

Workforce Services
RFP
Offerors' Conference
Q & A
May 8, 2017

Requests for Clarification/Questions prior to the Conference:	
1.	Attachment Q (Career Center Staffing) lists 13 different staff positions, one of which is specified as optional. Is it expected that each Center have all 12 of these positions at a minimum?
	No, Respondents should include the number and positions they determine are necessary to meet staffing levels for proposed services.
2.	Attachment L (Due Diligence Requirements), p. 5, item K.1., asks for Attachment E to be submitted. Should this read Attachment F instead?
	Yes, it should read Attachment F. This was a typographical error and has been corrected.
3.	Attachment K shows a boxed message noting a circular reference error, advising the number may be incorrect. Because the file is protected, we cannot determine which amounts may be incorrect.
	All pre-filled amounts are correct. The message is just a warning that some formulas are circular and require other boxes to be filled in in order for the formula to work properly. The respondent should ignore the warning and fill in the requested information.
4.	Attachment K – The width of Column J cannot be adjusted to increase the size of the cell as needed; therefore, the Total \$ Funding Request cannot be seen.
	Attachment K has been amended to widen Column J.
5.	Attachment K – Please clarify the rationale for determining the ranges for staff levels at each center. Most centers cannot accommodate the maximum amount due to space limitations. Do the staffing levels include the DEO staff, and other partners?
	The staffing levels should only include the proposed number of full-time staff the respondent proposes for the center. Staffing levels do not include DEO staff and/or other partners.
6.	Attachment K – What factors are included in Column T, the 2016-17 Regional Average Yearly Wage of Staff Member? Since the forms say to include fringes, which ones are included in Column T, just payroll taxes or all staff benefits?
	The salary shown under column T is an example. The Respondent should enter the average salary for center staff, to include fringe benefits and payroll taxes.
7.	Please clarify if the time period utilized for the CAP participation rate is July 1st through June 30th?

Workforce Services
RFP
Offerors' Conference
Q & A
May 8, 2017

	The CAP Participation Rate will be cumulative for the time period of July 1 st through May 31 st , 2017.
8.	ATTACHMENT I – BUDGET FORMS – How should the respondent allocate percentages between different funding sources as listed on RFP Page 6. Item E.: TANF, WIOA Adult, WIOA Dislocated Worker, REA, SNAP and RA. Please provide suggested percentages for each.
	TANF 30% WIOA Adult 27% WIOA DW 33% REA 4% SNAP 5% RA 1%
9.	ATTACHMENT I – BUDGET FORMS – Since most Career Center already have fixed costs such as Space Rental, Utilities, Maintenance, etc. Should the Respondent include these amounts on the budget? If yes, please provide these amounts for each established location, to prepare an accurate and competitive budget.
	Respondents do not need to budget for Career Center facility/occupancy costs, i.e. space rental, utilities, maintenance, etc. SFWIB will pay for these costs directly.
10.	ATTACHMENT I – BUDGET FORMS – If applying for multiple centers, can a position be shared between centers? If so, how can it be identified in the budget form in only “Position, Name and Annual Salary” columns are provided on the Budget Form.
	Please follow the instructions provided in Attachment J-Budget Narrative Instructions, which indicates to list each staff position by SFWIB title, indicate the gross salary (from all sources) and the percentage of time to be charged to this program.
11.	ATTACHMENT I – BUDGET FORMS – Does the respondent have to provide Staff’s Name since the budget should be anonymous?
	The budget should not have staff names identified. The budget template has been revised to delete the column labeled “Name”.
12.	ATTACHMENT L – Due Diligence – IF APPLYING FOR MULTIPLE CENTERS - Due to the time constraint to submit a proposal and obtain a Line of Credit for the 20% funding reserve required for all centers applying for, is the respondent able to submit a Letter of Credit (commitment) from a financial institution, showing that if a contract for a center(s) is awarded, the financial institution will commit to provide the 20% funding reserve required for the operation of the center(s)?

Workforce Services
RFP
Offerors' Conference
Q & A
May 8, 2017

	Yes, the letter of credit or commitment from the financial institution should be an original document, and include the following details: Original Date, Loan Number, Loan Amount, Interest Rate, Expiration Date, Loan Officer's Name, phone number and e-mail address, for CSSF's verification purposes.
13.	Attachment K – Proposed Deliverables and Performance Chart - Please explain how to calculate Column “Proposed Avg. Year Wage of Staff Member” and “Respondent Proposed Staffing Levels”, what is the methodology behind these?
	Attachment K includes directions on completing the form. The directions indicate the Respondent should enter the average salary of full-time employees hired to work in the center. The proposed staffing levels are the number of full-time employees the Respondent has determined as required to operate the center.
14.	Attachment K - Proposed Deliverables and Performance Chart – Does the applicant have to propose FTEs within the Recommended Staffing Levels? If not, will there be a penalty in the evaluation if staffing is not within recommended level?
	The Respondent may propose any staffing level required to operate the center. The evaluation methodology is confidential and will not be released at this time.
15.	Attachment K – Proposed Deliverables and Performance Chart - Should fringes be included in the formula or only gross salaries? Is there a guideline/recommendation for salary ranges for each position listed on Attachment Q Career Center Staffing?
	The proposed average yearly wage of career center staff should include gross salaries and benefits to include payroll taxes. Respondents may use industry standards for the salary ranges for each position.
16.	Attachment K – Proposed Deliverables and Performance Chart - If proposing multiple centers, and a position is shared between the centers, will it count as 1 position for purposes of calculation or only the FTE allocated to the center?
	For the purpose of counting FTE's, the sharing of a position between centers is not allowed. The staffing number should only include the number of FTE's physically present and working in the center on a regular full-time basis.
17.	Can a copy of the Proposal Rating Instrument that will be used to evaluate each different areas of the proposal be provided on the day of the Offeror's Conference?
	No, the Proposal Rating Instruments for the different areas will not be provided at this time.
18.	PAGE 19 – Part IV – Evaluation Process and selection Criteria – Item 3 – Technical Proposal Narrative - What is the difference between “One Stop Operator” and “Service Provider”?

Workforce Services
RFP
Offerors' Conference
Q & A
May 8, 2017

	<p>A One-Stop Operator does not have to be a direct provider of one-stop services. The One-Stop operator's role, at a minimum, is to coordinate and manage the delivery of services being provided by the Service Provider. Additionally, they should provide performance monitoring and improvement recommendations.</p> <p>Service Providers coordinate and provide targeted services to the One-Stop customer. These services may include but are not limited to: employer/business services, Welfare Transition Program compliance monitoring, Job Readiness assistance, Job placement assistance, and educational/training assistance.</p> <p>Please refer to 20 CFR 678.620(a) for more details on the role of the One-Stop Operator.</p>
19.	<p>PAGE 19 – Part IV – Evaluation Process and selection Criteria – Item 3 – Technical Proposal Narrative - For respondents NOT currently operating a Workforce Services Center, which section should the respondent answer “One Stop Operator” or “Service Provider” or both?</p>
	<p>Respondent shall answer both sections One-stop operator and Service Provider. SFWIB workforce contractors serve as both One-Stop Operators and Services providers for all its locations.</p>
20.	<p>How many USB's should respondent submit, since there are anonymous and identifiable documents to be provided?</p>
	<p>The Respondent should submit only one USB.</p>
<p>Requests for Clarification/Questions at the Conference:</p>	
21.	<p>Why is Transition not listed as a career center on page 12 of the RFP?</p>
	<p>Offender services are considered a special population under this RFP (pages 6 and 7). Therefore, your own office would be your location since you would not be applying to operate one of the career center locations listed on page 12 of this RFP.</p>
22.	<p>Big Brothers Big Sisters has CareerSource staff at our site, yet why are we not listed on page 12 of the RFP?</p>
	<p>Big Brothers Big Sisters is an Access Point. Career Center locations were the only locations listed on page 12.</p>
23.	<p>Could Big Brothers Big Sisters bid on special population services if we serve at risk youth?</p>

Workforce Services
RFP
Offerors' Conference
Q & A
May 8, 2017

	The current RFP is for Adult Workforce Services at the career center locations shown on page 12. A Respondent may also apply for the Adult Workforce Services contract targeting special populations, such as ex-offender jobseekers or jobseekers with disabilities.
24.	Big Brothers Big Sisters serve at risk youth who can technically be considered disabled; however, this classification depends on the definition you use. In this particular case which definition should be used?
	The term "disability" is defined by the Americans with Disabilities Act (ADA), Section 503 of the Rehabilitation Act of 1973 and Section 188 of the Workforce Innovation and Opportunity Act (WIOA) as someone who: (1) has a physical or mental impairment that substantially limits one or more "major life activities," (2) has a record of such an impairment, or (3) is regarded as having such an impairment.
25.	The RFP refers to the Workforce service model, is this referring to a State standard model or an internal model?
	The RFP is referring to the service model of the operator and/or the service provider. Please refer to the CareerSource Florida WIOA Unified Plan, Training and Employment Guidance Letter (TEGL) No. 19-16 and TEGL No. 15-16.
26.	On page 24 of the RFP, does each workforce service contractor need to meet all of the performance measures listed?
	In order for current contractors to be considered for a workforce services contract, the performance measures listed on page 24 must be met.
27.	On the staffing chart, if we have part-time employees, should we include the part-time employee hours as FTE's, counted as half a person?
	No, Respondents should only include full-time employees as part of Attachment K.