

**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.

Partnerships

- 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.*
- 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 that describe that relationship and how you will work with the partners may strengthen your proposal.*
- Question:** On page 29 of the RFP - Section 3.7.4 - Property Management: It is noted that "additional funding and/or collaborations with other partners may decrease the rent burden on adult and dislocated formula funds." How much space is available at the Visalia and Porterville One-Stop Centers for leveraging with additional partners? Would an in-person physical evaluation of the Visalia and Porterville One-Stop Center facilities be allowed prior to application deadline (at least 2 weeks prior) in order to address the space for leveraging with additional partners?

Answer: *The Employment Connection Center in Visalia currently has approximately 120 sq. ft. of cubicle space (2 open cubicles) available for leveraging with additional partners. The Employment Connection Center in Porterville currently has available approximately 1,000 sq. ft. of cubicle space. An in-person physical evaluation of the Employment Connection Centers can be arranged by contacting Sharon Pearson at spearson@tularewib.org. Discussions with the current operator regarding space allocations are not permitted. A floor plan of the Employment Connection Centers in Visalia and Porterville will be available on the WIB website.*
- Question:** Are respondents permitted to request outreach money from the mandatory partners in order to address the "Outreach Plan" referenced on page 27 of the RFP?

Answer: *Knowing that WIA funds are limited, the respondent shall demonstrate its ability to form and sustain partner collaborations to increase the available resources in the region. Each respondent must demonstrate its experience in creating partnerships with both the WIA mandatory partners and non-mandated partners. This can be done through Memorandums of Understanding (MOU) with current partners or by explaining*

the experience the respondent has had in creating partnerships. The current Partner MOU cost sharing agreements do not contain a provision for sharing the cost of outreach.

5. **Question:** Are mandatory partners required to outreach for the Visalia and Porterville One-Stop Centers?

Answer: *The MOUs with mandatory partners do not include language requiring them to conduct outreach activities for the One-Stop Centers. However, the MOUs state that partners will work together to develop and execute a comprehensive marketing of the Employment Connection System.*

Business Services

6. **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.*

7. **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

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

Answer: *Yes*

9. **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.*

Forms

10. **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.*

11. **Question:** Can you give an example of how to fill out the *ex parte* form (Attachment M)?

Answer: *Done at the Bidders Conference.*

12. **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.*



13. **Question:** Is there a limit on the amount of collaborator agreements that should be included with the proposal?
Answer: *No*
14. **Question:** The collaborator agreements, are they a part of the 30 page limit?
Answer: *No*
15. **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.*
16. **Question:** On page 20 of the RFP - Section 3.6.2 - Organization's History: Is a narrative required in order to address the four bullet points regarding the respondent's references or will the Past Performance Questionnaire suffice for this section?
Answer: *Attachment I will suffice to address the four bullet points in Section 3.6.2 (p. 20); however, a narrative will be needed to respond to paragraph #1 of Section 3.6.2.*
17. **Question:** Where do respondents indicate on the budget forms that they've met the 10% cap on administrative costs as called for in section 3.7.3 (page 28-29)? There is no line item for Administrative costs on the budget forms.
Answer: *There is no line item on the budget forms for administrative costs. A column has been added to the Budget Sheet (Attachment D). Please complete the revised Budget Sheet (Attachment D) indicating costs determined to be administrative. Please refer to WIA regulations, 20 CFR 667.220 for the functions associated with administrative costs. In addition, Attachment Q has been added to the list of attachments which you must complete if your proposal includes purchase of equipment.*
- Other**
18. **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.*
19. **Question:** Do you have performance numbers, not just the percentages and success rates to better estimate the services within our proposals?
Answer: *The most current available information regarding WIB performance is available on the WIB website under this procurement.*
20. **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.*

21. **Question:** Proteus currently operates a Voice Over IP (VOIP) system in place of a standard telephone service provider. Will the WIBTC allow respondents to integrate their own VOIP system into the Visalia and Porterville One-Stop Centers?

Answer: *The existing telephone systems in both Porterville and Visalia One-Stop Centers will remain in place. Both systems are maintained by Tulare County IT Department.*

22. **Question:** Will the respondent's IT Departments have operational access to the WIBTC's internal computer networks located inside the Visalia and Porterville One-Stop Centers - which we will need in order to connect to our internal programmatic and fiscal reporting and tracking systems?

Answer: *No outside system may be integrated with the Employment Connection Virtual One-Stop data system. This system will converge with the State of CA (CWSN) system effective July 2, 2012 and will be mandated by the State of CA for all data reporting.*

23. **Question:** Will respondent's IT Departments be able to coordinate via phone conference with the WIBTC's IT Departments to evaluate the linkages of various systems and equipment in the Visalia and Porterville One-Stop Centers prior to application deadline (at least 2 weeks prior)?

Answer: *Successful respondents can use the switches on the racks to connect their network computers into their internal system. County IT Department must be informed of all connections. Specific questions regarding linkages should be addressed to Sharon Pearson via the Q & A process specified in the RFP.*

24. **Question:** If we plan to submit two proposals, for Visalia and Porterville, is it acceptable to use the same references for both proposals?

Answer: *Yes.*

25. **Question:** If we plan to submit two proposals, for Visalia and Porterville, is it acceptable to use the same Collaborator Agreement for both proposals if the Collaborator / Partner will serve clients at both sites?

Answer: *A separate Collaborator Agreement, specifying services and activities proposed for each One Stop Center, is required.*





Agency Name	Contact Name	Address	Phone	Email
CSET	Mary Alice Escarsega	312 NW 3rd Ave, Visalia 93291	559-732-4194	mary.escarsega-fetchner@cset.org
CSET	Lupe Aguayo	312 NW 3rd Ave, Visalia 93291	559-741-4627	lupe.aguayo@cset.org
ResCare Wkfc Srvcs	Joseph Oaxaca	1900 Mariposa Mall Ste 350, Fresno,93721	559-499-3760	Josephoaxaca@rescare.com
Proteus, Inc.	Jessica LaCoss	224 NW 3rd Street, Visalia 93291	559-733-5423	jlacoss@proteusinc.org
Proteus, Inc.	Nathan Ross	224 NW 3rd Street, Visalia 93291	559-733-5423	nathan@proteusinc.org
CSET	Junior Russo	115 E. Tulare Ave, Tulare 93274	559-684-1923	jrusso@employmentconnect.org
CSET	Jarrold McClintick	4025 W. Noble Ave, Visalia 93277	559-713-5190	jmclintick@employmentconnect.org
CSET	Carla Calhoun	312 NW 3rd Ave, Visalia 93291	559-741-4639	carla.calhoun@cset.org
ResCare Workforce Srvcs	Karen Ramage	3825 N. Mission, Los Angeles 90031-3137	818-257-2018	kramage@rescare.com
CSET	Connie Boyd	312 NW 3rd Ave, Visalia 93291	559-741-4672	connie.boyd@cset.org
CSET	Albert Cendejas	312 NW 3rd Ave, Visalia 93291	559-732-4194	albert.cendejas@cset.org
CSET	Amy Silveira	312 NW 3rd Ave, Visalia 93291	559-732-4194	amy.silveira@cset.org
EDC	Paul Saldana	4500 S. Laspina, Tulare 93274	559-688-3388	paul@edctulare.com
WIB	Program Committee Member			

