

Little Rock Workforce Investment Board

RFP Questions from Potential Bidders

March 26, 2008

Financial/Payment Methods

1. What funding is available for transition costs for the May-June time period prior to contract implementation on July 1? Are transition costs part of the \$1 million referenced or is there a separate budget for this activity? Should a separate budget be submitted for transition costs or should these be added as a line item on the Budget Narrative form provided? ***The figure of \$1 million for this contract is an estimate based on previous allocations. There are no transition costs projected as part of this budget and all costs payable by these WIA funds must be incurred between July 1, 2008 and June 30, 2009.***
2. Does the \$1 million funding level include any amounts that may be rescinded as part of the recent Congressional action? If not, does the LWIB have an approximation of the amount of funding that maybe rescinded? ***It is always possible, but we expect that any rescissions already made will only affect 2006-2007 funds. However, future reductions and/or rescissions may affect the 2008 funding streams.***
3. Please confirm: We are to provide one original and ten copies of the proposal narrative and only one original (no copies) of the budget narrative. The budget narrative is to be enclosed in a separate sealed envelope. (Reference page 36 and 37.) ***The RFP is in error at these page locations. We are no longer requiring the budget to be submitted separately. We are using the Competitive Proposal method of procurement and not the Competitive Bid method, therefore the lowest cost bidder is not the ultimate criteria of selection and the budget does not need to be sealed and separated from the proposal.***
4. Is the budget narrative to be included on the disk copy with the proposal narrative or should a separate disk be provided for the budget narrative? ***See Above.***
5. The RFP does not reference Rapid Response services. Will these services be contracted for under a separate agreement? Or, should they be included in this proposal as part of services to dislocated workers? ***The Rapid Response funds that are currently part of the LRWIB allocation are set to expire June 30, 2008, and therefore should not be calculated as part of the budget for the program year that begins July 1, 2008.***

6. Pg 28, Part VI, question 4: Identify any in-kind resources/support for the service delivery system beyond what is requested in the budget. Include each committed or proposed source of funding and the amount of that funding. Would you say that they are asking for MOU/CA.RSA info? **No, we are simply giving you the opportunity to highlight other resources that your organization may bring to the One Stop Center (for example, travel, training or training curricula, outside grant funds, etc.)**
7. Pg 28, Part VI, question 5: Describe how the proposing agency will financially support the costs of doing business until an invoice can be submitted and paid by the LRWIB. This sounds like they want us to front the money and submit an invoice to LRWIB for payment. We draw money once weekly to cover our expenditures. We don't have the money in our reserve to "float" that program. **At the present time, this contract is a cost reimbursement type contract. However, we appreciate how this could be an unworkable arrangement for certain organizations. We are therefore in conversations with the State of Arkansas that would allow us to make smaller but more regular draw downs for known and predictable expenses, such as personnel, rent, utilities, equipment and service contracts, etc.)**
8. How will funds be dispersed for this contract? Is this a cost plus fixed fee (CPFF) contract? **We need to defer answering this question until we know what is fully meant by this term in the mind of the questioner.**
9. Will the LRWIB consider cost saving alternatives as part of this proposal? **Of course! Again, until we know what is fully meant by that, we are not making any commitments but are open to ideas.**
10. Pg 39, question 12a1: The agency has a written accounting procedures manual that includes procedures for : a)coding of expenditures by: 1) contract year or program year. Our accounting procedures say that "expense accounts in the general ledger will correspond to the budget...the program budgets will be prepared by program directors, submitted to the executive director and approved by the board of directors." Technically, our budgets are prepared and approved annually, but our procedures do not specifically say that they are done by program year. **Funds are allocated every fiscal year, beginning July 1, 2008. Therefore, the budget must be developed for and correspond with that time frame.**
11. Pg 39, question 12f: development of accruals. Our accounting procedures do not specify the development of accruals, but doesn't our plan say that they will abide by all WIA regulations? We just received an issuance on March 6, 2008 that expenditures will be reported on an accrual basis - we began that practice upon my employment. **The accounting system we require is the accrual-based system.**
12. Pg 39, question 14a2: funds are deposited in a bank in interest bearing checking accounts and secured by FDIC or other security. Our bank is secured by FDIC, but we cannot put WIA funds in an interest bearing

account - the regs don't allow "profit". ***The "regs" actually require that funds are deposited in an interest bearing account and counted as program income. Program income must be reported, but is allowed to be put back into WIA programs, instead of being returned to the federal government on a quarterly basis.***

13. Do the amounts given in the RFP that must be set aside for ITAs include all direct client supports (e.g., transportation, childcare)? ***We classify transportation and childcare costs as Supportive Services, and there is a separate line item for those kinds of supports as opposed to ITAs. ITAs are also intended for direct client services but are usually more training oriented and include tuition, textbooks, required uniforms, lab and other job-related equipment.***
14. You mention \$240,000 from the WIA Youth funding stream. Is this your entire Youth Allocation, or are there other Youth Programs not covered in this RFP? ***That is the entire anticipated WIA Youth Program funding stream. However, we will endorse efforts to seek additional funds from other federal and non-federal funding sources.***
15. Must the \$240,000 in youth funding be used to operate "youth" programs at the career center under the WIA youth program rules and performance standards? Or is this money that you have allocated to serve "older youth" who will receive "adult jobseeker" services? ***The funds estimated to be made available under WIA Youth must be expended on operations, programs and services provided to youth. Older youth may be served with these funds as well. Older youth that may be eligible to receive Adult funded program services will be determined for their appropriateness for the Adult program.***
16. Is the \$1m total allocation for the Year 2008-09 or for all three years mentioned in the RFP? ***The \$1 million estimate is again just an estimate. At this time, we are estimating that the funding levels will remain constant and that \$1 million will be available EACH year for the three years stated in the RFP, but that is subject to changing allocations and we cannot guarantee any allocation.***
17. Is there a cap on the percentage that can be charged for administration costs and profit? ***The current cap on administration costs of operating the One Stop Center is set at no more than 3%, but more competitive percentages will be favored. The percentage that will be charged for profit is a negotiable rate that will be ultimately determined during contract negotiations. Proposals that reflect a fair and reasonable profit will be more competitive than those that do not. Proposals from non-profit corporations will be held to the same high standards of quality service delivery of workforce programs through the One Stop Center.***

Fixed Costs, Current Leases, and Equipment

18. Will the selected contractor be expected to assume the lease for the One-Stop facility? If so, what is the term length of the lease and the approximate cost per year? **No. The lease is now in the name of the LRWIB and the cost of the commercial space, utilities, common areas, and garbage service are paid by the LRWIB and deducted from the monthly One-Stop invoice. The lease expires November 1, 2008, but is renewable month to month after that. We are expecting within the next 12-18 months to be relocated to a new One Stop Center with all of the major workforce development agencies. When that happens, the Department of Workforce Services will assume the lease and all parties will sub-lease from it.**
19. Will the selected contractor be expected to utilize existing office furniture and computer equipment? If so, what is the approximate cost per year?
20. Is the equipment/supplies currently possessed by the incumbent LRWIB property? If so, will it be available to the new contractor? If not, will funds be allocated to reconstitute the One Stop?
21. Is the One-Stop equipped with furniture and computers, and if yes, how many do you have for staff and how many computers for the participant's resource room? How are they maintained? Do we need to include maintenance costs in the budget? **(Q's #19-21) the furniture, computer equipment, and supplies used to operate the One Stop Center are all the property of the LRWIB and the winning contractor will use this equipment to continue operations. New equipment and furniture purchased with WIA funds as needed to replace old and/or malfunctioning inventory will become the property of the LRWIB. There is no cost to use the equipment, but a reasonable amount needs to be budgeted for upgrades and replacement.**
22. Can the LRWIB provide current (last 12 months) prices for the building lease, phone/Internet service, janitorial services and supplies for the purpose of ascertaining fixed costs associated with the One Stop operation?
23. Are we going to receive a list of facility fixed costs?
24. Is there a current lease for a copier, or we should include the cost of leasing one? **(Q's # 22-24) We have been in the current location since November 2007, but any fixed costs we have recorded so far will be provided. There is a current copier lease reflected in the One Stop budget.**
25. The RFP references to One-Stop locations (plural) but lists only the Village Shopping Center location (reference page 23). Additionally, review of the website references only the Village Shopping Center location. Are there additional locations under consideration for the future that should be included as we develop our proposal? If so, can you please provide details?

26. How many One-Stop locations will be managed? **(Q's # 25 & 26) The LRWIB has just the single One Stop Center located at the Village Shopping Center.**
27. Does the LRWIB provide the videos for orientation, or should bidders include this expense in their budgets? (Reference p. 15) **The LRWIB does own some orientation and training videos, and we do have access to training videos through other One Stop partners and internet-based training. If the winning bidder determines that updated videos are required, that cost would need to be included and justified in the negotiated budget and budget narrative.**
28. What assessments – Internet self service (reference page 15) and comprehensive (reference page 16) are preferred and/or mandated by the LRWIB? Will the LRWIB provide the assessment tools/subscriptions, or should we include them as a budget item? **The LRWIB currently partners with Pulaski County Adult Education that conducts the T.A.B.E assessment and the Department of Workforce Education that oversees the Work Keys Assessment for the Career Readiness Certificate (CRC). Please see the answer above. More on this can be discussed at the Bidder's Conference.**

Current Partners and Programs

29. Are any WIA partner agencies or programs currently co-located in the career center facility? Especially TANF and/or Wagner-Peyser programs? If these are not co-located, can you tell us more about the day-to-day operating relationship between these programs and the WIA programs operated at the career center? **Yes, there are several partners co-located at the One Stop Center. TANF, or what we call TEA in Arkansas, is not one of those partners at this time. They will be, once the new One Stop Center location has been determined. The Arkansas Department of Workforce Services delivers Wagner-Peyser programs and they are co-located at the present time. Other partner agencies co-located include New Arkansan Resource Network, Veterans Affairs, Central Arkansas Development Council, Department of Human Services, AARP, and AR Rehab Services. Clients are referred to appropriate programs by all staff located at the One Stop Center, with the One Stop Contractor serving largely as a work-readiness provider and the DWS serving as the work-placement provider.**
30. Can we have a current list of all your current program providers and subcontractors, including those who provide ITA training? **Yes, that can be provided for you.**
31. Can we have a current organization/staffing chart? **Yes, that can be provided for you.**

Performance Measures

32. Can we have your most recent performance data? **Yes, Table "O" is available.**
33. Are there any other performance measures required by the LRWIB not listed on the RFP? **Yes. These measures will be negotiated within the contract, but may include the number of new clients enrolled and receiving intensive services, the total number of clients served, the total number of visits, the number of youth served, and the percentage of out of school youth, for example.**
34. Are the funds in this contract tied to meeting performance measures? **Yes. Currently there is a 10% holdback if all 15 WIA performance standards are not met. However, this percentage or the minimum number required to be met can be - upon approval by the LRWIB of a new policy - among those terms to be negotiated during the negotiation phase of the contract.**
35. What are the projected service levels for PY08? **We certainly seek to meet all of the WIA performance standards by the end of PY2008. The additional service measures that are mentioned in Question #28 would also be expected to met.**

Questions directed to the RFP itself and Attachments

36. What is meant by "current signed letter of endorsement from agency Board of Directors" (RFP p. 36) and where should it go in the proposal? **That is a letter from your Board of Directors or its representative acknowledging that it is aware of your application for these funds and approves your application. It can be included as the last attachment "K" in the application.**
37. Page 31 of the RFP states that a "Service Provider/Vendor Application Form" must be included in Attachment A. Is there a particular form that must be completed? It didn't appear to be included in the RFP package. **We agree. We will accept the Administrative and Financial Capabilities form as Attachment "A".**
38. Are additional attachments allowed? For instance, can sample copies of the One-Stop MOU and Resource Sharing Agreement (RSA) that will be used by the bidding agency be referenced in the text of the proposal and included as attachments without having these documents count against the page limitations of the narrative? Also, our agency has an eligibility policy that is 18 pages long and has many attachments, some of them quite large. This is the policy that we would use in Little Rock. Can this policy be included as an attachment separate from the narrative? Or may we provide the reviewer a copy of our WIA Policy Manual and refer to this manual in the text of the narrative? **You may certainly refer to your policy manual in the text of the narrative, but No, no further attachments are requested or required. We assume that as a viable**

One Stop Operator provider that you will have a WIA Policy Manual that is strictly followed, and that you have or can assist to establish the necessary MOU's and RSA to operate the One Stop Center. Further, all policies, including the eligibility policy, will need to reflect the language and policies of the LRWIB, and not the policies of another WIA currently in effect.

39. Can we add line items to the proposed budget summary form provided? If so, is there a limit to the number of lines items that can be added? ***Yes. If you feel that you need to better define an expense than the line item categories we have provided, then please do so. However, we would like for your budget to fit onto one (1) 8&1/2 x 11 page in portrait orientation with no smaller than 10 pt font and in the format provided in the RFP.***
40. Do we need to include internet and information technology costs, and if yes, are these costs to be included in the telephone line item or do we need to add a line item for these costs? ***Please refer to the answer to Q #39 in guiding you here.***