

**WORKFORCE INNOVATION AND OPPORTUNITY ACT, TITLE I, ADULT AND
DISLOCATED WORKER,
SACRAMENTO WORKS JOB CENTER SYSTEM SERVICES RFP
OFFEROR'S CONFERENCE - 3/10/2016**

**CORRECTIONS TO RFP
AND
QUESTIONS AND ANSWERS**

CORRECTIONS

1. **Page I-6, paragraph 11, Proposal Deadline and Submittal Procedures:** *To be considered for funding, agencies must submit NINE (9) separate copies of their proposal as follows:*
 - (a) *ONE (1) copy with original signature(s) and be identified as the original.*
 - (b) *SEVEN (7) reproduced copies of the original and need not include Exhibit E, References Questionnaire.*
 - (c) *ONE (1) electronic copy on a flash drive. Zip files will not be accepted.*

2. **Page II-7, paragraph III, Allowable Activities, Individualized Career Services: Workforce Preparation** - *Services are intended to help customers acquire a combination of basic academic skills, critical thinking skills, digital literacy skills, and self-management skills, including competencies in utilizing resources, using information, working with others, understanding systems, and obtaining skills necessary for successful transition into and completion of high school diploma or equivalent, postsecondary education or training, or employment.*

3. **Page II-11, paragraph VI, Customer Eligibility: CalWORKs** - *(if accessing OJT, ABE/GED, and VESL services only)*

4. **Page V-9, paragraph 1, Organizational History:** *Provide a brief history of applicant agency, including a description of its history and experience in workforce development, specifically in providing the services included in this RFP or comparable operations. Include history, purpose, years of operation, number of staff and specific services provided to the community.*

QUESTIONS AND ANSWERS

Q: In what proposal would the gray area on section II-5 be requested?

A: *SETA is not soliciting the services reflected in the gray area on page II-5. Training services reflected in the gray area of the chart are available through other sources and are provided to indicate all of the allowable "Training" services listed in the Workforce Innovation and Opportunity Act (WIOA).*

Q: Is there a way in the proposal to request funds for the scholarships?

A: *SETA is not soliciting Occupational Skills Training (OST) or other specific types of training not listed in this RFP. Proposers may indicate in their proposal the extent to which their program design relies on scholarships being available, but SETA will only be funding activities solicited under this RFP.*

Q: If applying for Basic and Individualized Career Services, I assume the case management funding needed for individuals that may enter into OSTs would fall under these services?

A: *Yes, but it could also be provided by the training provider, or some other partner or funding source.*

Q: Please explain the rationale behind the "physical presence" requirement. Is it a local presence priority?

A: *SETA is not seeking to fund startup programs and incur infrastructure and startup costs. SETA intends to fund established organizations that possess a good understanding of the local labor markets and the local communities and their needs, while demonstrating effective relationships with local business, education, economic development and other partners in the area.*

Q: Please define "leveraged resources," including how they will be evaluated against competing proposals. Will partnerships with mandated partners count towards leverage?

A: *Leveraged resources are cash or in-kind contributions that will help an applicant agency deliver or support the services proposed. Yes, partnerships with mandated partners will count towards an applicant's leverage.*

Q: Corrections to the RFP were stated. Will SETA be issuing an addendum?

A: *All corrections are provided in this Q&A.*

Q: Will CalWORKs participants be co-enrolled in WIOA?

A: *Participants enrolled in a CalWORKs "only"-funded service will not be co-enrolled in WIOA. CalWORKs recipients participating in CalWORKs and WIOA-funded activities must be co-enrolled. If a CalWORKs "only"-funded participant*

transitions into a WIOA-funded service, the participant must be co-enrolled at the time of the transition.

Q: Are CalWORKs participants referred to WIOA contracts for OJTs/subsidized employment?

A: *CalWORKs recipients will be referred to CalWORKs-funded OJTs/subsidized employment.*

Q: Who are the lease holders of the current centers? Is the expectation that new providers will take over the leases?

A: *SETA is the lessee of all of the current Sacramento Works Job Centers (SWJC) with the exception of the Mark Sanders Job Center, which is managed by the State of California, Employment Development Department. The subcontractors that comprise the current Sacramento Works Training Centers (SWTC) are generally the lessees of the sites they occupy. SETA has no expectation that new providers will take over existing leases.*

Q: What is the enrollment number requirement for Adult/DW?

A: *Applicant agencies are to propose the numbers they have the capacity to serve. On average, 38,000 customers receive basic career services (formerly, "core" under WIA) and 4,000 receive individualized career services (formerly, "intensive" under WIA) and/or training services within the SWJC system.*

Q: Will new providers be required to budget for computers, furniture, etc. for the centers?

A: *No, SETA intends to fund the services solicited under the RFP. However, to the extent that providers require computers, furniture or other equipment to operate, such items may be included in the budget and will be considered in the evaluation process.*

Q: Will you publish a list of the bidder's conference attendees?

A: *SETA is not publishing a list of the offeror's conference attendees.*

Q: Is SETA intending to fund Dislocated Worker OJTs?

A: *SETA may allocate WIOA Dislocated Worker funds for OJTs, depending on the need and the circumstances; however, we do not anticipate an emphasis on Dislocated Worker OJTs as the current discretionary grants that target Dislocated Workers should be sufficient.*

Q: The re-entry (ex-offender) population come to our door seeking employment services, how can we serve them?

A: *Ex-offenders are eligible for all services solicited under the RFP, including OJT if they are eligible. In addition, SETA administers several grants that target the re-entry population and encourages providers to connect ex-offenders to existing services.*

Q: *If proposing career (basic and individualized) and a training service, does an applicant submit one or two proposals?*

A: *Two proposals; one for the basic and individualized career services and one for a training service, such as OJT.*

Q: *On page II-5 under "Basic Career Services," it states that these services must be made available to all individuals seeking services offered by the one-stop delivery system..." So, if individuals are seeking services from a non-profit agency and not a One-Stop, does this statement just mean that we have to offer some or all of the listed services?*

A: *If proposing Basic and Individualized career services, applicants must demonstrate their ability to provide most of the services listed under each category. For services not provided directly, SETA will be looking for applicants to demonstrate customer access to services via leveraged resources or formal partnerships.*

Q: *On page I-3 where you present the estimated available fund amounts, can you give us any idea of how many awards you plan to make and/or the average amount of an award under the WIOA category?*

A: *SETA has not pre-determined the number of awards to be made from this solicitation, or the average amounts of the awards, but can share its current subgrantee list with providers.*

Q: *Please explain what you mean by "Basic career service do not require enrollment into WIOA and are not subject to priority of service requirements" found on page II-5. What does "enrollment into WIOA" mean and what does "priority of service requirement" mean?*

A: *Basic career services are "self-directed/self-service" in nature. Services offered at this level do not require customers to be formally enrolled into WIOA, which means the customers receiving basic career services do not count towards the SWJC system's performance measures. Individualized services are "staff-assisted" and require formal enrollment into WIOA, which results in the customers counting towards the SWJC system's performance measures. The Local Workforce Development Board, Sacramento Works, Inc., as required under the WIOA, is required to establish a priority of service policy, which at a minimum places priority of service to individuals on public assistance, individuals that are low income, or individuals that are basic skills deficient. When providing basic*

career services to a customer, priority of service is not applied. When enrolling a customer into individualized career services, priority of service must be applied.

Q: Are there page or space limitations for any of the narrative answers?

A: *No, but proposers are encouraged to be succinct in their responses.*

Q: If our agency was only recently SETA-funded, at the end of last year, are we considered to have enough “past program performance data yet,” or will we need to provide a list of References again?

A: *Yes, “recently”, SETA-funded agencies will need to provide references.*

Q: Will there be any funding dollars for Adult participants in subsidized employment opportunities?

A: *SETA may allocate some WIOA Adult funds for “stand-alone” OJT opportunities. However, applicant agencies should anticipate that Adult funding for OJTs will be limited.*

Q: Are you only planning to fund OJT opportunities for DHA-Welfare to Work participants?

A: *See answer above.*

Q: Will SETA continue to provide pre-test and test vouchers or does the application need to include cost for tests?

A: *SETA can continue to offer GED pre-test and test vouchers to successful applicants.*

Q: Where does job readiness fit in?

A: *Job readiness elements fit in Short-term Prevocational Services and/or Workforce Preparation under Individualized career services.*

Q: Will WIOA fund GED services or only CalWORKs?

A: *SETA intends to only fund CalWORKs GED services, and does not currently anticipate allocating WIOA Adult or Dislocated Worker funding for GED services as a training activity under this RFP. Adult or Dislocated Workers in need of GED services may access those services through the Adult Education system or on an individualized basis through Career Services.*

Q: Are separate applications expected for basic and individualized career services?

A: *No. only one proposal is required.*

Q: If proposing OJT/subsidized employment and ABE/GED, would we submit one or two proposals?

A: *Two separate proposals would be required.*

Q: What services are “cost reimbursement” and what service if any are “fee-based”?

A: *This solicitation requests “cost reimbursement” budgets, however, SETA may apply “cost reimbursement” or “fee-based” budgeting when entering into subgrant agreements with successful applicants.*

Q: If successful and funded to provide basic and individualized career services, will provider be able to access scholarships for its customers?

A: Yes.

Q: On page IV-2, paragraph 10, special instructions indicate “not to include documents, attachments or letters that have not been specifically requested in this RFP.” In responding to the monitoring and evaluation section, can a chart be attached to indicate areas to be monitored, frequency, staff responsible, and steps for corrective action, if necessary.

A: Yes.

Q: Will the physical sites of the job centers be available to bidders to house career services operations proposed? Specifically, the question pertains to the following Job Centers: Franklin, Galt, Hillsdale, Mark Sanders, and Rancho Cordova.

A: *Yes, however, applicant agencies are responsible for negotiating co-location options with the sites.*

Q: We have a facility in Sacramento County. However, this location is not suitable for career services and we would seek to establish operations in alternate locations, such as existing job centers. Based on our operations in the County, would physical presence requirements be met?

A: *Yes, however, SETA will evaluate both the connection to the local labor markets and the local community’s needs, in addition to the applicant’s relationships with local business, education, economic development and other partners in the area.*

Q: Where would a private-for-profit indicate “profit” in Exhibit D, Budget and Cost Allocation Plan?

A: *Any profit is considered program income and must be expended on the program. Private-for-profit entities can submit a separate worksheet reflecting program income, and the evaluation team will consider the worksheet during evaluation.*

Q: Are the career, training, and follow-up services solicited under this RFP required to be offered within a SWJC (i.e., existing job center)?

A: *No.*

Q: As a WIOA individualized career service, could ESL or GED preparation or high school equivalency prep services be provided by a third party (i.e., subcontractor)?

A: *No, SETA does not allow subcontracting for services, with the exception of specialized, technical portions of "training" services. However, successful applicants can reimburse customers for registration fees when they have accessed these services through the Adult Education system when enrolled in individualized career services.*

Q: As separate proposals must be submitted, please indicate what paragraphs require responses for Basic and Individualized Career Services, OJT/SE services, and VESL/GED services under the "Allowable Services" section starting on page V-4 of the RFP?

A: *If proposing Basic and Individualized Career Services, paragraphs A, B, and D must be completed. If proposing OJT/SE, paragraphs A, C(1), and D must be completed. If proposing VESL/GED, paragraphs A, C(2), and D must be completed.*

Q: What is the current cost per participant for WIOA registered Adult and Dislocated Worker?

A: *Based on funding allocations for the current year, the average Adult and Dislocated Worker cost per participant for contracted SWJC system services is \$3,798.*

Q: Is there a maximum cost per participant for GED and VESL?

A: *The current average cost per participant for GED and VESL is \$2,300.*

Q: Is there a maximum time period per participant to complete GED or VESL training?

A: *There is no maximum time period for participants to complete GED or VESL, however, CalWORKs funded GED or VESL participants may be issued incremental approvals by the Department of Human Assistance (DHA) for continued participation for sixth period.*