**Adult, DW, OneStop RFP Questions and Answers**

1) Page 14 G, refers to a list of documents. It reads, "Some of the items listed above must be submitted with the proposal".  Can you please clarify which items must be submitted and where we can find the forms referenced (example: suspension and debarment form).

*Forms required with submission are listed throughout the RFP. The documents listed on page 14 G, that are required with the submission are: Federal ID Number, Proof of Financial Stability and Administrative Ability and Most Recent Audit.*

2) What are the current number of active customers within the following activities?

*As of 2/4/19*

ITA – *Occupational Skills Training - 43*

OJT - *5*

Other Business Services - (IWT – *7 Employers/Many Employees*, Customized Training - *0*)

3) What is the One-Stop traffic flow like?  Number of customers monthly (or annually) visiting the One-Stop per location?

*For 7/1/18-12/31/18 the total for each center is as follows:*

*Chester – 1,960 Lancaster – 5,310 Rock Hill – 5,953*

4) How many engaged (with active customers in training) employers do you currently have through OJT or other business services?

*As of 2/4/19, there are 5 employers with active OJTs and 7 employers with IWT grants. There are many more employers involved with placing job orders, hiring events, job fairs, etc.*

5) Where can we find your ETPL list?  Who are your most common training providers?

*The website for our ETPL list can be found at* [www.SCPath.org](http://www.SCPath.org) *Our most common training providers are York Technical College, NDE Institute, TDI, and New Horizons.*

6) Are there particular assessment instruments expected to be used for Adult-DW customers?

*WIN Reading, Math and Locating Information are the only required assessments. Other assessments are chosen by the contractor.*

7) Who are your current providers for One-Stop and Adult-DW programs?

*ResCare*

8) The link on your website referencing "Terms and Conditions for WIOA Contracts" is not working.  When will this be available?

*The link is working now.*

9) What data base system do you use for recording participant data? (Is this a Geographic Solutions product?)

*SCWOS – South Carolina Works Online Services, which is a Geographic Solutions product.*

10) Page # 4 Section D, 3rd paragraph.  Do the delineated costs for the One-Stop Operator need to but submitted on a separate budget and narrative? Or may the budget form be modified to break out those costs?

*You may submit a separate budget or the budget form may be modified to break out those costs.*

11) Page # 10, #3.   The Operator is to hire the Business Service Lead that is established by the Catawba Workforce Development Board, is that correct? If so, has the salary been determined?

*Yes, this position will be employed by the successful bidder. Salary is currently in the $45,000-$50,000 range but the successful bidder could determine a reasonable salary for this position.*

12) Is there a page limit for the narrative?

*There is no page limit but all submitted information should be relevant to the proposal.*

13) Page 17, IT Costs – Does the provider need to provide the Internet Access to each location?

*Yes*

14) Page 17, IT Costs – Will any of the existing licensing of existing software products in place convey to the new provider and if so what software is currently in place?

*Yes, Microsoft Office*

15) Service levels – What are the current service goals for Adult and Dislocated Workers in the current contracts?

*Adult – 225 Dislocated Worker - 125*

16) Please confirm the shipping address for courier service. FedEx validates the address as: 215 Hampton Street, Rock Hill, SC 29730-4511

*Yes, this is correct.*

17) On page 12, Part III: A, it is noted that cost allocation plans are required of all bidders. Please confirm that our Cost Allocation Plan must be included with our proposal as an attachment.

*Yes*

18) On page 13, item D, please confirm that the following must be typed/written on the envelope or wrapping containing the proposal: Name of the bidder’s organization, name of the person submitting the proposal, type of proposal submitted, and the RFP date.

*This information should be on the cover of each proposal.*

19) On page 13, item D, should the name of the person submitting the proposal be the same as the contact person or the signing authority?

*It may or may not be, depending on the organization.*

20) On page 14, item G, please confirm which of the listed documents are to be included with our proposal submission.

*Forms required with submission are listed throughout the RFP. The documents listed on page 14 G that are required with the submission are: Federal ID Number, Proof of Financial Stability and Administrative Ability and Most Recent Audit.*

a) If any of these are forms, can you please provide the forms for us to complete and submit? *None of the required items in this section are forms.*

b) If these are to be included, are they to follow the requested attachments from the Evaluation Criteria section? *Yes, those items required may follow other requested attachments.*

22) Please confirm that any attached forms, documents, and other requested items, such as organizational charts, job descriptions, resumes, letters of reference, and MOAs can be included in a separate section labeled Attachments.

*Yes*

23) On page 14, item G, please confirm what documentation is necessary to satisfy the “banking arrangements” request. Please confirm whether this documentation is required.

*This document will be required only from the selected bidder.*

24) On page 14, item G, please confirm what documentation is necessary to satisfy the bonding agreement request. Please confirm whether this documentation is required.

*This document will be required only from the selected bidder.*

25) On page 14, item I, it is stated that “All Bidders who include indirect costs in their application budget must have an indirect cost plan approved by their cognizant agency.” Please confirm whether this is requiring that we submit our approved indirect cost plan with our proposal submission.

*Yes, indirect cost plan should be submitted with the proposal.*