

- The presentations will be on Friday, March 17th. Will all bidders need to plan to attend this presentation opportunity?
 - A: This is an important part of the selection process and it is highly recommended that bidders attend their scheduled time.

- May we have the current organizational chart, job titles and salary ranges of all employees who fall under the WIOA contractor's responsibility?
 - A: See EXHIBIT A

- Is the contractor required to retain current staff?
 - A: The winning bidder would be asked to consider current staff, but they would not be required to keep them.

- Is there a minimum benefit requirement for staff?
 - A: No, but the board does take benefits to the staff in consideration while scoring the bids.

- What are the current locations of the WIOA offices and the rent of each of those offices? Are all of the costs of rent required to go through the contractor's budget?
 - A: See EXHIBIT B

- Is it the board or the contractor who is responsible for purchase and maintenance of furniture and communication equipment such as phones, computers and copy machines?
 - A: All current and new equipment and furniture purchased with these funds is owned by the State of Indiana and must remain in the offices. The Service Provider is responsible for maintenance and operation of the equipment.

- Who is responsible for IT? Both hardware and software?
 - A: All current and new hardware and software purchased with these funds is owned by the State of Indiana. The Service Provider is responsible for maintenance and operation of the equipment.

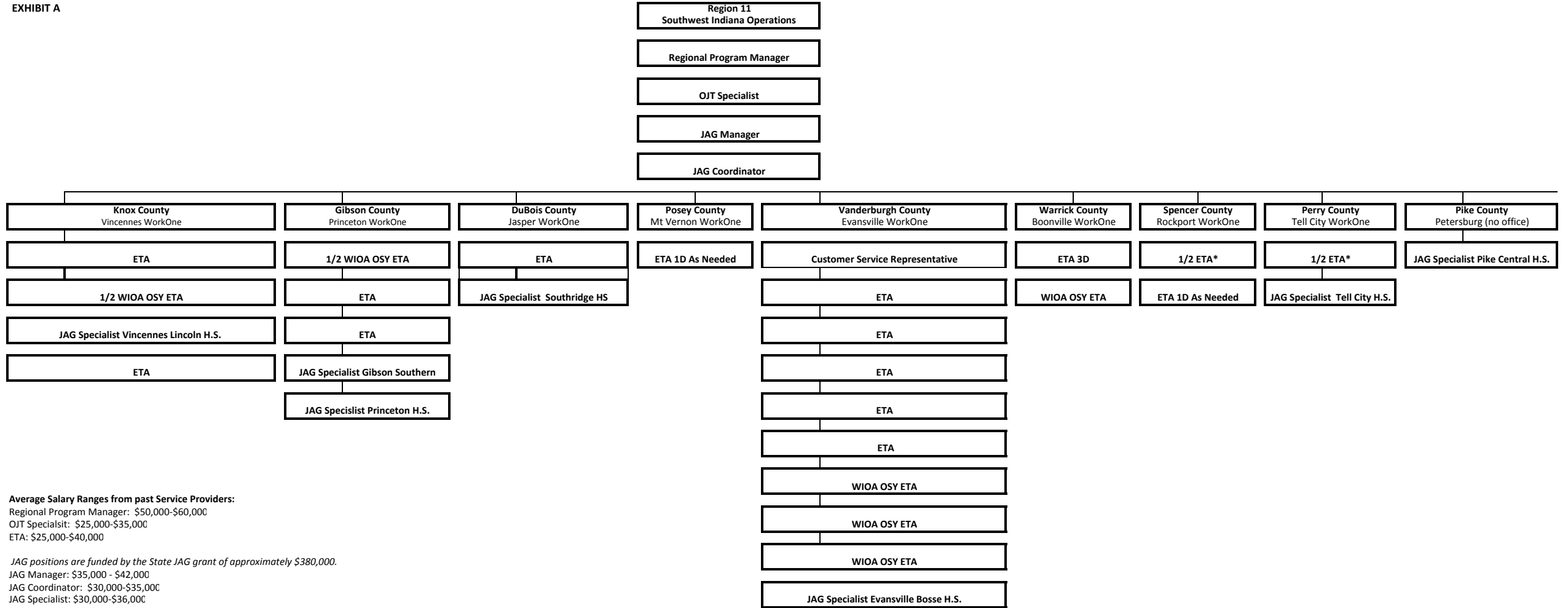
- Could we have the historical expenses for staff travel?
 - A: See EXHIBIT C

- Could we have the historical budgets to reflect operational costs?
 - A: See EXHIBIT C

- In reference to this statement on page 5; *The Staff to the WDB is responsible for planning and providing programmatic oversight for all Board acquired grants. The Board appointed Fiscal Agent will maintain and manage these funds and make these payments.*

- Is it the contractor's responsibility to process ITA's and supportive services for the participants and then process for reimbursement? Or will the board be paying the vendors directly?
 - A: The Service Provider is responsible to make the ITA payments of supportive services directly to the vendor.
- What is the current participant caseload per program? Adult, DW and Youth (ISY & OSY)
 - A: Adult – 630, Dislocated Worker – 335, ISY – 543, OSY - 204
- Is there a transitional budget available for a new contractor to hire or transition lead staff before July 1?
 - A: This will be up to the board and will be part of negotiations with the winning bidder.
- Will board staff provide technical training to the contractor staff based on state and federal revisions or guidance of WIOA?
 - A: To some extent, but it is the responsibility of the winning bidder to make sure they understand the law.
- Based on this statement on page 10: *The successful bidder will be allocated an amount for ITA and supportive service expenditures. It will be the responsibility of the successful bidder to utilize the State's Case Management System...*
 - For this proposal, will the bidder need to allocate a portion of the \$2 million available to ITA and Supportive Service expenditures in the budget portion?
 - A: ITA and supportive service budgets for Adult, Dislocated Worker and Youth will need to be included in this proposal.
- Will paid holidays for the contractor's staff need to mirror the board paid holidays?
 - A: The WorkOne offices follow the State of Indiana holiday schedule and the winning bidder must mirror that schedule.
- As a large corporation, we have financial statements from the corporation along with annual audits. However, we also have monitoring and single program audit reports from our WIOA funded programs. Which would be preferred for the request from page 13 regarding a current financial statement?
 - A: Please submit the corporate financial statements and annual audits, which should include any WIOA funded programs.
- In reference to page numbers on the Proposal, for the attachments such as employee handbook, do those pages have to be sequentially numbered or can the title page just be numbered? For example; if an employee handbook is 20 pages and it falls into the proposal on page 75 – must we re-number those 20 pages, or just call out in the table of contents where it starts and what the title page number is?
 - A: Please note in the table of contents where the attachment starts and what the title page number is.

EXHIBIT A



Average Salary Ranges from past Service Providers:

Regional Program Manager: \$50,000-\$60,000
 OJT Specialists: \$25,000-\$35,000
 ETA: \$25,000-\$40,000

JAG positions are funded by the State JAG grant of approximately \$380,000.

JAG Manager: \$35,000 - \$42,000
 JAG Coordinator: \$30,000-\$35,000
 JAG Specialist: \$30,000-\$36,000

EXHIBIT B

Locations	Address	Landlord	Lease Holder	Square Footage	PSF	Lease Expires	Monthly Rent	Annual Rent	DWD Portion
Region 11									
* Vincennes WorkOne	1500 N Chestnut, Vincennes IN 47591	WDB	Service Provider	2,607	\$12.00	6/30/2019	\$2,608	\$31,293	\$0.00
* Vincennes WorkOne		WDB	National Farm Worker Jobs Program	350	\$13.51	6/30/2016	\$394	\$4,728	\$0.00
Jasper	703 W 6th St, Jasper IN 47646	J & G Electronics	Service Provider	1,680	\$10.71	8/31/2018	\$1,500	\$18,000	\$9,000
Princeton	107 S Hart St, Princeton IN 47670	Eagle Limited Liability	Service Provider	2,500	\$11.04	7/31/2024	\$2,300	\$27,600	\$2,625
Tell City	1034 31st St, Tell City IN 47586	IVY TECH	Service Provider		\$0.00		\$0	\$0	\$0.00
**Boonville	1302 Millis Ave,Ste 2, Boonville IN 47601	Allan & Judy Holweger	Service Provider	1,400	\$6.00	mnth-to-mnth	\$700	\$8,400	\$0.00
**Mt. Vernon	306 Kimball, Mt Vernon IN 47620	D. Green	Service Provider	1,160	\$7.24	mnth-to-mnth	\$650	\$7,800	\$3,900
Rockport	2792 US 231, Rockport IN 47635	LincolnLand Develop	Service Provider		\$0.00		\$0	\$0	\$0
*** Evansville WorkOne	700 E Walnut St, Evansville IN 47713	WDB	Service Provider	7,523	\$13.51	6/30/2018	\$8,469	\$101,631	\$0.00

Telephone and internet should be included in the budget for all locations.

* Utilities included in Lease, Under negotiation to reduce square footage and rent.

** Under negotiations to secure a location with no cost rent, utilities will need to be included in budget.

*** Utililites included in Lease.

EXHIBIT C

Historical Information for WIOA expenses only

Staff Travel Expense \$ 25,000

Approximate Historical Operational Budget Costs

Overhead \$300,000 \$ 300,000

Communication \$20,000 \$ 20,000

Postage \$4,000 \$ 4,000

Insurance \$12,000 \$ 12,000