

Workforce Investment Board of Tulare County  
2012 One-Stop Operator Request For Proposal  
Questions and Answers

### Addendums

The due date on the Past Performance Questionnaire (Attachment I) has been corrected to read March 14, 2012. The corrected form is now available on the WIB website.

### Current Partnerships

1. **Question:** Do we refer to list in Section 2.14 (p. 14) for partnerships or the chart in Section 3.6.6.1 (p. 22)?

**Answer:** *Section 2.14 references co-located partners; the chart in Section 3.6.6.1 references mandatory partners that the WIB has MOU's with.*

2. **Question:** For the mandatory partnerships, do we need collaborative agreements?

**Answer:** *Collaborative agreements are not required for each of the partners. The WIB currently has MOUs with all of the required WIA partners. However, it is encouraged to include a collaborative agreement to highlight a specific partner for a special project. Collaborative agreements, bringing out that relationship and a description of how you will work with the partners may strength your proposal.*

### Business Services

3. **Question:** What is the staffing commitment for the WIB for the business placement services described?

**Answer:** *The WIB currently has three staff, 1 Program Coordinator and 2 Business Services Analysts. One analyst is solely designated to rapid response outreach and coordination; the other two staff both work with sector committees, outreach, and tax credit vouchering.*

4. **Question:** Do you anticipate any changes to that staffing level during this RFP?

**Answer:** *No, however we are basing our staffing level on previous allocations and projecting forward, we cannot predict future changes to funding allocations.*

### Proposal Guidelines

5. **Question:** Is the Title Page the same as the Proposal Cover Page Attachment A?

**Answer:** *Yes*

6. **Question:** Is there cost sharing agreements with the co-located partners currently? Even though the OSO will assume the lease and pay the rent, the cost sharing agreement is still with the WIB?

**Answer:** *Yes, co-located partner MOU's include a cost sharing agreement.*

7. **Question:** Is an Ex parte communication form required for each one-stop proposal or is one per organization sufficient?  
**Answer:** *Only one form per organization is required.*
8. **Question:** Is there a limit on the amount of collaborator agreements that should be included with the proposal?  
**Answer:** *No*
9. **Question:** When you say integrated site, what does that mean?  
**Answer:** *The vision of the integrated system is based on a single customer common to both the WIA and Wagner-Peyser programs. Please refer to the RFP for more detailed information about Integration.*
10. **Question:** If the organization intends to provide a match amount, where should that be indicated?  
**Answer:** *You can add a column to the budget attachment.*
11. **Question:** The collaborator agreements, are they a part of the 30 page limit?  
**Answer:** *No*
12. **Question:** Can you give an example of how to fill out the Ex Parte form (Attachment M)?  
**Answer:** *done at the Bidders Conference*
13. **Question:** The RFP says the ex parte form should be faxed, but the form says it can be emailed, does it matter?  
**Answer:** *The ex parte agreement can either be hand delivered, mailed, faxed, or emailed.*
14. **Question:** Do you have performance numbers, not just the percentages and success rates to better estimate the services within our proposals?  
**Answer:** *The most currently available information regarding WIB performance is available on the WIB website under this procurement.*
15. **Question:** Will we be releasing the name of the attendees for the Bidders' Conference for information for partnering?  
**Answer:** *Yes, the bidder's conference attendee list is attached to this Q and A.*

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