

**WIOA Title I Employment and Training Services
One-Stop Operator, Adult, Dislocated Worker, and Youth RFP
RFP No. SP-22-OSDS-OSO-AD-DW-YTH-002**

Questions and Answers

1. *Question: Youth only totals 688, where is the rest?*

WC Response: That is correct. That total is incorrect. The numbers for each individual service cluster are the intended numbers. We will issue an addendum that reflects the corrected total. Please see addendum 3 for further clarification.

2. *Question: It's a budget question. Just using hypothetical numbers, I noticed something when you said for on-the-job training, WC actually pays that so that said if you had a budget for \$500,000 that would not include, you're for the on-the-job training, is that a separate budget line item for WC or does that have to be included in our budget?*

WC Response: It would be included in your budget; WC just makes the payments on your behalf.

3. *Question: If the WC is to fill out a Funder Evaluation form for a company because we have provided services for the past 4 years, do we need to contact someone in the WC to ensure it is done?*

WC Response: No. WC will make sure it gets done.

4. *Question: Question regarding the One-Stop Operator. Can you serve as a current training provider on the ETPL as well as apply to be a One-Stop Operator? Is there any conflict of interest if you are a current training provider or is that a complementary service to that no conflict of interest?*

WC Response: No. There is no conflict of interest. You can serve as the Operator.

5. *Question: Is there a percentage requirement for the Match?*

WC Response: Yes, if you choose option one it is 2% of non-participant costs have to be cash and the other 3% can be cash or in-kind. If you select option two it is 8% of non-participant costs have to be on in-kind only.

- 6. Question: If you have held the contracts in prior years, where would we go to find our prior year numbers? Um percentages? Performance standards? I have current ones, but where would I go to find prior?**

WC Response: Are you talking about the funder evaluation or are you talking about the performance benchmarks for each program year? Current providers should have access to the predictive reports, and you should be able to run your performance out of the predictive reports.

- 7. Question: Can an operator who bids on the OSO also bid on other Service Clusters?**

WC Response: Yes.

- 8. Question: Branding. Understandably so, we will adopt the branding of Employing, is there a co-branding aspect to that that would play complementary to the EmployNV scale or demands?**

WC Response: Yes. WC does have branding guidelines that will be provided to all contracted providers, but in short, you would be using the EmployNV brand in cooperation with or located at CPLC or whatever it might be. Specifics will be negotiated by contact and will be available through the WC branding guidelines. NOTE: Please see addendum number 5 for further clarification.

- 9. Question: How much weight in deliberations is based on a potential partner's ability to train/educate for the top 10 high demand occupations?**

WC Response: WC cannot advise, coach, whether you will follow the top 10 demands or not. You will need to read what is noted in the RFP. The weight will be determined by the percentages that were noted in the RFP prompts, so I would just make sure to pay attention to the areas that may speak to that or where you would like to include that information.

- 10. Question: Question on the funder evaluation survey. I understand what it is and what is expected, but the who is what I am trying to wrap my brain around. Can you confirm that did I hear you say that One-Stop Operators are not required to submit Funder Evaluation Surveys, and then who else is if not them?**

WC Response: The One-Stop Operator service cluster requires Funder Evaluation forms to be submitted on their behalf. It is a definite yes.

- 11. Question: For agencies who want to partner and submit together, do both agencies have to be present today or is it okay that only one attended?**

WC Response: The one that attended would have to be the Fiscal Agent because that's who the proposal would be submitted under and then the other partner would be a sub-recipient of that partner. So, WC can only receive proposals from anybody who is here or online.

12. Question: Does the online proposal portal and RFP process allow for submission of exhibits/attachments to support narrative responses other than those required in the RFP?

WC Response: It does not.

13. Question: I was looking under the alternative labor pools you had a slot underemployed, how do you define what's underemployed? Is that separate from ADW or is that under the umbrella of it?

WC Response: Yes, you can refer to WC policy, it is indicated that the definition of underemployed WC has several policies on the website that will cover that.

14. Question: When you fill it out, you would fill it out under the ADW, but you would say somewhere I am focusing on the underemployed specifically or is that separate or does it have to be included all in one? Because you know how you can do separate populations, is that included as a special population? Maybe that is the word I am looking for.

WC Response: I believe it is included as a special population and it is up to you who you would choose to propose.

15. Question: For the submissions, if it is submitted early like with grants, is there an opportunity to correct or you are waiting to the review period, will there be any feedback on the submissions early prior to the deadline, or it is just dropped down once it is submitted? That it! There is no like a grants process where it will be pushed back or reviewed again?

WC Response: That is correct. They will not be reviewed until after the deadline. So, if you submit early, it will just sit there and not be looked at. If you submit early and realize you want to amend something, you have until the deadline to replace your original submission and WC will review only the most recent submission that you send. Please do not wait until 1:55 PM to review and resubmit, it can take some time and plan ahead.

16. Question: For the Clark County ADW – does the applicant have to have two full-time staff members at a WC site but employment training provided by the applicant can be at another location – please clarify. Also, is the annual enrollment by the applicant need to be 948?

WC Response: All WIOA Title I Basic and Individualized career services must be provided at locations designated by WC. Minimum service staffing levels can be found in the attachment labeled Service Cluster Career Coach Seating which can be found at <https://nvworkforceconnections.org/system-partners/wioa-title-i-employment-training-services-one-stop-operator/>. The minimum number served for the Clark County ADW Service Cluster is 948. WIOA Title I Training services that are listed on the Eligible Training Provider List (ETPL) will occur at the eligible training provider's facility.

17. Is the bidders' conference required for partner applicants?

WC Response: Attendance is required at the bidders' conference for those entities that are applying as the lead applicant. Attendance is not required for partner entities. Please see question 11 for additional clarification.

18. Page 41: Sub-recipients must provide new in-kind matching resources totaling at least eight percent 8% of the non-participant of the grant amount. What does WC consider as new in-kind funding for matching funding? (what is new considered)

WC Response: "New" for match purposes is defined as expenses incurred during the sub-award period that directly benefit the sub-award program and have not been attributed to another Federal funding source. For example, if the contract period is 7/1/23 – 6/30/24, to use case manager wages as match, the wages must be for time worked no earlier than 7/1/23 and no later than 6/30/24. Further, the wages taken as match could not have been billed against any other Federal funding source.

19. Are we required to accept all One-Stop referred eligible participants into our program, or can we recruit and accept participants independently?

WC Response: Yes, the successful respondent(s) will be required to provide services to all referred individuals based on need. Those services may include referrals to outside organizations for relevant non-WIOA services and/or WIOA enrollment if appropriate based on the individual's need. All referred individuals should at a minimum receive at least one referral to an outside organization for services if they are not eligible or appropriate for the WIOA program. The successful respondent(s) may also recruit and accept participants based on their own outreach activities and should explain those activities in the proposal. The respondent should also describe their enrollment, assessment, service delivery and referral process clearly in their narrative response.

20. If we apply as a sub-recipient that will provide training directly to participants, are we required to have 1-2 members of our organization at a One-Stop Hub?

WC Response: The successful respondent(s) will be required to staff locations identified in the Service Cluster Career Coach Seating attachment which can be found at <https://nvworkforceconnections.org/system-partners/wioa-title-i-employment-training-services-one-stop-operator/>. All WIOA Title I Basic and Individualized career services must be provided at locations designated by WC. WIOA Title I Training services that are listed on the Eligible Training Provider List (ETPL) will occur at the eligible training provider's facility.

21. In addition to the WIOA participant eligibility requirements, can we add additional requirements to ensure the participants successfully complete our programs?

WC Response: Any additional eligibility requirements proposed by the successful respondent(s) would need to be reviewed and approved by WC during contract negotiations.

22. When submitting a budget for 6.1 One-Stop Operator, please confirm the Board would prefer the budget be presented as one funding stream.

WC Response: Yes

23. Is it a requirement and/or suggestion that RFP respondents submit letters of support with their submission?

WC Response: No, letters of support are not required nor suggested with the submission.

24. Our Agency is applying for the Clark County Systems Impacted Youth. I am completing the budget forms. I have a question concerning the match calculation on the Youth Budget Form. We are choosing the 8% in-kind option. The box next to that option has been checked. The summary page shows the match is "sufficient" when the amount of the match linked to the Match Tab is less than 8%. Shouldn't the cell's calculation flag it as "insufficient"?

WC Response: The 2023 Budget Form – Youth has been revised. Please refer to Addendum 2 issued on November 21, 2022. The revised 2023 Budget Form can be found on WC's website at <https://nvworkforceconnections.org/system-partners/wioa-title-i-employment-training-services-one-stop-operator/>.

25. Will responses to questions be answered in the RFP Answers to Questions document on the Workforce Connections website (to confirm I am looking in the right place for the responses to my previously asked questions)?

WC Response: Yes, the RFP Answers to Questions document can be found on WC's website through the following link: <https://nvworkforceconnections.org/system-partners/wioa-title-i-employment-training-services-one-stop-operator/>.

26. Will Workforce Connections complete a Funder Evaluation Survey for vendors on the ETPL who have been a recipient of WIOA training dollars for individual participants?

WC Response: No, WC will only complete a Funder Evaluation Form for service providers who administered WIOA Title I funds awarded from WC. This does not include training providers who have been a recipient of WIOA training dollars for individual participants.

27. Are monetary incentives allowable for ADW participants?

WC Response: No, monetary incentives are not allowable for ADW participants under WIOA.

28. For co-location grants, will WIOA allow Providers use of the location's equipment such as printers, paper, supplies, and printer ink or will the Provider be required to bring printers and supplies to each site?

WC Response: For sites indicated on the Service Cluster Career Coach Seating attachment printers will be provided. Proposers should include laptops, supplies such as paper, toner, printer ink, etc. in the budget.

29. Will WIOA providers have access to the buildings outside of hours of operation (if applicable) such as access codes, key cards, keys, or other entry methods?

WC Response: For sites indicated on the Service Cluster Career Coach Seating attachment WIOA providers will not have access to the buildings outside of the site's regular business hours.

30. The seating chart for The Harbor locations is a combined 7 FTEs. Will the 7 FTE Career Coaches be required to devote 100% of their time at The Harbor locations?

WC Response: Staffing levels indicated in the Service Cluster Career Coach Seating attachment are minimum staffing levels expressed in Full Time Equivalents (FTEs). For the example noted, 7 FTEs is 280 hours (7 FTEs X 40 hours) of staff time. The 280 hours may be satisfied by a combination of full-time or part-time employees working shorter shifts or different days, but there must be 280 hours of staff time associated with the locations.

31. P. 8 of the RFP states “For time relevancy, the full program year must have occurred between July 1, 2017 and June 30, 2022.” Several of our regions have a September 30th end to the program year. Would you consider extending the time period of consideration to end on September 30, 2022?

WC Response: Per the RFP on page 8, the full program year must have occurred between July 1, 2017, and June 30, 2022. The time period will not be extended to September 30, 2022.

32. For regions where we have served as a Title 1 provider for multiple years during the between July 1, 2017, and June 30, 2022, is it allowable or encouraged to have more than one funder evaluation form submitted by a single funder, i.e. one for each of multiple program years?”

WC Response: Yes, it is allowable to have more than one funder evaluation form submitted by a single funder for multiple program years between July 1, 2017, and June 30, 2022.

33. Is there a minimum number of funder evaluation forms required or expected to be submitted back to Workforce Connections by current funders?

WC Response: Yes, the respondent must provide at least one funder evaluation form for past performance. The full program year must have occurred between July 1, 2017, and June 30, 2022.

34. In the RFP cost forms for Youth and One-Stop Operator, the Other Overhead tab has a dropdown box with 4 options for the approval of the Indirect Cost rate (cell G21 on the Youth template). On the budget file for the Adult/DW programs, the Other Overhead tab has the same dropdown box, but it only presents two options. Please update the Adult/DW template to provide the four options for indirect rate approval.

WC Response: The 2023 Budget Forms for both Adult/Dislocated Workers and Youth have been revised. Please refer to Addendum 3 issued on December 2, 2022. The revised 2023 Budget Forms can be found on WC's website at <https://nvworkforceconnections.org/system-partners/wioa-title-i-employment-training-services-one-stop-operator/>.

35. Please note that in the ADW and Youth cost form templates, the total match testing calculation in cell G40 of the Summary tab, >0.02 needs to be changed to >0.05.

WC Response: The 2023 Budget Forms for both Adult/Dislocated Workers and Youth have been revised. Please refer to Addendum 3 issued on December 2, 2022. The revised 2023 Budget Forms can be found on WC's website at <https://nvworkforceconnections.org/system-partners/wioa-title-i-employment-training-services-one-stop-operator/>.

36. Are the two required Directors of Workforce Development for the ADW program in addition to job developers?

WC Response: Yes, the Directors of Workforce Development are in addition to job developer positions. Per the RFP on page 32, these positions will be staffed by people with deep knowledge of workforce systems and economic development. These positions are embedded within the Vegas Chamber and the Las Vegas Global Economic Alliance.

37. Is there a required number of Job Developers for the ADW? For the Youth? Or for the System Impacted Youth?

WC Response: No, the respondent must propose the number of job developers for the Service Cluster.

38. Regarding the Service Cluster Career Coach Seating document: Are there spaces only for Career Coaches or can we locate other staff at these sites (e.g., job developers)?

WC Response: Career coaches must occupy spaces at sites according to the Service Cluster Career Coach Seating attachment. However, WC will negotiate any potential additional space with the successful respondent(s) for support staff to include job developers, fiscal, management, human resources, etc.

39. Should we use the Youth budget for the System Impacted Youth?

WC Response: Yes