H. of the budget.

Question 43: On the Adult and Dislocated workers grant, is Florence McClure Womans Correctional Facility considered a facility to administer reentry services? It states that it must be under Clark County Detention Center but CCDC is under NDOC. Please advise

Answer 43: Florence McClure Women's Correctional Center is not indicated as a Center Cluster location to provide WIOA Title I services in the Adult and Dislocated Worker Services in One-Stop Centers RFP. The only Adult Re-entry Center Cluster location noted is Clark County Detention Center. All pre-release WIOA Title I services must be provided at Clark County Detention Center and the respondent must propose a location for post-release services. All Center Cluster locations must provide services to all targeted populations noted in this RFP.

Question 44: Under the participant training costs tab, the narrative for 5-7 rows are locked and will not allow any narratives to be added.

Answer 43: A new budget form has been uploaded to the website.

Question 45 Are the budget forms submitted in Excel file format?

Answer 45: The forms on the WC website are in Excel format and should be completed in Excel. After completion, they must be printed and submitted in paper format in a separate sealed envelope.

Question 46: Are tables, charts, headers, etc. subject to the double-spacing requirement? Additionally, are they subject to the 12 point font requirement?

Answer 46: Please see questions #14-19.

Question 47: The Technical Review requirements were updated, does this override the formatting guidelines found on pg. 23-24 of the RFP?

Answer 47: The formatting guidelines in the RFP are required, they were unchanged.

Question 48: Are we required to include question prompts or just section headers? If required to include question prompts, may we truncate them?

Answer 48: It is not required to repeat the question prompts within the narrative body. If prompts are excluded, the section headers should be clearly labeled.

Question 49: Are we allowed to attach an appendix with additional information?

Answer 49: Please see question and [answer #21](#)

Question 50: Can the subcontractor bring in the required match?

Answer 50: Please see question 30.