SAN DIEGO WORKFORCE PARTNERSHIP®
advancing careers, enriching lives

ON-THE-JOB TRAINING REQUEST FOR PROPOSAL
BIDDERS' ORIENTATION/TECHNICAL ASSISTANCE SESSION
QUESTIONS AND ANSWERS
MARCH 15, 2013

1. Q: Does a Request for Qualifications (RFQUAL) have to be submitted every time we are bidding on a Request for Proposal (RFP); even when the Workforce Partnership has an RFQ from our organization on file?
   A: An RFQUAL must be submitted every twelve months; there is a section on the RFQUAL where you can mark if there is no change in your information that is currently on file.

2. Q: Are there any discrepancies between what's in Attachment D – SDWP On-the-Job Training (OJT) Policy and what is in the RFP?
   A: Yes, for the purposes of this RFP the wages listed in the RFP supersede the wages listed in the OJT Policy.

3. Q: What's the difference in the outcome?
   A: The wages are different in the OJT Policy. The wage information in the policy is outdated. A study was done a while back that indicated the wage needed for sustainability was closer to $14.00. Based on the study and the current economy, the Workforce Partnership made a decision to increase the wages to $14.00 per hour or $12.00 per hour, if employer paid benefits is provided for this RFP.
4. Q: Is the funding amount of $900,000 for 25 months or do you get $900,000 every fiscal year?
   A: The $900,000 is for the entire contract/25 months.

Eligibility Technical Assistance Session

5. Q: What kind of documentation do participants have to provide to show military selective service registration?
   A: Verification of Selective Services registration can be done online or by calling the Selective Service Administration (SSA). The details to contact SSA or to their website are found in SDWPs Operations Manual Chapter VII, WIA Eligibility Certification.
6. Q: Do veterans automatically qualify for Priority of Service?
   A: According to the Veterans Act, all veterans or covered spouses of veterans, have

priority of service from the minute they walk into the door, such as for appointments to orientations, use of CORE A services, appointments for eligibility determination, etc. However, the Jobs for Veterans Act requires that Veterans and Covered Spouses must first meet any of the WIA program's eligibility requirements in order to receive WIA services.

7. Q: Do veterans fall into the dislocated worker or adult category?
   A: Both

8. Q: Does Priority of Service have any bearing on whether a veteran is an adult or dislocated worker?
   A: They count as both, most of your veterans will meet the adult criteria but if you need to meet dislocated worker numbers you can place them there as well. The design of your program will determine where you place them. There is no breakdown on how many veterans you need to bring into the different categories.

9. Q: What kind of proof do individuals who are self-employed have to show that they are self-employed, taxes?
   A: Examples: business license, profit and loss statement, bank statements that show they have an income resulting from a business, tax paperwork. Chapter VII provides an Acceptable Documentation Table to guide you in the documentation you would need for the category of self-employed, as well as all the other categories.

10. Q: Is the bidder responsible for retention of the participant for only one quarter after they are exited from the program?
    A: Yes

11. Q: If a bidder has to include a completed past performance questionnaire from SDWP, are we supposed to complete the first section and then send it to SDWP for them to complete the rest of the document?
    A: No, you can send an email to notify us that you are in fact submitting a proposal and we'll complete the questionnaire. Reminder: The Past Performance Questionnaire cannot be submitted by the bidder, it must be submitted by the entity that is your reference. If it's late or delivered by the bidder it will not be considered. We require three, you can ask for more to ensure we receive at least three on time that's fine.

Fiscal Technical Assistance Session

12. Q: Do you want a Participant Operating Plan (POP) for every fiscal year?
    A: No, just one that will cover the entire 25 months

13. Q: Should the POP be divided by region?
    A: No, you must serve the entire county; we'll break it down by the formulas that are in the RFP.

14. Q: Are activities related to developing jobs programmatic costs?
A: Yes, going out working with the employers, and getting referrals is programmatic. HR, accounting, facilities, are administrative costs, everything else should be program. For further definition of what program support and program costs are, follow the circular referenced in section 4.4 of the RFP.

15. Q: Do you want an organizational chart included with our budgets as well as the programmatic information?
A: Yes

16. Q: Do you want an allocation plan specific to this project?
A: Your plan should show how you manage and allocate the common costs for every grant and project you administer within your organization.

Conflict of Interest Technical Assistance Session

17. Q: A board member can have a Conflict of Interest if they are the prime bidder or the subcontractor?
A: Yes, it is a violation and any Board or Committee member who wishes to collaborate with any bidder must fill out the Conflict of Interest Disclosure Form Attachment N

18. Q: When will you announce who the Evaluation Committee will be recommending for funding, and how will it be communicated?
A: We will communicate with you upon the completion of the evaluation process before it is moved forward to the Adult Programs Committee. The recommendation will go forward to the Adult Programs Committee on April 25, Workforce Investment Board on May 16, and the Policy Board on May 31 for final approval.

19. Q: What is your cost per participant for OJT participants?
A: It depends on the range and length of an OJT; cost per participant will be different depending on how the overhead is handled.

20. Q: How do you go about determining the performance goals, what criteria do you use?
A: The performance goals are determined during contract negations. There are several factors taken into account in setting the performance goals. One of the things that will be taken into consideration is the industry the winning bidder(s) propose to serve.

21. Q: How do you evaluate that that the bidder has submitted a good cost per participant?
A: Finance does a cost price analysis. When the budgets come in, we will review the price of what you're putting forward, looking at all of your costs i.e. fringe,

benefits, infrastructure cost, etc. and create a matrix. The evaluators will use the matrix to help them determine what the best bang is for the buck based on the program design, laying out all the factors for each component. Evaluators will be looking at the best value, not necessarily the lowest cost or the most people placed.

22. Q: Won't the cost per be driven by the people you're proposing to serve?
    A: No, there's no specific jobseeker target population, you can serve anyone. The target for this RFP is industries.

23. Q: Ownership of the clients, are the career centers still doing OJT's? How is that going to work?
    A: Yes, the One-Stop's are accessing all four pillars of training. You are not required to work with the One-Stop's on this project; however, you could be working with the same set of employers. You'll need to keep this in mind as you're developing your program design.
24. Q: Program Participants can't be actively enrolled in the One Stop?
    A: Correct. Contractor's other than One-Stop operators can not serve an actively enrolled One-Stop participant. You'll need to be creative when creating your program design. Examples: You can work with the Employment Development Department, other community based organizations, or you can partner with the One Stops to do your eligibility.
25. Q: Do new participants have to be enrolled?
    A: Yes, contractor must enroll and provide all wrap around services to clients.
26. Q: Can you work with clients who are 90 days with no service and exited?
    A: Yes. They must go back through the eligibility process and be reenrolled to participant in this project.
27. Q: If I enroll somebody and I want them to get supportive services that we don't have, could the career center provide those services?
    A: No, they would have to be a career center client to qualify for supportive services.
28. Q: Would the One Stops have to enroll other people who are not clients into this program?
    A: They could enroll new participants or they can work with the participants they already have enrolled.

Management and Development of the On-the-Job Training Program RFP Questions and Answers

MARCH 18, 2013 (DATE QUESTION WAS RECEIVED)

Question 1

In the budget shell, should the budget be broken down in Stream 1 and Stream 2 for the two sources of dislocated monies and low-income adult?

Answer 1

The funding sources for this RFP are Adult and Dislocated Worker of which have to be broken down into funding stream 1 and funding stream 2.

Question 2

The personnel tab only allows for a one year period how do we change for the 25 month period?

Answer 2

In the Personnel Detail form of the budget under the personnel costs column every staff/position needs to be listed for every program year of the (25 month) contract. See example below.
Year 1 – June 1, 2013 to June 30, 2013
Year 2 – July 1, 2013 to June 30, 2014
Year 3 – July 1, 2014 to June 30, 2015

PERSONNEL COSTS	Annualized	Funding Stream 1 Support		Funding Stream 1 Program		Funding Stream 2 Support		Funding Stream 2 Program		Total	
Salaries	Salary	Percent	Amount	Percent	Amount	Percent	Amount	Percent	Amount	Percent	Amount
Case Manager #1 - Year 1	40,000	0%	-	3.3%	1,320	0%	-	5.0%	2,000	8%	3,320
Case Manager #1 - Year 2	41,200	0%	-	40.0%	16,480	0%	-	60.0%	24,720	100%	41,200
Case Manager #1 - Year 3	42,436	0%	-	40.0%	16,974	0%	-	60.0%	25,462	100%	42,436
Case Manager #2 - Year 1	40,000	0%	-	3.3%	1,320	0%	-	5.0%	2,000	8%	3,320
Case Manager #2 - Year 2	41,200	0%	-	40.0%	16,480	0%	-	60.0%	24,720	100%	41,200
Case Manager #2 - Year 3	42,436	0%	-	40.0%	16,974	0%	-	60.0%	25,462	100%	42,436
	-		-		-		-		-	0%	-
	-		-		-		-		-	0%	-
	-		-		-		-		-	0%	-
	-		-		-		-		-	0%	-
	-		-		-		-		-	0%	-
	-		-		-		-		-	0%	-
	-		-		-		-		-	0%	-
Total Salaries			-		69,549		-		104,363		173,912
Fringe Benefits Cost			-		-		-		-		-
Fringe Benefit Rate											
Total FTEs Budgeted		-		1.67		-		2.50		4.17	
TOTAL PERSONNEL COSTS			-		69,549		-		104,363		173,912

MARCH 19, 2013 (DATE QUESTION WAS RECEIVED)

Question 3

Confidentiality - Can I please confirm that this information {Request for Qualifications} is for internal purposes only, and will not be made public?

Answer 3

Information submitted to San Diego Workforce Partnership must follow regulations under the Freedom Of Information Act (FOIA) which mandates that " *any person has a right of access to federal agency records, and that federal agency records must be made available to the public unless they are specifically exempt from public release.*" The information that can be exempt from public release must adhere to one of the nine exemptions described in FOIA.

Question 4

Item 17 – As a for-profit organization, we do not required to prepare annual budgets for the entire organization. All other financial docs will be provided. Can you please confirm this will not be a problem?

Answer 4

For larger for-profit organizations, a budget of the entire organization is not expected. An annual budget for your "branch/local organization/district agency" can be accepted.

MARCH 20, 2013 (DATE QUESTION WAS RECEIVED)

Question 5

Did you extend the date for the letter of intent?

Answer 5

No. The Letter of Intent was due on March 19, 2013 no later than 5pm (PDT) as stated in the RFP.