

**WIOA Adult, Dislocated Worker, Youth and One-Stop Operator RFP 19-01**  
**Questions and Answers**  
**April 1, 2020**

Multiple questions were received regarding the impact of COVID-19 (coronavirus). To streamline the process those questions will be answered together, as the material content is the same.

1. The deadline for submission has been extended until: 12 noon on April 29, 2020
2. Electronic submission is strongly encouraged given the current CDC guidance related to COVID-19 transmission. Submissions must be made to: [mwdb@midlandsworkforce.org](mailto:mwdb@midlandsworkforce.org)  
If an offeror opts for hardcopy submission, the documents must be delivered by commercial delivery, such as United States Postal Service, FedEx, UPS, DHL, etc.

**Any other submissions will not be accepted/considered non-responsive.**

1. Who is the incumbent provider for each the Operator; Adult; Dislocated Worker and Youth programs?
  - **Operator (Fairfield/Lexington/Richland) - Arbor E&T, LLC d/b/a ResCare Workforce Services**
  - **Adult, Dislocated Worker and Youth (Lexington/Richland counties) - Arbor E&T, LLC d/b/a ResCare Workforce Services**
  - **Adult, Dislocated Worker and Youth (Fairfield) - Fairfield County**
2. I recently came across this project:  
Workforce Career and Training Services  
I am hoping you can email me a copy of any specifications and/or documents associated with this project. If they can't be emailed, please let me know. Please do not send them if a fee is required.

The full solicitation is available for download at <https://www.midlandsworkforce.org/rfp>. The solicitation outlines the specifications outside of those dictated by the Workforce Innovation and Opportunity Act

3. Page 5, second paragraph that indicates transitioning participants who do not speak English as their first language. What is the language preference for this group?

**Spanish**

4. Page 5 Adult / DW services; can you tell us how many participants are expected to receive core and intensive services this year?

**WIOA Adult, Dislocated Worker, Youth and One-Stop Operator RFP 19-01**  
**Questions and Answers**  
**April 1, 2020**

**The full impact of COVID-19 on the area's overall enrollment and entry into training is unknown at this time. As of 3/27/2020, the Adult/Dislocated Worker program has served a total of 881 participants for the Program Year. 555 of those participants have received Career Services only.**

5. Page 9, business outreach; can you give us a list of current business partners that have a signed MOU with the board.

**The Board has not signed MOUs with business partners.**

6. Page 9, supportive services; can you give us an explanation for the type of supportive services that are allowed under the current contact. How much is currently budgeted for these services.

**Examples of current support services include: Transportation assistance, uniforms, occupational skill licensing tests, etc. Currently, supportive service costs are tied to participants with training activities (classroom and On-the-Job training). Costs vary depending on the type of training. However, it is suggested that support services be budgeted at 15 - 20% of the total training budget.**

7. Page 9, Adult services; do you have any participants in an apprenticeship program? If so, can you describe what type of programs are in place at this time?

**Yes. The current Registered Apprenticeship activity is in the construction trades.**

8. Page 10, incumbent worker training; how many businesses are currently under contract. How much of the budget is allocated for this service?

**Incumbent Worker Training activities are not included in this solicitation.**

9. Page 10 - follow-up services; can you give us an estimate of the number of participants expecting to be in the follow up phase of the program beginning in July of 2020. What is the current allocation in the budget for these services?

**It is difficult to predict the number of participants in follow-up for the coming year. We know that participants who have exited the program since July 1, 2019 will be follow-up effective July 1, 2020. As of 3/26/2020, those numbers are: A/DW program - 382 and Youth - 207. Those numbers will increase over the remaining months in our current program year. We do not know if there will be a significant impact from the COVID-19 outbreak on the exiter numbers.**

**WIOA Adult, Dislocated Worker, Youth and One-Stop Operator RFP 19-01  
Questions and Answers  
April 1, 2020**

10. Page 13, In reference to rapid response, how many layoff events have there been in the last two years and what is the number of people that were affected and served? Have you received notice of and are you anticipating any new announcements regarding closures?

**The Midlands area has been fortunate to experience a limited number of layoff events in the last several years. In Calendar Year 2019, there were 56 layoff/closures included on the State tracking list for the Midlands Area. So far in Calendar Year 2020, there have been 10 events. The vast majority of these events were brick and mortar retail establishments. The COVID-19 outbreak may impact the area's future rapid response events.**

11. Page 14, staff development; can you give us a sample of the staff development in place by the current contractor.

**The expectation of staff development as referenced on page 14 includes but is not limited to: center operations, partner services, SC Works 101 curriculum, technical training for SC Works Online Services (SCWOS), best practice/information sharing, team building and other state/local requirements that may support continuous improvements or Center Certification Standards.**

12. Page 15, performance; can you give us a copy of the performance levels for each service as of January 2020.

**As stated in the RFP, the PY 2020 goals have not been negotiated at the State or local level yet. The PY 2019 measures are still in process with only the first 2 quarters of performance reported to date. The second quarter of performance for the Midlands is as follows:**

	Adult	Dislocated Worker	Youth
Employment Rate 2nd Q after exit	71.0%	81.8%	75.0%
Employment Rate 4th Q after exit	73.9%	81.0%	71.2%
Median Earnings 2nd Q after exit	\$6146	\$7595	\$5003
Credential Rate within 4 Qs after exit	50.0%	64.7%	54.5%

13. Page 16, Is the youth program currently serving both OSY and ISY youth or just OSY? If serving both, what are the current active enrollments numbers and what number in each group do you anticipate will carryover?

**WIOA Adult, Dislocated Worker, Youth and One-Stop Operator RFP 19-01**  
**Questions and Answers**  
**April 1, 2020**

**Out of School Youth only.**

14. Page 5, staffing plan; can you describe the current staffing plan for each service including titles and salary range for each position?

**Current Midlands WIOA funded positions include Workforce Consultant/Casemanager, Business Services Consultants, and supervisors/program directors. Each provider may have individualized functions under these overarching titles. The area also funds One-Stop Operator functions.**

**Entry pay is approximately \$38,000, and all positions fall below the US Dept. of Labor Employment and Training Administration (ETA) Salary and Bonus Cap for 2018 is \$189,600.**

15. Page 5, staffing plan; may we have an example of an organizational chart, including job titles and salary ranges of all employees who fall under the current WIOA provider for Youth, Adult and One Stop Operator.

**Current Midlands WIOA funded positions include Workforce Consultant/Casemanager, Business Services Consultants, and supervisors/program directors. Each provider may have individualized functions under these overarching titles. The area also funds One-Stop Operator functions.**

**Entry pay is approximately \$38,000, and all positions fall below the US Dept. of Labor Employment and Training Administration (ETA) Salary and Bonus Cap for 2018 is \$189,600.**

16. Page 5, service level; what is the Midlands WDB vision of future caseloads numbers in comparison to that of current participant caseloads? Relate this in connection to the reduction in funds?

**Future caseload/enrollment number targets would be evaluated based upon carry over funding and funding allocations.**

17. Page 4, section C. Funding Availability: The planning estimate is stated at \$2,800,000. The individual breakout listed after the paragraph totals \$2,860,000. If we use \$2.8M which service should be reduced by \$60K?

**Funding levels identified in the RFP are preliminary estimates and are used for planning purposes only. \$2,860,000 is an acceptable planning amount. All budgets will be subject to negotiation and final approval.**

**WIOA Adult, Dislocated Worker, Youth and One-Stop Operator RFP 19-01**  
**Questions and Answers**  
**April 1, 2020**

18. Page 5 funding; mentions a requirement for the contractor to expend not less than 75% of the PY budget. Can you tell us the current spending rate for this Program Year? Do you expect to have any carry over funds?

**PY19 contracts are currently on target to exceed 80% rate of expenditure. The impacts of the on-going COVID-19 outbreak may impact carry over funds.**

19. Page 6 and 11, budget instructions; do you require a separate budget for each service?

**Yes.**

20. Page 6, budget instructions; is there a requirement to budget 20% for Work Experience for the youth services? If so, can we use staff salaries as part of this allocation?

**WIOA requires 20% of all Youth expenditures to be Work-based Learning, therefore bidders are encouraged to consider this carefully when developing Youth budgets. WIOA allows for staff salaries for direct support of work-based learning activities to factor in this calculation.**

21. Page 7, contract duration; will there be an opportunity to develop a transitional budget if there is a new contractor chosen and a need to begin to make staff and leadership adjustments before July 1, 2020?

**A transitional budget could be considered during negotiation with the selected bidder(s).**

22. Page 17, payments made to participants; do you currently pay the youth participants by a stipend or do you count it as taxable income.

**This is an option left to each contractor. Both examples are in use and acceptable.**

23. Page 18, reporting; is the service provider allowed to use an internal data analysis system to assist us in tracking participant analytics? If so, can the cost for the license for the data system be allocated to the program budget(s)?

**South Carolina requires use of the South Carolina Works Online Services (SCWOS) case management system for all WIOA participants. A provider may also use an internal data analysis system to assist in tracking participants' analytics. The cost may be included in operational expenses in a proposal.**

24. Page 19, contract type; what type of contract is current in place (Performance based / cost reimbursement or hybrid)? If performance-based payments are in place, can we have a sample

**WIOA Adult, Dislocated Worker, Youth and One-Stop Operator RFP 19-01**  
**Questions and Answers**  
**April 1, 2020**

of these payment points?

**Currently there are two contracts. One is cost reimbursement, and one is a hybrid. Performance elements have been negotiated annually. Current criteria includes: fund utilization, enrollments numbers, OJT placements and average wage, hiring events and social media activity.**

25. Page 20, Indirect Costs; do you have a cap on the percentage of Indirect Costs allowed in the budget? Are the indirect cost considered all Admin or can we allocate it across the whole budget based on the service? What is the percentage of profit allowed in the budget?

**The Midlands does not have a cap on Indirect Costs or profits. There are expectations on adherence to the Federal Youth work-based learning expenditures (minimum 20% of all Youth expenditures) and the State participant cost ratio (minimum 30% of all expenditures). The Midlands expects that these requirements combined with expected number of participants to be served and available budget will assist in structuring a bidder's budget including overhead costs. Indirect costs do not need to be calculated separately as an Admin cost.**

26. Page 6, budgets; could we have any historical budgets for last or recent Program Year that reflect operational costs for each program?

**Currently Midlands WIOA programs are operating in SC Works Centers and most operational costs (rent, utilities, maintenance/janitorial, phone/internet, copy/print for staff, etc.) are costs covered at the Board level through the partner MOU billing process. As a result, they are not included in the contractor budgets. Operational budget costs for current contracts range from 0.4% to 7.6%.**

27. Page 6, budgets; how many participants are currently receiving ITA, benefits? How much is allocated in the current budget for training?

**Participants currently being served under ITA: 326 Adult/DWs and 204 Youth.  
The total PY-19 budget for ITA services across fund streams and contracts is approximately \$1,400,000.**

28. Page 6, budgets; can we have a list of the businesses that have a signed OJT contract in place? How much is allocated in the current budget for OJTs?

**Historic On-the-Job Training (OJT) information and data could be provided to the selected bidder(s).  
The total PY-19 budget for OJT across fund streams and contracts is \$430,000.**

**WIOA Adult, Dislocated Worker, Youth and One-Stop Operator RFP 19-01**  
**Questions and Answers**  
**April 1, 2020**

29. Page 10, Budget Response Package: the forms delineate adult, D/W and youth costs but do not include the one stop. Should a column for the one stop be added if a bidder is responding to the one stop operator?

**If bidding on One-Stop Operator services, yes, a column may be added.**

30. Adult Dislocated Worker and Youth carryover does this need to include clients who completed training PY19-20, follow ups and active clients?

**Yes.**

31. Technical Response Package does not include Training Services for Youth. Should the Bidder include under technical response package?

**The categories on the Technical Response Package are organized into levels of service described in the WIOA Regulations for Adult & Dislocated Workers (Career Services and Training Services). Youth Services are described in WIOA as a part of the required elements of services available in the local area. Those elements are listed under Youth Services. Occupational Skill Training listed under Youth Services as one of the 19 possible services.**

32. Bidder not proposing for One-Stop Operator what is the proper response to questions related to the activity?

**No response is required for any activity not included in a proposal.**

33. RFP references Out of School and In-School Youth is the bidder required to add ISY in the proposal even though the Midlands is not currently servicing ISY?

**No, including In-School Youth is not required.**

34. RFP page 4 lists total funding of \$2,800,00, however, the breakdown at the bottom of page 4 adds to \$2,860,000. Which funding reference is accurate?

**Funding levels identified in the RFP are preliminary estimates and are used for planning purposes only. \$2,860,000 is an acceptable planning amount. All budgets will be subject to negotiation and final approval.**

35. RFP page 19 indicates, "The MWDB will consider two types of contracts either Cost Reimbursement or Fixed Price/Performance Based." Please confirm that hybrid cost

**WIOA Adult, Dislocated Worker, Youth and One-Stop Operator RFP 19-01**  
**Questions and Answers**  
**April 1, 2020**

reimbursement and fixed price/performance-based contracts are allowable.

**A hybrid cost reimbursement and fixed price/performance-based contract is allowable.**

36. The provided Bidder's Response Package is only partially editable in the Microsoft Word version. Are respondents permitted to create their own template to insert narrative prompts, signature forms, and attachments?

**The Bidder's Response Package fields will be updated to allow for electronic signatures. Additional narrative prompts, attachments, etc. to provide relevant information are allowable.**

37. Please confirm that the following items (listed on RFP page 20) are only due upon award and not required with proposal submission: federal ID number; list of Board members, charter and bylaws; certification of signatory authority; banking arrangements; current fiscal statement and most recent audit; bonding agreement; indirect cost plan (if applicable); suspension and debarment certification; certification of a drug free work place; grievance procedures; and, staff, personnel and travel policies.

**Correct - these documents are required for an award, not proposal submission.**

38. As the Budget Instructions (RFP page 6) and Evaluation Criteria (RFP pages 7-8) sections do not require a direct response, please confirm they may be omitted from respondents' proposal submissions.

**Budget Instructions (RFP page 6) and Evaluation Criteria (RFP pages 7-8) are not required to be in a bidder response and may be omitted from proposal submissions.**

39. Are there options to house staff in the Winnsboro Center?

**The Fairfield County center is currently in a provider owned building (the County of Fairfield).**

40. If so, are there estimated Resource Sharing Costs associated with the Winnsboro Center for budgetary purposes?

**The Resource Sharing Costs for WIOA portion of the SC Works Centers are either directly paid by the Board office or programmed into awarded contracts for WIOA services. Program Year 2020 budgets are currently under negotiation with the partners and do not need to be included in any proposals.**



**WIOA Adult, Dislocated Worker, Youth and One-Stop Operator RFP 19-01**  
**Questions and Answers**  
**April 1, 2020**

41. Is the Winnsboro Center lease held by the Board or the contracted provider?

**Contracted Provider owns the building.**

42. Please confirm the Title Page does not require signature.

**The Title Page does not require a signature.**

43. Regarding the Excel Budget Form, may respondents add lines on the Operating Expenses tab under Miscellaneous?

**Yes.**

44. Regarding the Excel Budget Form, may respondents add lines in the Staff Salaries section on the Salaries, Fringe, Indirect tab to allow for additional staff positions to be represented?

**Yes.**