

1. What are the utility costs per location?

A: The average current cost for communications (telephone and internet) \$18,000 and for utilities (gas, electricity and water) is \$20,000 for 12 months.

2. There are two leases that will lapse during the contract period. Will we be responsible for securing leases at that time?

A: New leases will be written with the new Service Provider.

3. Are headers and footers considered to be inside the specified margins?

A: No

4. Must all information inside of tables and graphics conform to the line spacing and font size requirement for the narrative?

A: No

5. Must the response questions be included in the narrative responses? If so, are they subject to the font size and line spacing requirements for the narrative answers?

A: No

6. Are budget forms subject to the same spacing, font, and margin requirements as the narrative?

A: No

7. Are all attachments - required and optional - subject to the same font, type, spacing, and margin requirements as the proposal narrative? If so, how is this applied to externally created documents such as audits and monitoring reports?

A: No

8. Further, how is this applied to documents with a company-wide standard format, such as resumes, manuals, or standard operating procedures? Are these subject to the same font, type, spacing, and margin requirements as the proposal narrative?

A: No

9. Our computers, company-wide, are protected by encryption software due to the sensitive nature of our customer files. If we provide the electronic copy in your preferred format - a flash drive - the files will be encrypted. We will provide a password with the flash drive so it can be opened. Or, if you prefer, we will provide the electronic copy on an un-encrypted CD-ROM.

A: CD-ROM is acceptable as long as we are able to print.

10. Based on the org chart provided, can you please be specific as to what positions are the responsibility of the service provider vs. the board?

A: The org chart provided is the current Service Provider Structure. Top Management and Operations must be approved by the Workforce Investment Board.

11. How many total payments/transactions were processed under ITA's and supportive services for the current and prior fiscal year (looking for the volume count of transactions and total dollar value)?

A: The estimated value of the transactions for ITA's, On-the-Job Training and Supportive Services is about \$800,000. For the current year estimates to date, 1244 ITAs and supportive services for a total of approximately \$503,000. An additional 111 transactions for pre-vocational training services for a total of approximately \$25,000.

12. What were the total number of participants served by Grow Southwest in the current and prior fiscal year and could we get a breakdown by Adult, DW, and Youth?

A:	2012-12	2013-14
Total served	28,429	14,208
Total enrolled	2,357	933
Adult	1,765	742
DW	372	138
Youth	220	360

13. Will the board require 1099's to be processed for each participant who receives an ITA or supportive services?

A: The Board does not require 1099's.

14. Is the Service Provider responsible for computers? Yes, for the staff. The Board is leasing the computers in the lab area.

Will the computers remain with the WIB if the service provider were to lose the contract or will the computers be the property of the service provider? Should the entire cost of the computers be charged to the budget or just depreciation?

A: Any computers purchased with funds allocated from Indiana Department of Workforce Development are property of the State of Indiana and will have a State Property Tag.