

QUESTIONS for One-Stop Operator/Service Provider RFP 2020

1. What is the budget for OSO? \$25,000 from \$1,000,000 allocation
2. Will you provide a current org chart of program? See number of positions and ranges previously posted
3. Will you provide the current staff pay for all positions? Please see chart previously posted
4. Are there any required benefits? Service Provider staff will follow holidays set by State of Indiana.
5. Any requirement to keep current staff or management? No but the Board will expect smooth transition
6. Is the \$1M per year for the 2 years? The estimated \$1M allocation is for year 1; year 2 will be based on PY21 allocation.
7. Who processes the ITA and supportive service payments? The board or the contractor? The contractor
8. What the allowable profit percentage and what is the maximum administrative or management fee allowed? The Region 11 WDB has no policy on allowed percentage of profit. Historical contracts have not reported profit, all costs have been reported as program costs. All Service Provider activities including One Stop Operator are not considered admin. Service Provider costs are budgeted as Adult, Dislocated Worker, Youth, and One Stop Operator.
9. Is cost of the facilities, office equipment, and technology provided by the Board? The WDB holds the contract for technology. Facilities and office equipment are shared costs based on FTE which is 40% in Evansville and 18% in Vincennes
10. What is the broad band capacity at the facilities?
Evansville: 50/5
Vincennes: 125/25
Princeton: 35/5
Tell City: 20/5
Jasper: Currently provided by VU Jasper Campus agreement
11. Please confirm or clarify the below page limits:
 - a. Cover Sheet = 1 page yes
 - b. Table of Contents = No limit yes
 - c. Purpose = 1 page yes
 - d. Business/Org Description & Experience = 3 pages yes
 - e. Program Info Summary = 30 pages yes
 - f. Budget = excel file, is there a page limit on the summary requested? no
 - g. Disclosures and Assurances = no limit yes
 - h. Requested Enclosures = no limit yes
 - i. Optional Exhibits = no limit yes
12. Do you prefer printed copies of financials or will you accept a link to our published reports (our financials are 100 pages+)? The link is acceptable however please provide printed copies of WIOA financials.
13. May we include a link to our Board of Directors member list and details or must we include as hardcopy? Please provide hardcopy in your printed versions; however, in the electronic version a link may be included.
14. Is it acceptable to include a link to information in lieu of including as a printed optional exhibit? Please provide hardcopy in your printed versions; however, in the electronic version a link may be included.

15. How are optional exhibits evaluated? Are they scored in the same manner as the narrative section or are points deducted for additional content (exceeding the 30 page limit on the narrative)? **The 30-page narrative may include reference to optional exhibits.**
16. Will vendors be penalized for referencing optional exhibits in the narrative? **No.**
17. Please provide examples of what you would expect to see as optional exhibits. **Optional exhibits are to be used at the discretion of the bidder.**
18. Are key staff resumes required or preferred to be included as optional exhibits? **As per RFP, key staff qualifications should be included in “Business/Organization Description and System Experience”**
19. Can we include a link to key staff LinkedIn accounts in lieu of printed resumes? **Resumes are not required. Please see answer to question 18.**
20. Are we allowed to submit additional questions within the Q&A period? **Questions may be submitted until March 6, 2020**
21. We understand that response to questions will be posted on the WorkOne Southwest website—will all postings reference the RFP name so we are sure they are in reference to this proposal request? **Yes, “PY20 RFP (and date of posting)”**