

## Questions and Answers

### December 2, 2024

1. **Please provide a login/link for both bidder's conferences on December 11, 2024.**
  - a. Links will be sent via email and will be posted on the website as of December 3, 2024.
2. **Are letters of intent due December 30, 2024? There is a discrepancy with the dates in the release notices for letters of intent and proposal due dates (release notices say letters of intent are due December 1, 2024 and proposals are due January 6, 2025).**
  - a. The Letters of Intent are due December 30, 2024.
  - b. Proposals are due January 10, 2025.
  - c. The information sent in the email blast and the dates listed in the RFPs and on the website is correct.
  - d. The information that is found on NAWB, NAWDP, and PWDA websites was incorrect, and the correct information was sent to those entities 12/2/2024 for correction.
3. **Can you provide the Budget Form in Excel format?**
  - a. Yes, the budget form is now available in an Excel format at <https://www.nwpabjobconnect.org/grants-rfps/>

**4. In both RFPs, Narrative Section 5: Budget Justification and Leveraging, Questions 5.A-5.C ask for budget narrative and justification answers. However, one of the required forms is the "Budget Narrative" form, which also requests the same information.**

**Would you like the Budget Narrative to be answered in both the Narrative questions 5.A-5.C and Budget Narrative form?**

- a. Yes, answers should be provided in the Narrative questions 5.A-5.C and the Budget Narrative. The budget narrative will provide more details based on the information provided in the budget form.

### December 3, 2024

**Is it permissible to truncate narrative questions in both submissions due to space limits?**

- a. No. The narrative questions must be included in their entirety for review and consistency purposes. However, the font size for the questions may be smaller than the required 12-point font for the responses. The use of smaller font size is only permissible for the questions. The use of less than a 12-point font for the responses may be reason for administrative rejection.

### December 5, 2024

**What equipment is already provided to staff?**

- A. The equipment that is currently available includes: desks, chairs, laptop/desktop computers, Think pads, iPads and stands, mice and keyboards, headsets, web cams, microphones, cellular phones, desk phones, internet related equipment, file cabinets (various sizes), docking stations, monitors, printers, copiers, projector and screen, MIFIs, tables (including a conference table), whiteboards, corkboards, magazine racks, podiums, book shelves, cabinets, media cart, refrigerator, microwave, bulletin board, first aid kit, office wall dividers, key box, ADA

workstation/tool kit, TTY phones, minicomms, UbiDuo, Braille machine, fire alarms, and security cameras.

The Title I staff utilize equipment that was purchased through WIOA grant funding. This equipment is designated exclusively to the WIOA program and will be retained for use by Title I staff. A portion of the Title I annual budget is designated for equipment to be replaced as needed. Equipment used by the Operator staff is purchased through the Operator budget and Infrastructure Funding Agreement contributed to by the partners. This equipment will remain available for Operator staff use and would only need to be replaced on an as needed basis.

### **December 11, 2024**

**7. In the One-Stop Operator Bidder's Conference today, 12/11/24, the slide show mentioned "Narrative Section 6: Transition Plan." However, we do not see this section in the One-Stop Operator RFP. Do we need to respond to this section?**

The One Stop Operator RFP has five Narrative Sections. Those sections are:

1. Summary of Proposed Services
2. Organizational Capacity
3. Scope of Work, Approach and Implementation
4. Performance Outcomes and Deliverables
5. Budget Justification and Leveraging.

Since there is no Narrative Section 6: Transition Plan in the One Stop Operator RFP, no response is required for the transition plan. Disregard the "transition plan" listed on the One Stop Operator Bidder's Conference RFP. That was referenced in error during the presentation. \

### **December 17, 2024**

- 1. In addition to the equipment already provided to staff, as laid out in the Q&A document, will any other current infrastructure and equipment be transferred to the selected provider?**
  - a. We have provided a comprehensive list of equipment that will be provided to staff. The equipment belongs to the County of Venango and ownership of the equipment does not transfer to the selected provider. If you have more specific questions, please submit through the [participate@nwpajobconnect.org](mailto:participate@nwpajobconnect.org) email.
- 2. Who is responsible for the selection of the second location in the Oil Region? What are the factors being considered for this selection?**
  - a. The NWPA Job Connect Board and County Local Elected Officials are responsible for the selection of the second location in the Oil Region. Factors being considered include, but are not limited to, accessibility, ease of access, ample space for collocated partners.

3. **What exactly is included in “overhead” vs “indirect costs”?**
  - a. As noted in both the Title I and One Stop Operator RFPs, “**Administrative/Indirect Costs** – These costs are defined as costs of operations related, required and incurred for official business in coordination of those functions under WIOA. Some examples include accounting, financial, procurement and purchasing, payroll, personnel management, resolution of findings and general legal services. **These costs are limited to 10%.**”
  
4. **Are you accepting responses from Vendors who are based in a different state and able to offer virtual services?**
  - a. Yes, we are accepting responses from vendors who are based in a different state than Pennsylvania and able to offer virtual services. While the operator’s work is a combination of in-person, virtual, and mobile, in-person work is the primary mode of work for the Operator, because the One Stop Operator oversees the facilities and coordinates the partners. Page 5 of the RFP states “Operator of the One Stop Centers, including in-person, mobile and virtual service delivery.” Page 7 of the RFP “The PA CareerLink® mobile and virtual services have been implemented to improve services to all customers and establish partnerships in the communities of the local workforce development area. The partnerships with local human service agencies, Adult Literacy, local libraries, and community-based organizations will expand the presence of the public workforce system in areas where comprehensive sites do not exist and bring the services closer to the customer. The outreach services benefit individuals by offering convenience, as well as serving customers in a more readily accessible environment (i.e., mobile and virtual). Technology has been acquired to allow case managers to more effectively provide mobile and virtual services including rural areas with limited to or no internet connectivity, with the ability to safely and securely transfer documentation.”
  
5. **Can the current organizational charts for the current Title I and Operator programs be shared?**
  - a. The organizational charts for the current Title I and Operator programs cannot be shared as they contain private staffing information and were created at the discretion of the current provider within the confines of the budget. There are no WIOA mandated staffing requirements on the number of staff for the programs. Instead, the emphasis is on the creation of an effective system of service delivery to businesses and job seekers across all six (6) counties and within budget.

The current structure for Title I includes- Project Director, Accounting Specialist and Project Accountant, AD/DW Manager, Youth Manager, Business Services Manager, Operations Manager, TANF Youth Development Program Manager, Talent Development Specialists (case managers/career counselors), Talent Engagement Facilitators (workshop providers), a Talent Engagement Specialist, Quality Assurance Manager and Specialists, Business Solutions Consultants, and TANF Talent Development Specialists. Some positions cover both Erie and the rurals and other positions are exclusive to Erie or the Rurals.

The current structure for the Operator includes - the One Stop Operator, site administrators for each of the facilities, Talent Engagement Specialists (these individuals cover the Career Resource Centers in both comprehensive sites), and an Outreach Coordinator

**6. Should Title I and Operator proposals be formulated to maintain the current organizational structure (org chart) or can provider propose changes?**

- a. The provider is allowed to propose changes to the current organizational structure. The emphasis is on effective systems for providing service delivery to businesses and job seekers across our six (6) county region.

From the Title I RFP under Organizational Capacity:

2G. “Identify the full-time Workforce Development Director committed only to Title I WIOA program services as the liaison between the WIOA Title I program services contractor and the NWPA Job Connect. Include a job description and resume.”

2H. “Attach an organizational chart of the proposed structure.”

From the Operator RFP under Scope of Work, Approach, and Implementation:

3C: “List all proposed staff by title and their role/position with respect to this proposal.”

**7. Assuming the PA CareerLink Center address will be stipulated on the grant agreement, do we need to include in our proposal the Certification Regarding Drug-Free Workplace Requirements? The version on the RFP does not include a signature line- should it be signed?**

- a. According to the RFP, the Certification Regarding Drug-Free Workplace Requirements must be included in the proposal. The form asks for Place of Performance which it describes as additional locations besides your organization address to be listed (organization address would be the one stipulated on the contract). Since it is only asking for additional locations of work associated with the contract, it does not require a signature.

**December 18, 2024**

**8. The Title I RFP includes this: “If an indirect cost rate is applied to a budget, then an Indirect Cost Rate (ICR) Agreement document must be included with the justification. Also, the ICR documentation must be for the current year (July 1-June 30) and have been negotiated with the federal office.”**

- **Is this also true for the One-Stop-Operator proposal? We could not find that language in the RFP**
  - **Our agency has a federally-approved Negotiated Indirect Cost Rate Agreement of 16.13%. Will we be able to charge this full indirect amount for both the Title I and One-Stop-Operator budgets?**
- a. While there is no specific language in the Operator RFP specifying the Indirect Cost Rate (ICR) Agreement, this information should be included in the response. If your Negotiated ICR Agreement is over 10%, provide the letter approved by the federal office for both the Operator and/or Title 1 RFP. Federally-approved ICR Agreements will be honored.

## December 19 ,2204

### **1. For the current structure of the Operator, are any Operator positions filled by state or county employees?**

The current structure of the Operator does not have any positions filled by state or county employees.

## December 23, 2024

### **One Stop Operator Services Questions and Answers**

1. Please confirm the certificate of liability insurance is required upon award and not included in the proposal response.
  - a. As stated in the One Stop Operator RFP under Provisions and Disclaimers #33, All successful bidders shall provide a certificate of liability insurance. Therefore, the certificate of liability does not need to be included in the proposal response.
2. Please confirm job descriptions do not count toward page limits.
  - a. The staffing plan and job descriptions have a two-page limit. The job descriptions can be brief to stay within the two-page limit.
3. Does your email inbox have any file size limitations?
  - a. If so, please provide.
    - i. The file size limitation for emails is 25MB, but if the file is sent as a zip file, it can be any size.
4. Please confirm that tables, charts, and graphics may be less than 12-point font, so long as legible.
  - a. The tables, charts, and graphics may be less than 12-point font, but must be legible.
5. To comply with page limitations, please confirm questions may be truncated.
  - a. The narrative questions must be included in their entirety for review and consistency purposes. However, the font size for the questions may be smaller than the required 12-point font for the responses. The use of smaller font size is permissible for the questions. The use of less than a 12-point font for the responses may be reason for administrative rejection.
6. To comply with page limitations, please confirm questions may be removed.
  - a. The narrative questions must be included in their entirety for review and consistency purposes. However, the font size for the questions may be smaller than the required 12-point font for the responses. The use of smaller font size is permissible for the questions. The use of less than a 12-point font for the responses may be reason for administrative rejection.
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The use of less than a 12-point font for the responses may be reason for administrative rejection.

8. Please confirm bidders may add lines to the budget forms as needed. Example, if proposing more staff than lines provided.
  - a. Additional lines may be added to the budget form as needed to provide accurate and thorough information.

### **Title I Adult Dislocated Worker Youth Program Services Questions and Answers**

1. Please confirm the certificate of liability insurance is required upon award and not included in the proposal response.
  - a. As stated in the Title I Adult, Dislocated Worker, and Youth RFP under Provisions and Disclaimers #33, All successful bidders shall provide a certificate of liability insurance. Therefore, the certificate of liability does not need to be included in the proposal response.
2. Please confirm job descriptions do not count toward page limits.
  - a. The staffing plan and job descriptions have a two-page limit. The job descriptions can be brief to stay within the two-page limit.
3. Does your email inbox have any file size limitations?
  - a. If so, please provide.
    - i. The file size limitation for emails is 25MB, but if the file is sent as a zip file, it can be any size.
4. Please confirm tables, charts, and graphics may be less than 12-point font, so long as legible.
  - a. The tables, charts, and graphics may be less than 12-point font, but must be legible.
5. To comply with page limitations, please confirm questions may be truncated.
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6. To comply with page limitations, please confirm questions may be removed.
  - a. The narrative questions must be included in their entirety for review and consistency purposes. However, the font size for the questions may be smaller than the required 12-point font for the responses. The use of smaller font size is permissible for the questions. The use of less than a 12-point font for the responses may be reason for administrative rejection.
  
7. Please confirm question prompts may be smaller than 12-point font, so long as legible.
  - a. The narrative questions must be included in their entirety for review and consistency purposes. However, the font size for the questions may be smaller than the required 12-point font for the responses. The use of smaller font size is permissible for the questions. The use of less than a 12-point font for the responses may be reason for administrative rejection.
  
8. Please confirm bidders may add lines to the budget forms as needed. Example, if proposing more staff than lines provided.
  - a. Additional lines may be added to the budget form as needed to provide accurate and thorough information.

#### **December 27, 2024**

1. Does staff salary and fringe of the staff providing training count towards the 30% training requirement in the WIOA Title I budget?
  - a. No, staff salary and fringe benefits for the staff providing training **do not** count towards the 30% training requirement in the WIOA Title I budget.
  
2. Can percentages of other budget lines like supplies, travel, equipment, and printing that are used specifically for training be counted toward the 30% requirement? For example, if 20% of the total supplies purchased were used for training, would they count towards the 30% requirement?
  - a. No, percentages of other budget lines like supplies, travel, equipment, and printing that are used specifically for training **cannot be counted** towards the 30% training requirement.

#### **December 30, 2024**

2. Please confirm job descriptions do not count toward page limits.
  - a. The staffing plan and job descriptions have a two-page limit. The job descriptions can be brief to stay within the two-page limit.

**Does each job description have a two-page limit? Or is the staffing plan and job descriptions limited to two pages in its entirety?**

- a. The staffing plan and job descriptions are limited to two pages in their entirety. No, each job description does not have a two-page limit.