



WORKFORCE INVESTMENT BOARD OF TULARE COUNTY

WIOA ADULT AND DISLOCATED WORKER CAREER SERVICES AT COMPREHENSIVE CENTERS IN VISALIA AND PORTERVILLE AND AFFILIATE SITES IN DINUBA AND TULARE

REQUEST FOR PROPOSAL

Questions and Answers

Posted: March 9, 2021

Q1: Can you please share the current staffing plans by center or location?

A: The table below shows the current staffing levels for each site for Adult/Dislocated Worker/Expanded Subsidized Employment programs by location for PY 2020-21.

Position	Visalia	Porterville	Tulare	Dinuba
Directors	0.05	0.05	0.04	0.05
Division Directors/Managers	0.05	0.41	0.15	0.14
Division Directors/Managers (ESE)	-	-	-	0.57
Site Coordinators/Assistant Directors	0.87	0.87	1.00	0.52
Assistant Directors (ESE)	-	0.11	0.08	0.30
Sr. Program Coordinators	1.00	1.00	-	-
Sr. Program Coordinators (ESE)	0.25	0.33	0.33	-
Quality Assurance	1.00	1.00	-	-
Accounting Clerk	0.08	0.32	0.13	-
Intake Coordinator	0.50	0.50	-	-
Intake Specialists	4.16	3.00	1.00	1.00
Receptionists/Program Assistants	1.45	2.70	0.45	1.33
Resource Room Specialists	1.20	1.00	-	-
Career Coaches (Case Managers) (ESE)	1.00	1.00	0.60	1.00
Career Coaches (Case Managers)	8.13	6.10	1.00	2.03
Business Resource Specialists (Job Developers)	4.98	1.00	0.33	0.08
Job Developer (ESE)	1.00	1.00	0.85	1.00
Total FTEs	25.72	20.39	5.96	8.02

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Q2: What platforms and software are you currently utilizing for virtual services?

A: Zoom, a cloud-based video communications application, is utilized to provide virtual services to job seekers and business customers. Social media platforms, Facebook Live and Instagram promote program services, hiring events, and sharing community resources.

Q3: Will the WIB provide a list of the Bidders' Conference attendees?

A: Below is the list of the attendees for the Career Services Bidders' Conference on March 4, 2021.

List of Attendees		
First Name	Last Name	Organization
Adam	Peck	Workforce Investment Board
Anthony	Terlizzi	Career Team LLC
Blanca	Bonilla	Workforce Investment Board
Carla	Calhoun	Community Services Employment Training
Christina	Hopper	Workforce Investment Board
Craig	Plath	Community Services Employment Training
Craig	Wierenga	Workforce Investment Board
Darla	Wegener	Tulare County
Darlene	Tyndal	Tulare County Office of Education
David	Baquerizo	Propath, Inc.
David	McMunn	Workforce Investment Board
Desiree	Landeros	Workforce Investment Board
Edith	Hernandez	Workforce Investment Board
Esta	Willman	Community Services Employment Training
Jennie	Bautista	Workforce Investment Board
John	Gonzalez	Workforce Investment Board
Jonathan	Zeigler	Eckerd
Jorge	Salinas	Proteus, Inc.
Kimberly	Torrez	(agency not available)
Laurel	Hernandez	Workforce Investment Board
Lisa	Martinez	Workforce Investment Board
Martha	Guerra	Proteus, Inc.
Mary	Rodarte	Workforce Investment Board
Nicole	Ferreira	Community Services Employment Training
Ryan	Leasure	Workforce Investment Board
Sam	Williford	Workforce Investment Board
Shawna	Rodriguez	Proteus, Inc.
Suzanne	Foran	Eckerd
Tammy	Aguilera	Eckerd
Terry	Schmal	Community Services Employment Training

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Q4: Is there mandated content for job readiness services to perform for the Expanded Subsidized Employment grant, or can a subrecipient bring their own content?

A: There is no mandated job-readiness curriculum for the Expanded Subsidized Employment Program. Subrecipients may develop their job readiness curriculum and submit it to the WIB for approval. Subrecipients will provide a one-week job readiness workshop to help participants gain job search skills. The curriculum shall include, but not limited to, resume writing, interviewing techniques, and soft skills to help participants to find and retain employment.

Q5: Does the One-Stop Operator provide functional leadership or the Adult/DW/ESE provider?

A: Refer to section 3.6, page 9 of the RFP for the role of the One-Stop Operator. The career services subrecipients at the comprehensive centers and affiliate sites provide the functional leadership at the centers.

Q6: Who are your current providers by location?

A: Community Service Employment Training (CSET) is the WIB's career services subrecipient at the comprehensive centers in Visalia and Porterville and the affiliate site in Tulare; Proteus, Inc. is the WIB's career services subrecipient at the affiliate site in Dinuba.

Posted: March 12, 2021

Q7: Page 27 of the RFP under 7.2 Formatting Requirements states that we are to number the pages on the bottom center of each page. Is this page numbering required only for our Proposal Narrative responses, or are we required to include page numbering on all other attachments and forms?

A: The formatting requirements on section 7.2, page 27, refers to the Proposal Narrative only. Follow Proposal Checklist/Table of Contents (Attachment A) for the sequence when submitting all documents of your proposal.

Q8: Section 9.0 Financial Requirements has a 1-page response limit and consists of sections 9.1, 9.2, 9.3, and 9.4. If we do not plan on subcontracting (9.4), would we only respond to section 9.2 Financial Management Structure in our allowed 1-page response? Also, Exhibit D is required in this section which we assume will not count towards the 1-page limit; however, we would like to confirm that is the case.

A: Section 9.0, Financial Requirements, has a one (1) page limit in the proposal narrative for responders to outline their financial management structure, and section 9.4 only if applicable. Forms included in Attachment D, Budget and Budget Forms, are not included in your one (1) page limit under section 9.0.

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Posted: March 18, 2021

Q9: If we are including charts in our narrative responses, can they be smaller in font size than the rest of our narrative (e.g., 10-point font)?

A: Section 7.2 on page 27 formatting requirements font size is 12 point.

Q10: Is 9.2 Financial Management Structure held to the 1-page limit stated on the scoring criteria on page 26 (9.0 Project Financial Plan) or does the page limit refer to Attachment D (budget) in which all that will require for section 9.0 will be this Attachment (D)?

A: The Project Financial Plan on page 26 and the Financial Management Structure section 9.2 on page 40 are referencing one and it is limited to one page. This one-page limit is to outline the financial structure of your organization. Attachment D, Budget and Budget Forms, are also required but are not included in the Financial Management Structure one-page limit.

Posted: March 22, 2021

Q11: Page 28 says, "The hard copies must be submitted by April 15, 2021", then later, "The WIB must receive the proposal(s) marked no later than April 9, 2021". Please explain the distinction between these two dates? What is the actual due date/time of our hard copy and electronic proposals?

A: Reference page 28 of the Career Services RFP. The WIB must receive the proposal(s) and related attachments electronically in one .ZIP file sent to WIBProcurement@tularewib.org no later than **April 9, 2021**, at 12:00 PM Pacific Standard Time (PST).

Also, respondents must deliver two hard copies of the proposal's title page Attachment A and Attachments B, E, F, and G **with original wet signatures** by the respondent's contract signatory authority by **April 15, 2021**, by courier, in-person, or U.S. Postal Service. The WIB must receive the hard copies on or before April 15, 2021. Postmarked is not acceptable.