



April 14, 2017

As stipulated in the Request for Proposal (RFP) document issued on March 31, 2017, the Southwest Wisconsin Workforce Development Board (SWWDB) is providing answers to the initial questions that were submitted before noon on April 12, 2017.

1. Although allowable, expenses for Human Resources, Legal, Risk Management, Insurance and Compliance are not charged to the contract. Instead, the company charges profit to each contract along with direct costs for management support. Will this be allowed? And if so, would this information be placed in the indirect section of the budget template? If not, please give guidance on how to propose allocating expenses such as described.

*Any profit strategy will be negotiated outside of the evaluation and award process and will require approval of the Board of Directors. SWWDB strongly suggests that all Respondents submit a detailed and conservative budget representing the resources needed to serve the proposed population. Costs associated for Human Resources, Legal, Risk Management, Insurance and Compliance are allowable expenses and are often considered "Admin" in a WIOA sub-contract. For the purposes of this project, however, SWWDB is asking Respondents to complete the budget based upon what resources will be needed to fully execute the proposed activities and requirements. Thus, if a Respondent's accountant will be needed for the project, his/her time and associated fringe are to be identified in the budget. Likewise, if, for example, the same accountant requires training in Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards guidelines, such an expense would be allowable and should be identified in the budget.*

*The Indirect Cost tab of the budget is only to be used if the Respondent has an Indirect Cost Rate approved by the federal government. If the Respondent does not have an approved Indirect Cost Rate, the Indirect Cost tab percent would be 0%. Therefore, any management support costs (HR, Fiscal, Compliance staff, etc.) would be recorded on the Staff tab of the budget.*

*SWWDB understands that expenses overall are not identified as "Admin" and "Program" in budget template; we are instead asking Respondents to identify staff as either "admin" or "program" on the Staff tab. Non-staff Expenses that the Respondent would consider "Admin" should be included as if they were directly programmatic and explained in the appropriate section of the Project Narrative.*

2. When charging Management Support, would this fall under the Personnel tab of the budget template and coded as Admin or under the Indirect portion of the budget?

*Management Support would fall under the Staff tab of the budget template and coded as Admin.*

*A person who is supervising direct service delivery staff would be considered "Program." A manager who supervises several programs or supervisors is considered "Program". An Executive Director, President, CEO, Finance/Fiscal Manager would be "Admin" as would other fiscal, IT, legal and human resources staff.*

*Indirect costs can be both “Admin” and “Program” in nature but always represent those costs that cannot be easily allocated to a particular fund source. Some organizations do not utilize an Indirect Cost Rate as they are able to appropriately allocate all costs through their Cost Allocation Plan.*

3. Will computer equipment be provided to the contractor by the board? If board computers and printers are currently being used, will these continue to be used and if they need replaced, will this be the contractor’s responsibility or the boards?

*Respondents should complete the budget as if they would not be required to equip program staff with computer equipment. Shared printers, copiers and faxes are provided in the Fennimore and Janesville locations. SWWDB will provide the Contractor with any new equipment needed, and it will be considered SWWDB property.*

*Any equipment of the Board’s that is currently being used by current Contractors will be available to the new Contractor. Any replacements will be the responsibility of SWWDB and would be considered SWWDB property. With any equipment purchased by SWWDB, the Board retains a reversionary interest.*

4. Could you give an example of what would fall under supplies/materials for Career Services in the budget?

*Some Career Services may entail a cost. Flash drives provided to participants would be considered supplies/materials. Other costs that could be identified here include: costs associated with short-term pre-vocational services such as development of learning skills (tutor, for example) or licensing/certification fees separate from training. For example, an individual who needs assistance in re-certifying a nursing assistant license does not need additional training but may need help with licensing and/or testing fees. Rental costs associated with the delivery of workshops would be considered a career service expense.*

5. The current assessment tool used by the board is XYTE. With this still be used? If so, will the board continue to pay for this or will the contractor need to budget for this expense?

*SWWDB will continue to use the Xyte assessment in all program operations. Respondents should not budget for this expense.*

6. When the budget information is added and is populated onto the autofill page of the template, the participant services budget is added to the budget total. Is this amount part of the allocated \$600,000 total budget for this contract? Or are the project costs and indirect costs only, part of the \$600,000 budget?

*Yes, the participant services expenses are added to the budget total and would be a part of the estimated \$600,000 total.*

7. When the budget template is populated and the information goes onto the first page of the template, the WEX and other program budget information is added. Is this amount part of the \$600,000 total budget?

*Yes. WIOA Title 1 local allocations have not been announced for Program Year 2017.18. The \$600,000 number is provided as an estimate based upon the expectation that local allocations overall will be less than Program Year 2016.17. SWWDB encourages respondents to review the participation numbers listed in the RFP and estimate project costs and participation numbers accordingly based upon an integrated service delivery model and determine the number of individuals they can serve with their proposed budget.*

8. Based on the 2017 RFP, the funding award is not expected to exceed \$600,000. Is it intended that this amount also include all Work Experience costs?

*Yes. WIOA Title 1 local allocations have not been announced for Program Year 2017.18. The \$600,000 number is provided as an estimate based upon the expectation that local allocations overall will be less than Program Year 2016.17. SWWDB encourages respondents to review the past participation numbers listed in the RFP and local labor market data to establish participation levels within a \$600,000 or less budget.*

9. General Questions:

- A. What is the maximum administrative/indirect costs rate?

*Please see SWWDB's answer in questions 1 and 2. SWWDB has not established a maximum indirect cost rate as this is determined between an organization and the federal government unless the organization is accepting the 10% de minimis rate.*

*WIA/WIOA Title I contracts in the past have limited "Admin" costs to 10%; however, to ensure a full representation of the resources needed to deliver services in the six-county area, SWWDB is asking for greater detail on "Admin" staffing costs versus a standard application of an administrative rate across the contract.*

- B. If writing as a consortium, would partners be considered sub-contractors to the lead agency?

*Yes.*

- C. Will the OSO agency provide resource staff? What are the expectations in terms of providing core or other services?

*The primary responsibility of the OSO will be to coordinate service delivery across the partner agencies. SWWDB stresses OSO activities are coordinating and assisting activities. The Contractor will be identified as the OSO.*

- D. Should the budget include front desk or resource staff?

*The Contractor will be required to assist in the resource room Janesville at least once a week. SWWDB expects this activity would entail no more than 16 hours; however, as a partner, there may be times when additional assistance is needed.*

- E. Are regular workshops to be at the Rock Co. Job Center or at affiliate sites, too?

*Yes. Regular workshops will be held at the Rock County Job Center. However, SWWDB expects the Contractor to facilitate workshops at affiliate sites as needed. In the past, such workshops were limited and were conducted due to large influxes of unemployed or underemployed individuals. At all times, SWWDB expects the Contractor to deliver services in the most comprehensive and integrated manner possible based upon the needs of customers and available resources.*

- F. What are the expected number of workshop hours?

*SWWDB does not have a minimum number of workshop hours. Current providers are delivering orientation, resume and interviewing workshops approximately 10 to 15 hours a week.*

- G. Is the expectation that these workshops be provided by Adult, Dislocated Worker, and Youth staff, additional staff, or some combination?

*A goal of this RFP is to move the workforce development services to a more integrated model. Program staff will conduct workshops and the Contractor will determine the most appropriate facilitator based upon talent, location and audience.*

- H. Is the OSO responsible for staffing the computer lab in the Rock Co. Job Center?

*No. However, SWWDB resources such as the computers located in Classroom A can be utilized to support workshops or the delivery of career services to participants.*

- I. Does the Southwest WI WDB expect all programmatic and OSO staff on board by July 1, 2017? Any key staff?

*SWWDB expects key staff to be in place by July 1, 2017 along with a detailed transition plan that identifies when all other staff will be in place.*

- J. Will the successful proposer be reimbursed for staffing and other costs incurred prior to July 1, 2017 related to being able to provide services?

*The Contractor will not be reimbursed for any expenses that are incurred prior to the contract begin date. However, to ensure the smoothest transition, the contract may begin before July 1, 2017.*

10. Caseload:

- A. What is the anticipated carryover for adult, youth, and dislocated worker?

*Estimated carryover is 120 participants per program. Please note that SWWDB does not limit participation to a certain time-period or maximum. Also, the Contractor will be responsible for providing a minimum of 12 months of follow-up for all exited participants.*

- B. What are the enrollment targets for adult, youth, and dislocated worker in PY 2017-18?

*SWWDB has not established formal enrollment targets for Program Year 2017.18 as it expects Respondents to estimate the number of people it intends to serve based upon the estimated award (\$600,000).*

- C. Can we get the average monthly caseload by county for adult, youth, and dislocated workers in PY 2016-17?

*Caseload by county by month is not readily available. Monthly participation for Program Year 2016.17 is indicated below.*

	<i>Jul</i>	<i>Aug</i>	<i>Sep</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>
<i>Adult</i>	<i>165</i>	<i>183</i>	<i>197</i>	<i>200</i>	<i>202</i>	<i>216</i>
<i>DW</i>	<i>119</i>	<i>129</i>	<i>134</i>	<i>139</i>	<i>139</i>	<i>145</i>
<i>Youth</i>	<i>121</i>	<i>147</i>	<i>162</i>	<i>162</i>	<i>168</i>	<i>191</i>

11. Budget:

- A. Is the 35% of adult and dislocated worker allocated funds already subtracted from the \$600,000 total budget?

*SWWDB does not expect to award more than \$600,000 for this contract. The final contract could be more or less than this amount based upon local allocations. The \$600,000 does not include funds for training and support (35%) as these funds are obligated by the Contractor’s staff but paid and controlled through SWWDB systems. The estimated award was presented as a whole (versus divided by Adult, Dislocated Worker and Youth) to encourage Respondents to think about how they can eliminate silos between WIOA Title I programs and how they can leverage partner resources so that job-seekers are served based upon individual need not eligibility criteria of any particular program.*

- B. If not, can the proposer get the expected adult and dislocated worker allocations to make this calculation?

*See above.*

- C. Does the Southwest WI WDB control the training funds?

*Yes. Contractor staff obligates and vouchers payments for services via SWWDB's Payment and Authorization System (PAS). Respondents should not budget for participant training and support services.*

- D. Is the 20% of youth funds intended for work experience already subtracted from the \$600,000 total budget?

*The 20% is not subtracted from the \$600,000. Respondents can estimate that approximately \$40,000 of the \$600,000 should be budgeted youth work experience. However, as SWWDB often has carryover funds available, WEX funds could increase substantially. Thus, it is important for Respondents to clearly identify proposed numbers to be served and cost on a per person basis in the budget and narrative.*

- E. If not, can the proposer get the expected youth allocation to make this calculation?

*Respondents are to use their knowledge of the local labor market and review of past participation to assess programmatic need and establish reasonable enrollment goals in each program (Adult, Dislocated Worker and Youth.) that can be supported by the estimated funds available. SWWDB has supplied participation numbers for Program Year 2015.16 to serve as a guide in the RFP. Program Year 2016.17 are indicated above.*

- F. Is there an expected amount of time per month per program staff member to perform core or OSO services?

*SWWDB does not expect a significant investment of time will be needed to execute the OSO responsibilities that are identified in the RFP, and Respondents are to use their best discretion when determining time dedicated for OSO activities.*

- G. Would supportive service funds come out of the \$600,000 total budget?

*No.*

- H. Does the Southwest WI WDB control the supportive service funds?

*Yes.*

## 12. Project Narrative Template:

- A. Is the page limit 30 pages total or 30 pages in addition to the 14 pages of questions?

*30 pages total.*

- B. On pg. 1, no. 4: we aren't sure what is meant by a "programmatically integrated service delivery model. Could you please provide some additional detail or an example?"

*Programs and agencies charged with delivering employment and training services often assist the same participants. Likewise, agencies and staff do not always consider the full breadth of opportunities and benefits available to their participants from other partners. At the local level, SWWDB is working to achieve an integrated system within which employment and training services are coordinated and not duplicated. Such a system ensures that participants achieve skills in demand by local employers through a process that provides the right assistance at the right time at the right level. Additional clarification on integrated service delivery and integrated case management can be found in the RFP document.*

- C. On pg. 2, no. 9: we aren't sure what is meant by potential conflicts of interest within the contractor as the OSO and adult, dislocated worker, and youth service provider. Can you please provide some more explanation or examples?

*This is a confusing area and SWWDB has explained how conflict of interest could arise when a single entity serves as both the OSO and workforce service provider. Please see the RFP, page 18.*

- D. On pg. 12, no. 2: could you please clarify what is meant by "Identify any enhanced levels of activity your organization is committed to producing for each of the performance measures."

*Respondents should describe any additional or unique activities that will assist the local area in achieving WIOA performance indicators/measures.*

- E. Would it be possible to get an unlocked, editable copy of the proposal narrative for easier formatting (making for easier reading)?

*The format of the narrative was developed to ensure Respondents have the opportunity to address the specific areas SWWDB has deemed relevant to one-stop operation and workforce service delivery. While an editable version can be provided, Respondents are required to complete and submit their reply/proposal in the protected template. SWWDB will forward an editable version of the template to entities who have submitted an Intent to Propose letter. The template will be sent on Friday, April 14, 2017 after the answers to the above questions are posted.*

Please note that additional questions can be asked; however, answers will not be provided available until the April 19, 2017 Proposers Conference.