

RFP# CSB18-506-001
One-Stop Operator Workforce Services
Questions and Answers

April 3, 2017

1. Is the due date for proposals April 13 as stated on the cover page or is it April 18 as stated on page 36 of the RFP?

A: The due date is April 18. Amendment 1 of the RFP was issued on March 15 to correct the date on the cover page.

2. How are the WIOA documents referenced in the RFP obtained?

A: WIOA information, including links to Training and Employment Guidance Letters covering the referenced WIOA rules and guidance can be found here:

<https://www.doleta.gov/wioa/>

3. Do we have to be headquartered in Brevard to bid on this RFP?

A: No, but you must be capable of managing the day-to-day operations in the multiple One-Stop Career Center locations contained in the RFP, and deliver a broad range of federally mandated one-stop workforce services to employers and job seeking customers in the region in accordance with the federal Workforce Innovation and Opportunity Act (WIOA) and other governing laws and rules

4. We are interested in submitting a proposal for the young Adult (Youth) Services Portion of the RFP only. May we bid on just that portion of the work?

A: No. The RFP is issued to solicit proposals and make a single award for the entire scope of work contained in the RFP, to a "one-stop operator".

5. Will there be a bidder's conference for this RFP?

A: There was no bidder's conference held for the RFP.

6. How many vendors does CareerSource Brevard envision choosing?

A. One vendor will be awarded a contract to provide all of the services and activities in the RFP.

7. Can CareerSource Brevard provide a breakdown of its spending by location and job title?

A: No we cannot provide this information as we do not manage the funding this way.

8. What is the estimated ongoing headcount for temporary employees at each location?

A: Bidders should determine the full-time and temporary staffing levels required to perform the work and meet the performance deliverables within budget requirements.

9. Will CareerSource Brevard provide volume by job title (segmentation, job title, and workers comp classification)?

A: Those determinations are expected to be made by the bidder.

10. Will CareerSource Brevard provide a list of job titles and descriptions?

A: Please review the information contained in the "Link to Resources" on the CareerSource Brevard website, with the other documents related to this RFP.

11. In terms of On-site management, can you clarify if CareerSource Brevard has any interest in an MSP model? Or are you looking for us to provide an On-Site manager to manage only our temp headcount at those locations?

A: CareerSource Brevard does not have an interest in using a Managed Service Provider (MSP) model. We are looking for on-site management and staff from the successful bidder to ensure that all of the parameters of the work are being met.

12. Please clarify the expected transition of employees from current suppliers.

A: In Section 15.3, bidders are requested to provide a description of their previous experience in transitioning the operations of a service delivery system similar to the system in the RFP. Also requested is description of communications to incumbent staff in such experiences.

On page 36 of the RFP, the anticipated timeline for transition planning and contract execution is from June 12th to June 30th. During that time, CSB will work with both the incumbent contractor and the new contractor to ensure that transition is performed professionally and have no impact on providing services to the customer.

13. May vendors use subcontractors to assist in staffing positions outside of scope or geography?

A: Bidders are directed to Section 15.1 of the RFP for guidance on subcontracting in general. Bidders should present their staffing requirements and work to be performed (in scope and out of scope) as part of their proposal.

14. Will employees be required to travel for job assignments?

A: Travel may be required for staff to meet with members of the community as well as for training.

15. How often will employees be working with minors? What is the average number of youths employees interact with annually? What age groups utilize CareerSource Brevard's services annually?

A: Working with youth is a full-time function of the services to be provided. As per the chart in Section 8 on page 21, the average monthly caseload for youths for 2015-2016 was 407 per month. This includes both new and carryover youth cases. The minimum is presently 350 youth per year as per Section 11.5. The age group for young adults/youth is 16-24 years old. Per the Workforce Innovation Opportunity Act, no more than 25% of youth funds can be spent on in-school youth.

16. Is CareerSource Brevard willing to provide a list of current pay rates/rate ranges for the job titles listed?

A: No. Information regarding pay rates and pay ranges for the jobs titles listed are the responsibility of the bidder to research and apply to their bid.

17. When is CareerSource Brevard expected to be invoiced, monthly or weekly?

A: Billing is monthly, not later than the 10th of the month for the preceding month.

18. What is CareerSource Brevard expected payment terms?

A: Payment terms for a correct and properly documented invoice is Net 30 days. However there may be cases when payment may not be issued for up to 60 days after receipt of an invoice and the contractor should be financially capable of carrying that open receivable.

19. Should funding for background checks be included in our mark-up or billed back separately?

A: Do not include the cost of background checks in the pricing. Either the checks will be directly ordered and paid for by CSB with the information provided by the contractor, or if the contractor is the ordering party, invoicing and payment will be separate.

20. Does CareerSource Brevard expect vendor to provide timecard management or time clocks or does CareerSource Brevard have time management in place?

A: Vendor is expected to have their own time management system acceptable to CSB.

21. Will CareerSource Brevard specify required training/orientation expectations prior to employees beginning work or during the assignment?

A: Some of the requirements can be found in Sections 6.25.1, 6.25.2, and 6.25.3. Personnel should already be trained in the unique requirement of the job they are performing, including any education levels or certifications required.

22. Who will be responsible for administering training for assigned employees, the supplier or CareerSource Brevard?

A: Supplier should identify and coordinate training requirements with CSB. Responsibility of ensuring that supplier staff has required training is the responsibility of the supplier.

23. Will CareerSource Brevard provide specific training and/or requirements for working with minors?

A: Supplier should comply with all federal, state and local laws in this matter.

24. Could CareerSource Brevard clarify what types of background/drug screens are required?

A: A Level 2 background screening is required. Information regarding what this entails can be found at <http://m.flsenate.gov/Statutes/435.04>. Regarding drug screens, bidder should describe their human resources practices concerning drug screening, as well as how they are in compliance with the Drug Free Workplace Act of 1988.

25. Is there a CareerSource Brevard-specific vendor used for background/drug testing, or can the vendor utilize its own identified processes? If there is a specific vendor, what is the cost per test?

A: There is a specific list of vendors who are able to conduct Florida Department of Law Enforcement background check fingerprinting. Information is available on the FDLE website.

26. Does CareerSource Brevard intend to provide a sample contract agreement for review? If so, will redlines be accepted?

A: The successful bidder will receive a draft contract for review and negotiation.

27. What are suppliers responsible for in terms of liability? For example, if something is broken by our employee on accident (i.e. a laptop) is the supplier liable for those damages?

A: Unless the damage is caused by willful negligence or neglect, the damage will be considered accidental and the supplier will not be liable for the damages.

28. Are the 350 youth being served this contract year, all new youth, or are some of those carryovers from previous years?

A: 350 is the minimum requirement. Recent historical figures are as per the chart in Section 8 on page 21. Some of the youth are carryovers.

29. How many computers will be provided by CSB?

A: All of the necessary computers for the contractor will be provided by CSB.

30. Should the contractor include any computers in their budget?

A: No

31. Are the costs covered by CSB, per page 45 of the RFP, covered for all funding streams? Adult, DW, Youth, and OSO?

A: The separate "streams" have been provided for planning purposes. The program is considered a single program with a single budget.

32. How many budgets need to be submitted? One to cover all proposed services or should services be broken out in separate budgets?

A: One budget as per the RFP using the Attachment C Budget Template.

33. If services should be broken out in separate budgets, do we use the same budget forms for all funding streams?

A: N/A

34. Can we use the average caseloads, broken out on the chart on page 21, for planning purposes for the period covered by this procurement?

A: Yes, however the number of cases can vary depending on changes in budget allocations and new or expiring grants.

35. Are the average caseloads on page 21 inclusive of all active cases to include new and carryover participants?

A: Yes

36. What is the current year breakout of funds between the funding streams being procured: Adult, DW, Youth, and OSO?

A: There is no requirement for the bidder to break out costs by funding type. This is to be funded as a single award.

37. Referencing the chart on page 6, can we assume that this procurement is inclusive of the services being provided by the 35 WIOA positions?

A: Yes

38. Is the current provider utilizing any subcontractors and if so, who and for what purpose?

A: No

39. Can you please provide a current organization chart?

A: Bidder to provide the organizational structure it proposes to successfully perform the scope of work in the RFP

40. On page 40 of the RFP under section 15.2. Service Delivery/Operations: Is the 20 page limit for all services or is the limit 20 pages for each service?

A: The 20 page limit is for the Service Delivery/Operations portion of your response.

41. On page 43 of the RFP under section 15.3. Management and Staffing: Does the 15 page limit include job descriptions?

A: The bidders should provide brief job descriptions as part of the 15 page limit and if the bidder feels it is beneficial, provide full job descriptions as an attachment or appendix that is outside of the 15 page limit.

42. The CEJA (Clean Energy Jobs Accelerator) grant was scheduled to end last PY. Has it been extended?

A: No

43. Is the AIM grant (Advancing in Manufacturing) still active?

A: Yes

44. Can you please provide the actual Active and Follow-up Caseloads for the current YTD and for PY15?

A: The Chart on Page 21 contains average monthly caseloads for PY 15, the June 2016 report shows the following number of cases in follow-up:

- Adult 166
- Dislocated 52
- Youth 224
- WT – Not Applicable
- SNAP 126 (Job Search)
- REA – 70 (Assessments Completed)
- CEJA 115
- AARP 5
- NEG 116 (NEG,JD-NEG & SP-NEG) 116

It is not possible to provide the current YTD numbers at this time.