

FY2013 RFP for One-Stop Operator Services

Q&A

3/28/12

Q1. In reviewing in the performance measures, is the one-stop operator meeting the performance measures for Adult, dislocated and youth at core level since generally the County does all WIA enrollment into intensive services?

A1. Currently all universal, non-registered core activities have no effect on WIA performance measures. At this time, LCWDA is responsible for registration of core activities and reporting of the same. These are the items reflected on the Performance Measure form.

Q2. What would you consider performance indicators for the one-stop operator; it appears by the form provided we are looking at number of clients served adult dislocated and youth?

A2. There are local requirements for the number of customers served. The One-Stop Operator must report out the number of Adult and Dislocated Workers served in the following categories: new clients (3262/586), placements (0/15) and Core/Self-Directed (4077/142). The current annual goals are reflected as Adult/Dislocated Worker accordingly.

Q3. Do you want the positions funded under the MOU descriptions of qualifications?

A3. You may choose to include Position Descriptions or Minimum Qualifications for those positions proposed to be funded under this project.

Q4. We recognize that with the mandate of serving core services to all interested participants and exact number is not possible, but is there an expectation of numbers served for the SFY 2013 – 2014 period.

A4. See question #2 regarding current targets.

Q5. Is there interest in using alternative case management / data collection software in addition to / in concert with SCOTI, etc. that would provide enhanced reporting functionality.

A5. Alternative systems must be compatible with the required State reporting process and system(s). A specific point of contact will be provided to the selected bidder.

Q6. Is there interest in creating an optional online component either to the process of registration and / or delivery of certain services, such as interviewing workshops, job search techniques, etc.?

A6. There is an interest in pursuing the most effective, efficient means in which to serve our customers. This may be an option that would be further developed at some point during the contract cycle.

Q7. What is the definition of collaboration letters?

A7. A letter from an entity that you have previously/are currently working with, that describes your organization's ability to successfully carry out functions similar to those described in this RFP.

Q8. What is the current staffing plan for these proposed services? Does LCWDA have a minimum and or maximum number of staff members that it would like to see maintained?

A8. LCWDA does not specify a minimum or maximum number of staff members to provide these services. Each entity should propose the number of staff they believe are necessary to provide the services as described.

Q9. What is the office space rent rate?

A9. The One-Stop partners are currently occupying about 13,700 Sq ft within the building. However, we don't generate a price per sq foot for rent because the costs are all based on a facilities pool and a operating cost pool. Typically the cost per partner is generated on an FTE basis.

Q10. Is there a current cost budget available for distribution that details the current costs of security, office equipment maintenance, etc?

Q11. There is an existing agreement with the Lucas County Sheriff's Office for security services; this runs at \$75,000 annually. There is an attachment to this document, "Cost Sharing Agreement", which reflects other operating costs.

Q12. Is it the expectation of LCWDA that all services are to be provided at The Source location only?

A12. Yes, the Source is a certified Level 2 One-Stop center, and is the primary location for all One-Stop services. Additional locations may be needed for community outreach and rapid response services throughout the course of the contract.

Q13. An unallowed expense is stated as a "lump sum indirect cost." What is the definition of "lump sum"? May we assume that a line on the monthly invoice that includes indirect costs is acceptable/or part of the unit rate.

A13. A lump sum indirect cost would be if an entity utilized an arbitrary, lump-sum figure for their indirect costs (e.g., a random administrative fee) vs quantifying their indirect costs and then using a reasonable allocation methodology to charge a program its relative proportion of the entity's indirect costs.

Q14. Are training dollars part of the stated budget or in addition to the provider's proposed budget?

A14. The One-Stop Operator provides training to partners under this contract at a minimum of monthly. Participant training is facilitated by LCWDA. Various partners may offer specified trainings through their individual programming and funding; each would utilize differing eligibility requirements which the One-Stop Operator should be familiar with.

Q15. Are we taking over the current facility or setting up a new one?

A15. See Q12.

Q16. What is the current foot traffic?

A16. The resource room is currently averaging 4000 people per month.

Q17. How large is the Resource Room in terms of number of computers and job seekers that may be served at one time?

A17. There are 32 PC's and table seating that is able to accommodate 20 additional people. There is also a computer lab that can accommodate 15 people.

Q18. Is the bidder expected to deliver services to the job seekers?

A18. Yes, please see required services at <http://jfs.ohio.gov/owd/JobSeekers/One-Stop-Services.stm> .

Q19. What is the Resource Cost Sharing Agreement?

A19. See Q10.

Q20. Are we responsible for the funds for the Improvements?

A20. See Q10; capital improvements are done by the County.

Q21. Are we to monitor WIA funding expenditures?

A21. No, allocations are managed by LCWDA.

Q22. Is there computer support on site—just want verification?

A22. Yes, the costs associated with this are in the Cost Sharing Agreement attached.

Q23. Please clarify—what is the provider's obligation related to invoices of partners?

A23. The One-Stop Operator shall submit quarterly invoices to the partners.

Q24. Is there a specific budget format that they follow? Any limitations on individual line items?

A24. Yes, a standardized cost allocation format is in place.

Q25. May we visit The Source to view the facility? If yes, what days/times are available.

A25. Yes, the Source is open to the public Monday-Friday, 8am to 5 pm.