



RFP #19-002 Addendum #2

Please note: It is solely the bidders responsibility to ensure they have all information, including addenda, before submitting a proposal.

Questions: Week of December 31, 2018

- Q1. If the responding organization may submit proposals for multiple components, do they need to be separate submissions, or can they be combined in one proposal with a separate Scope of Work and Budget?**
- A1. Yes, they need to be separate submissions. Scope of Work and Budget should be aligned with the associated proposal.
- Q2. For Pay-for-Performance Measures detailed in the chart on pages 48-49, how is each measure weighted? If there are 5 measures and the vendor meet 100% of the goal for 4 and 0% for 1, does the vendor earn 80% of the profit?**
- A2. Weights are determined based on the relative importance to the Board's mission. The vendor profit will be determined based on which measures are met based on the corresponding rating scale. At that time the amount of profit earned will be determined.
- Q3. Section 4 includes Pay for Performance Measures for Adult/Dislocated Worker Services and Youth, but not Business Services. What are the Pay for Performance Measures for Business Services?**
- A3. Most of the current measures for Adult/Dislocated Worker Services will be applicable to Business Services also.
- Q4. OJT typically involves reimbursing employers for 50% of participant wages. Is this expected of the Business Services provider? Are these costs to be included in the Business Services budget?**
- A4. Yes. this will be expected of the Business Services provider. The execution of OJT contracts and subsequent reimbursements will be the responsibility of the Service Provider for Adult/Dislocated Workers and Youth will be expected of the Business Services provider.

Q5. **Is rent paid by the vendor? If so, how much should be allocated in the budget for each location?**

A5. The rent is the responsibility of the Service Provider. The projected rates for each location were provided in the RFP documentation.

Q6. **Is equipment provided to the vendor, or should equipment be allocated in the budget?**

A6. Basic equipment needs (computers, printer, copiers, etc.) are provided. Specialized equipment requests should be included in the budget for consideration.

Q7. **Can Customers who are served remotely by Access NCWorks be counted towards performance measures detailed on pages 48-49?**

A7. Title III may count in the performance measures for Access NCWorks. Title I enrollment only occurs in the Center.

Q8. **Can Supervisors be shared across Centers?**

A8. Yes, except for the Tier 1 Centers located in Wake and Johnston County.

Q9. **Can positions be combined to encompass duties and responsibilities from multiple job descriptions listed on pages 51-55?**

A9. Yes, except for the Tier 1 Centers located in Wake and Johnston County.

Q10. **Under Instruction Coordinator, the job description says “This position requires that all candidates must be certified training instructors or facilitators.” What specific certification is this referring to?**

A10. Clarification to the following statement “This position requires that all candidates must be certified training instructors or facilitators”. The statement is referring to the instructors who will be teaching the classes. The instructor and curriculum must be vetted and approved by the Instruction Coordinator.

Q11. **Are you able to tell us the service providers currently operating the programs for bid within this RFP?**

A11. WIOA Adult, Dislocated Worker Services (including Business Services) and One-Stop Operator – Arbor E & T, LLC (ResCare Workforce Services)

WIOA Youth Services, Wake County – Educational Data Systems, Inc. (EDSI)

WIOA Youth Services, Johnston County – JCI

Q12. In regard to the basic staffing responsibilities within the RFP, to be clear do all of the service provider staff report and are directly managed by the Service Provider, correct?

A12. In the One-Stop Center, under the Integrated Services Delivery model, all staff report to functional supervisors. They only report to their own agencies from a Human Resources perspective. Work assignments are delegated by the functional supervisor which could be a Wagner Peyser supervisor or WIOA supervisor (service provider). The Operator (WIOA service provider) is ultimately responsible for all centers in our One-Stop system.

Q13. For the required staffing responsibilities, can one staff member do a combined role/responsibility where appropriate? For example, can one staff member serve as both the Employer Consultant and the Jobseeker Consultant?

A13. The respondent to the RFP can propose what they intend to do if they are awarded the contract. Capital Area is open to all suggestions and ideas. However, with the example given above, Capital Area, under the Integrated Services Delivery model, believes that staff who work with businesses are not the best staff for case management with individuals. There is a very distinct difference in the skill set required in these two very different roles. Some roles can be combined but others should not be combined depending on the responsibilities of the roles and the skill set requirements for the position.