

RFP #1158 AJCC – Bidder’s Conference

Questions and Answers

1. Due to many questions and concerns at the Bidder’s Conference regarding the proposal formatting requirements (Section 3.6), the WDB will allow proposals narrative to have either double space line spacing, or single space line spacing, at the respondent’s discretion.
2. There are fairly restrictive space limitations in sections 6.5, 6.7 and 6.9. Is there any chance you would consider expanding the limitations on space for 6.5, 6.7, and 6.9?
 - a. No, page maximums still apply. However, responses may be either single-spaced or double-spaced whichever the bidder prefers.
3. In regard to the double-spaced format requirement per page 36 of the RFP, will the WDBCCC allow information provided in tables and graphics to be single-spaced?
 - a. Yes, tables and graphics can be single spaced.
4. In regard to the 12-point font format requirement per page 36 of the RFP, will the WDBCCC allow information provided in tables and graphics to be of a readable font size smaller than 12 point?
 - a. Yes, tables and graphics may be of a readable font smaller than 12pt.
5. Will the WDBCCC provide a time period for bidders to ask further clarifying questions after the mandatory bidder's conference?
 - a. No, all substantive questions must be asked before or during the mandatory bidder’s conference.
6. Page 10 of the RFP states, "*The WDBCCC will competitively award contracts to providers whose submissions are most responsive to the need for services described herein.*" Does the WDBCCC anticipate awarding multiple contracts for this procurement?
 - a. The WDBCCC is open to procuring out in a method that will impact our clientele in the most advantageous way possible, and therefore are open to single or multiple contract awards.
7. Will we need to provide Basic Services if we are not in Central County, other than as needed to vet people into Intensive Services?
 - a. Yes, basic services are required at each site.
8. If an existing Affiliate One-Stop (e.g. Bay Point Career Center) partners on a proposal, will the basic services it provides be included in the outcomes for the partnership? This is assuming that the proposal would include funding to strengthen the integration of customers using the Basic Services at the Affiliate into a deeper program that includes Intensive Services.
 - a. Staff are unable to comment on or respond to questions regarding individual program design. (Sec. 3.4) Proposers are asked to identify the funding source of any proposed leveraged funds. Outcomes will be negotiated during contract negotiations. All statutory and regulatory requirements of the funding must be adhered to including It is the responsibility of the Proposer to understand the rules for blending and/or braiding resources.
9. Does a proposal need to include services for WIOA Dislocated Workers who do not meet the WIOA Adult criteria?
 - a. Yes, it should include services to all that meet the eligibility requirements of either the WIOA Adult, WIOA Dislocated Worker, or both. All WIOA Dislocated Workers meet the eligibility requirements for WIOA Adult. Page 10 gives the definition of Comprehensive,

- Affiliate, and Specialized. A specialized AJCC may address the specific needs of a population (i.e.: reentry, English language learners, dislocated workers).
10. The RFP reports on the numbers served annually in Basic and Intensive Services under the current model with current funding. How many job seekers are expected to be served overall in Intensive Services with the reduced funding that will be available?
 - a. Current numbers were provided for reference. Bidders should make a case for funding they are requesting that correlates to the number of customers they intend to serve, basic & individualized.
 11. Will there be a preference for proposals that seek to take on the entire contract, either by one organization or by a collaborative?
 - a. No, the WDB is looking for innovation, leveraged resources, multiple access points, and creative services thru partnerships. Refer to the Evaluation Criteria in Section 7.2.
 12. If a proposal for the entire contract is judged superior for one geographic area but not the others, will the WDB ask the bidder to enter into a contract only for the geographic area where their proposal is superior?
 - a. Yes, it is a possibility.
 13. What are “*labor exchange services*”?
 - a. CalJOBS is a labor exchange. Labor exchange refers to identifying jobs, skills, and matching job seekers with those available jobs.
 14. Is any portion of the \$1.5 million budgeted for the project earmarked for training? If so, how much?
 - a. None of the \$1.5 Million has been specifically earmarked for Training. Respondents may include training services in their proposals but it is not required. Training funds for Individual Training Accounts will be held by the WDB and are separate from the funds identified in this RFP. (page 25 re: additional funding for training accounts)
 15. Are any of the satellite AJCC locations leveraged resources? Who owns those leases?
 - a. The County owns and/or leases current AJCC affiliate sites. Bidders should propose their own affiliate/satellite locations, identify reasonable allocated costs, and leveraged resources.
 16. Recognizing that the funding is not intended to cover the startup costs of a program, please specify what would be considered as start-up costs.
 - a. Startup costs might include (but is not inclusive of this list) the cost of new leases, new equipment, legal, and/or administrative costs to reorganize the organization to accommodate this work, costs associated with the development of the RFP, etc.
 17. Will Excel versions of the worksheets in the RFP (pages 65-67) be made available?
 - a. Yes, the Excel worksheet will be available. Worksheets will be emailed to Bidders Conference attendees and posted on the WDBCCC website
 18. How much of the budget (less the \$250K for CalWORKs & ESE) should we allocate to the Adult and Dislocated Worker funding streams?
 - a. WIOA Adult and Dislocated Worker funding should be allocated based on the percentage and number of customers the bidder anticipates serving in each programmatic category.
 19. The RFP states that facility and computer equipment costs for operations at the comprehensive site will be provided by WDBCC. To confirm, do these include regular maintenance & repairs, telephone & internet, furniture, printers/copiers, and utilities?
 - a. For the most part yes, but some of the contractor responsibility for operation costs in the comprehensive will be negotiated in the contract process.

20. Can you provide how many Affiliate and Specialized sites are currently in operation within the system? Should we budget for facility and related costs for any of these sites? Are these sites staffed full time?
 - a. Currently there is one (1) comprehensive site and three (3) affiliate sites that the WDBCCC operates in Contra Costa County. The sites are staffed full time.
21. What are the hours the three sites are open?
 - a. Currently all sites are open Monday through Friday from 8:30 AM to 5:00 PM.
22. Will you be providing a list of required positions?
 - a. No. Each bid should include a proposed staffing model. It is expected that there will be a position that is equivalent to a case manager and some level of business engagement staff.
23. In the chart on RFP page 14 showing annual participant data by sub-region, are those receiving Basic Services completely unique from those receiving Individual Services distinct populations, or is there some overlap? (I.e. a basic customer progressed into Individualized Services)
 - a. No, they are not completely unique. Some overlap may occur based on the individual needs of the specific client.
24. Are the target participant counts the same for 2018 even though there appears to be a reduction in funding?
 - a. The historical WIOA participant data was provided for reference. The RFP does not specify a targeted number of enrollments.
25. What percentage of the enrolled clients have ITAs?
 - a. In PY 16/17 approximately 24% of Enrolled clients had ITAs
26. What was the budget for ITA-related training last year? How many ITA enrollments did the system achieve?
 - a. The ITA budget for PY 2016-17 was \$649,991.
 - b. The ITA enrollment figures for PY 2016-17 was 187.
27. Is there currently or will there be security at any of the locations?
 - a. Unless the building is a County owned facility, there is no security provided.
28. What TANF program elements (other than CalWORKs Welfare-To-Work Job Club) are to be included in the proposal?
 - a. No elements need to be included in the proposal however it is expected that contractors will collaborate with TANF and other public benefit programs.
29. Is it expected that TANF clients also be co-enrolled in WIOA programs?
 - a. Co-enrollment is desired when applicable but not required.
30. Can you please provide a breakdown of Adult and Dislocated Worker clients from last year's enrollment figures?
 - a. Breakdown of Adult and Dislocated Worker clients from PY 2016-17:

Program	Carry-ins	New Enrollments	Total
Adult	167	118	285
Dislocated Worker	209	363	572
31. Are current leases negotiated with various AJCCs open for use as continued leveraged resources to the successful bidder? (e.g. Liberty Adult Schools annual lease cost of \$1.00)
 - a. Bidders are responsible for negotiating for any facilities that are included in their proposal.
32. Page 55, Section 9.1.2..., "Starting July 1, 2017". Is this correct?
 - a. Contracts resulting from the RFP are slated to start July 1, 2018. July 1, 2017 was a typo.
33. Are CBO's [currently] doing CalJOBS enrollments?
 - a. Yes.

34. Do comprehensive services include Rapid Response?
 - a. No. Rapid Response funding is outside the scope of this RFP. However, it is expected that the successful bidder for the comprehensive site will work collaboratively with the entities providing Rapid Response services.
35. What is the future of the AJCC San Pablo Career One-Stop Site?
 - a. It is anticipated that this site will be closed as of June 30, 2018.
36. RFP mentions that the funding allocated to the Central Region is for only the comprehensive center. Is there an opportunity for an affiliate or specialized site in addition to this (see page 14 of RFP)?
 - a. Yes, it is possible.
37. Can you fund a site outside your county that serves Contra Costa County residents?
 - a. No, the site must fall into our Local Area Designation within Contra Costa County (excluding the City of Richmond).
38. Since the average number of visits in West is 480, compared to 1,680 in East, why are there not more funds allocated to East?
 - a. The funding amounts were suggestions, as the entire amount (which is subject to change) is intended to cover the entire County of Contra Costa (excluding the City of Richmond). Requested funding should be based on the service needs in your specific proposal.
39. How was the dollar allocation calculated for each region: \$300 for West; \$600 for Central; \$500 for East?
 - a. The funding amounts were suggestions, as the entire amount (which is subject to change) is intended to cover the entire County of Contra Costa (excluding the City of Richmond).
40. For an RFP prepared by a Consortium that does not yet have its own financial statement would individual member financial statements (audited) of all members be acceptable and/or require or just from a lead agency/organization?
 - a. The lead agency/organization would include their audited financial statements, as they are considered the fiscal agent for the sub-award. (Refer to page 11 of 81 re: contractual responsibility rests solely with one legal entity)
41. What is the process to apply/qualify for the federal indirect cost rate? Is it a standard rate?
 - a. This is outside the scope of this RFP.
42. What is the present level of performance against the measure is Appendix G?
 - a. The PY 16-17 Performance data provided is based on WIA data. Actual WIOA performance may differ significantly as the outcomes measures have changed.

Performance Outcomes Table – PY16-17

<i>Performance Measure</i>	<i>Definition</i>	<i>Preliminary</i>
Employment Rate		Adult – 69.7% DW – 80.9%
Retention		Adult – 82.7% DW – 92%

Median Earnings		Adult – \$15,509 DW –\$24,558
Credential Attainment	The percentage of participants enrolled in an education or training program who obtain a recognized credential or secondary diploma/equivalent during participation or within 1 year after program exit.	Adult – 58.2% DW – 74.6%
Measureable Skills Gain	Percentage of participants in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains, defined as documented academic, technical, occupational or other forms of progress towards such a credential or employment.	Data not available
Effectiveness in Serving Employers	TBD – definition and target to be negotiated at contract award.	Data not available

43. Conflict of Interest: If someone is a board member of the WDBCCC is this a conflict? Can they be named in the proposal?
 - a. WDBCCC Board Members may be named in the proposal, however members must strictly follow the regulations of the Brown Act, the Standards of Conduct and Conflict of Interest article set forth in the bylaws and the County General Conditions.
44. Page 14 reads: *“funding for Central Contra Costa County is exclusive for the delivery of services at the comprehensive AJCC located at 4071 Port Chicago Hwy, Concord.”* The RFP seems to indicate that leveraging existing sites is desirable. But the letter of the RFP for central **excludes** this option for those orgs that have brick & mortar locations in Concord, Martinez, etc., correct?
 - a. The location of the Comprehensive AJCC (Concord site) needs to remain at Port Chicago Hwy because of co-location with EDD, multiple AJCC partners on-site, etc.
45. Service providers **can or cannot** provide WIOA-funded services outside of Contra Costa County (i.e. at official or unofficial offsite locations)?
 - a. Providers cannot provide WIOA services at a site located outside of Contra Costa County or within the City of Richmond.
46. Will there be rent or utilities costs for the AJCC comprehensive site in Concord?
 - a. It is anticipated that the WDB will cover the cost of rent and utilities for the comprehensive site located in Concord, however some of the contractor responsibility for operation costs in the comprehensive will be negotiated in the contract process.
47. Is it possible to locate an affiliate site in the City of Richmond if we currently have a site there?
 - a. No.
48. Does TANF cover subsidized wages for work experience?
 - a. The WDB manages the CCWORKS subsidized employment program for EHSD and is not part of this RFP.
49. Is there a limitation on out-of-county clients for cost reimbursement/contract coverage?
 - a. No, not at this time, but it is expected that the majority of clients served be Contra Costa County residents.

50. If an agency already has a TANF contract for subsidized employment can this program be connected to the CalWORKs section of this RFP?
 - a. No.
51. Can costs per an allocation plan be included in the proposal budget such as rental costs and utilities?
 - a. Costs that are allowable, necessary and reasonable could be included the proposal.
52. Will feedback (technical assistance) be available on our proposals after the RFP process?
 - a. Yes, through the Contracts bureau, after the procurement has been completed.
53. What is the process for accessing WIOA training funds?
 - a. This will be determined at contract negotiation with selected providers.
54. Are there different processes for accessing TANF training funds?
 - a. There are no TANF training funds attached to this RFP.
55. What is the expected turnaround time for invoices?
 - a. Timelines for submitting invoices/demands are outlined in a contract. Invoices/demands are due fifteen (15) days following the end of the billing period.
56. Who sets up the MOU with required partners (i.e. the providers or the WDBCCC, see page 33)?
 - a. The WDBCCC is solely responsible for the MOU agreement. With AJCC Partners.
57. Is the integrated public workforce system (page 31) the same as the Workforce Integration Network (page 23)?
 - a. The integrated public workforce system is the actual system itself, whereas the Workforce Integration Network (WIN) is the name of a network of organizations in Contra Costa County that are providing services within the integrated workforce system.
58. What is the difference between SSA (TANF) CalWORKs Welfare to Work and TANF Expanded Subsidized employment? Is there a subsidized wage component?
 - a. For the purposes of this RFP, it is only to reference where the funding is derived from. There is no subsidized wage component, as this funding is for Job club/search.
59. Does your training pot of \$983,366 include WIOA Youth training funds? If so, how much?
 - a. It does not include WIOA Youth training funds, however youths eighteen (18) and/or over can be co-enrolled in the WIOA Adult program and access training funds. Note: \$983,366 was fiscal year 2017-2018 required training allocation, which will change for fiscal year 2018-19 based on the WIOA Adult & Dislocated Worker allocations.
60. What is going to happen to the Contra Costa County AJCC clientele that still have open cases after June 30, 2017?
 - a. A plan will be developed to identify how existing AJCC clientele will be transitioned once service providers have been selected.
61. Does the WDBCCC have additional funding available from other funding sources?
 - a. No, not at this time. If additional funding (through grants, etc.) becomes available, and as it impacts the work expectations of the contractors, this funding may be made available to contractors for the specific delivery of services required by the funding.
62. Will any current staff be available to transition to new contractors?
 - a. The WDBCCC's goal is to transition all current staff who so desire, to equivalent jobs within the County structure.
63. What is the expectation surrounding the existing staff at the Concord site?
 - a. Existing County staff positions at all current AJCC sites will be eliminated. Contractors will be responsible for staffing the Concord site and work in collaboration with EDD.

64. Will you accept written question after the bidder's conference? If so, what is the deadline?
 - a. No, substantive questions will only be answered if they were asked before or at the bidder's conference. Although, any questions about the process may be directed to our Contracts Bureau.
65. Will you publish a list of attendees at the bidder's conference?
 - a. Yes, a list of attendees will be shared with all attendees at the bidder's conference.
66. Does WDBCCC have a waiver for running the AJCC?
 - a. Yes, under WIOA the WDBCCC was required to apply for a waiver to operate the AJCCs and provide Adult and DW Career Services.
67. Does "One comprehensive AJCC site.....within the local area designation" (page 10, 3.1) mean one per region (East Contra County, Central Costa County, West Contra County), or, the entire County of Contra Costa?
 - a. Workforce Boards are required to support ONE comprehensive site within their local area designation. The "local area designation" is the entire County not per sub-region. One comprehensive site for Contra Costa County with multiple affiliate/specialized sites, throughout the County, broken down by East, Central and West.
68. Can you provide how many Affiliate and Specialized sites are currently in operation within the system? Should we budget for facility and related costs for any of these sites? Are these sites staffed full time?
 - a. Currently there are three affiliate sites (located in Antioch, Brentwood & San Pablo) and one comprehensive site (located in Concord). The three affiliate sites will close as of June 30, 2018. Each site is currently staffed with 3-4 full-time staff. Proposals should include proposed affiliate and/or satellite facility and related costs.
69. If a customer came in that was say an Alameda county resident, can they be served?
 - a. Yes, but it is expected that the majority of clients served be Contra Costa County residents.
70. Is there a continuation of County business development?
 - a. The WDB will continue to provide Business Services throughout Contra Costa County. WIOA emphasizes the alignment of business services within the greater workforce system. It is expected that there will be a business facing component in the proposal that will work collaboratively with the WDB toward this goal.
71. If the submitted allocation plan indicates facility space, can we ask for reimbursement?
 - a. Yes, however new space procurement will not be reimbursed.
72. Do we need to attach the indirect cost agreement and negotiated profit, or, should we just indicate that the non-federally approved for indirect cost is 10%?
 - a. Yes, you must attach the federal approved indirect cost rate agreement, or negotiated profit calculation. If using the De Minis ICR, then you must include your calculation to justify the rate utilized. Federal regulations does not allow for profit on the Job Club/Search (CalWORKs/ESE) funding of \$250,000.
73. If using the De Minis indirect cost rate, can we ask to use another rate?
 - a. If you do not have a federally approved indirect cost rate (ICR) agreement, then the De Minis ICR of 10% is the maximum that can be proposed. If utilizing the De Minis ICR, you must provide the calculations showing you qualify for the specific rate included in your proposal. Please note, that the ICR is a negotiable item, even with a federally approved ICR.
74. Is there a matching fund percentage or dollar amount that is required? (PPT Slide 13)
 - a. No, there is not a required match, but it is preferred. Per the RFP (Section 6.6, page 38), points will be awarded to those that show match/leveraged resources.

75. Can we ask for more funding that the amount that is set (page 14)? (PPT Slide 14)
 - a. Yes, you can ask more funding (the total requested cannot exceed \$1.5M).
76. Can a new AJCC comprehensive site location be proposed?
 - a. Yes, a new comprehensive site can be proposed however it is the bidder's responsibility to show cost savings and efficiencies to justify a move in location; and clearly articulate how the site meets all the criteria to be a Comprehensive AJCC including co-location with Wagner Peyser.
77. Who is current One-Stop Operator?
 - a. Glen Price Group is the current One-Stop Operator.
78. Is there an established ball-park figure for total number of clients served?
 - a. Currently, there is not an established threshold.
79. Are there expectations on number of clients served?
 - a. Yes. The WDB understands client numbers may fluctuate due to the transition, however the goal would be to maximize clients served. Bidders should make a case for the number of clients they are proposing to serve that correlates to the amount they are requesting.
80. Can TANF include wages?
 - a. No.
81. Are there current vacancies at the AJCC now that are not being back filled?
 - a. Yes, several case managers and clerical staff positions are vacant and not being back-filled.
82. Was there anything notated about an AJCC transition plan requirement in RFP?
 - a. No, nothing was noted.
83. What is the CalWORKs/ESE funding supposed to be utilized for?
 - a. Job club and job search functions.

Glossary of Terms:

1. WDBCCC: Workforce Development Board of Contra Costa County
2. WIOA: Workforce Innovation and Opportunity Act
3. EHSD: Employment and Human Services Department
4. IRC: Indirect Cost Rate
5. RFP: Request for Proposal
6. MOU: Memorandum of Understanding
7. PY: Program Year