1) Where are the One-Stops/Access Points located? Please refer to the supporting documentation.

2) Can we get the numbers of: ITA, OJT, WEX for Adult, Youth and DW and those in Follow-up Please refer to the supporting documentation.

3) Average number of visits to the One-Stops Please refer to the supporting documentation.

4) Who are the current providers of these services? Eckerd Connects provides WIOA Adult, Dislocated Worker, Youth and Operator Services in the LSWDA.

5) Who are most common Training Providers? Aiken, Denmark & Orangeburg/Calhoun Technical Colleges. CDL training is a high demand training request and Palmetto Training Institute (Walterboro, SC), Miller-Motte Technical College (Augusta, GA), SAGE Truck Driving Schools (Lexington, SC) are the most requested.

6) Can we get the budget sheets in excel format? 2/25/2020 - Excel budget sheets have been placed on the lowersavannahwda.org website under Resources/Request for Proposal.
Program

1. In regards to SC Works Center Operation Services, explain the LSCOG staff availability to provide assistance with delivery of center services in the counties where there is not DEW presence. Explain how the use of the mobile service center bus and staff will be used in connection to service delivery.

LSCOG staff (with the exception of Business Services) does not provide center services – SC Works service delivery within the centers is the responsibility of the sub-recipient. LSCOG staff provides technical assistance and oversight, as required by WIOA. Business Services are provided by LSCOG staff and the BS team members who are made up of partners within the workforce system. These person will assist with planning, setting up, and being on-site for hiring events, job fairs, etc.

The mobile career center will be used on a scheduled basis with a priority of Rapid Responses, community events and rural areas providing services to individuals outside of a reasonable vicinity of an SC Works Center. It will also supplement a satellite center when there is a large event scheduled there. There will be a LSCOG employee who drives the mobile unit and assist individuals on the mobile unit along with SC Works partner staff.

2. Page 12 item B mentions service to the re-entry population. Please explain your expectations regarding these services in connection to those that do not live in the area but are initially released in the area. Does the region have additional re-entry related funds earmarked specifically for these services that are not connected to the budgets listed in this RFP?

Some of the Adult and Youth slot levels, proposed to be served, should include individuals that have been or will be released from incarceration or involved with the criminal justice system (probation/parole/PTI, etc.). They must be residents from the LSWDA, and should represent a small fraction of the total slot level served. There are no additional funds for the re-entry population at this time.

3. Page 14 – under professional development it mentions the requirement for each staff member to have a CDF certification within 6 months of employment. Will LSCOG continue to facilitate this training for staff to gain the CDF certification?

Yes

4. Page 14/15 – Participant Attendance, is the contractor expected to case close participants that fail to attend at 90% or better?

No- as this would affect performance and their successful completion. However, attendance is to be monitored closely (weekly timesheet requirement/progress reports, etc.) and if it is an issue it needs to be addressed timely and case notes should reflect the steps taken by the case manager to correct it.

5. Page 23 - Delivery of Follow-up services – This section indicates a high level of frequency for contacting participants in follow-up yet the section on page 14 Workforce Staff suggests a staff plan number in relationship to active participants. Knowing that follow-up is paramount to capturing outcomes, please explain.

Agreed, and that is why there is a requirement for contacting those in follow-up. However, this doesn’t require this same intensity that is required for active participants.
6. What is the LSCOG vision of future caseloads numbers in comparison to that of current participant caseloads? Relate this in connection to the reduction in funds?
   Slot levels are a reflection of the availability of funds— with less contract awards there will be less participants/caseloads.

7. How many participants (Adult, DW, and Youth) will carryover for into the next program year?
   An exact number cannot be provided due to it depending on when they exit.
   However, below are the carryover numbers for the last 3 program years:
   **Carryovers:**
   2016 – Adult (206)  DW (67)  Youth (113)
   2017 – Adult (203)  DW (43)  Youth (205)
   2018 – Adult (222)  DW (32)  Youth (231)
   **Average – Adult (210)  DW (47)  Youth (183)**

8. Are the forms in the response package available in word or excel format?
   Which forms, specifically? The Budget forms have been added and are in an Excel format.

9. Page 9 item B – gives the guidelines for submitting the proposal. Is an electronic copy of the proposal documents required along with one (1) original and 6 six copies?
   Yes and one copy should be the original and marked “original.”

10. Page 20 mentions services to In school and Out of School youth. Can you tell us the percentage of each population to be served for the next program year?
    Of the total Youth served, a minimum of 75% must be Out-of-School Youth. Additionally, 20% of the Youth funding allocation must be spent on “work based learning.”

11. Do you plan to use multiple providers for these services or one to contract for all 4 services?
    The highest rated proposal, by funding source, will be offered the award. One (1) for Adult services, one (1) for Dislocated Worker services, one (1) for Youth services and one (1) for Operator services. They may all be the same provider or it could be multiple ones.

**Fiscal**

12. Page 2 of 28, Funding levels - the amount available for each service for this program year has been substantially reduced. Can you give us your plan for cutting services to the participants? Will this involve reduction in force or training/OJT dollars or both?
    Due to the reductions, it will be affect all line items and slot levels in the budget to make it balance and match the allotments.

13. Is there a cap on the percentage of Indirect Costs allowed in the budget? Is the indirect cost considered all Admin or can we allocate it across the whole budget based on the service?
    The allowed indirect cost rate is applied and allowed as it is detailed in an entity’s Cognizant Agency approved indirect cost plan and rate letter.
14. Is it the contractor's responsibility to budget for and process ITA's / OJT’s for the participants? Or will the board be paying the vendors directly?

The sub-recipient will be responsible for budgeting and processing ITA’s for all participants. OTJ’s for Adults and Dislocated Workers will be budgeted and processed by the LSCOG-WD staff and OJT’s for Youth will be budgeted and processed by the sub-recipient.

15. Is there a requirement to budget 20% for Work Experience for the youth program budget? If so, can we use staff salaries as part of this allocation?

Yes, there is a requirement to budget 20% of the Youth’s Program Budget for Work Experience. Staff salaries are yet to be determined and budgets must meet the program requirements first working into the overall budget. Please refer to the supporting documentation.

16. Page 21 mentioned a separate budget and narrative required for each service level. Can we allocate staff time across each service level or do we have to allocate each FTE to one service?

Yes, staff and their salaries can be split between funding sources (expect the Operator budget). Program Services and Operator Services should remain independent of each other.

17. Page 25, # 10 Budget Item c states “Any staff/fringe costs over thirty-five percent (35%) of the total proposed budget for any given WIOA project should be strongly justified in the budget narrative and if awarded, will be negotiated.

Using the Operator contract amount of $150,000 as an example, please explain the following scenario and what LSCOG expects as related to the FTEs that are needed to provide the services as outlined in the RFP.

Scenario: The industry standard salary range for the OneStop Center Manager is from 45,000-55,000 annually. Assuming a salary directly in the middle of $50,000 the salary alone before adding fringe is already at 33%. The addition of fringe will most certainly yield above 35%. Give examples of what LSCOG expects (i.e.: part-time staff, wages substantially less than industry standard, etc.). Please share the basis and methodology used to determine 35% for staff salary and fringe as reasonable in connection to the FTEs needed for service delivery of each contract.

The Operator Services contractual budget is an exception to this, there are no program dollars in the budget to arrive at 35% of the total proposed budget requirement, it is all personnel/“overhead.”

18. Page 4 of 4 asks us to list “other” funding sources or leveraged costs. Are you looking for a specific percentage of the budget? Will the service provider get extra points during the RFP evaluation and review process for adding in-kind or leveraged cost to their budget?

No, there are no points awarded specifically for in-kind or leveraged cost. However, they are weighed in evaluation point #5 on the Review & Evaluation Summary which ask for the overall evaluation of the budget, the indirect cost plan, cost comparisons between participant services and administrative costs, etc.
19. Is there any chance that this program year’s contract will have a “performance-based billing component”? If there is performance-based payments included; can we have the estimated payment points and percent of the contract that is reimbursed using this method.

   At this time we are requiring a cost-reimbursement contractual budget as this is our LSWDB standard budgetary expectation and contractual operating format.

20. 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)?

   Yes, the service provider may use an internal data system at their own expense. SCWOS (SC Online Services) is the system we support and service providers are required to enter participant data into by LSWDA and State protocols.

21. Will there be a transitional budget available for a new contractor to hire or transition lead staff before July 1, 2020?

   No

Response:

22. Please confirm the required number of proposal responses for organizations submitting responses for all services – Adult, Dislocated Worker, Youth, and Operator. Are we required to submit:
   o One response encompassing all services;
   o Four responses (Adult, Dislocated Worker, Youth, Operator); or
   o Three responses (Adult & Dislocated Worker, Youth, Operator)?

   Four responses will be required, one for each service proposed.

23. If more than one is required, will LSWDA please clarify which Item numbers on pages 22-27 apply to each service component, and if some of these Items are not applicable to certain service components?

   Adult, Dislocated Worker and Youth Services – Items # 2, 3, 4, 5, 6, 7, 8, 9, 10 (include Indirect Costs, if applicable), 11, 12, 13, 14, 15 & 16

   Operator Services – Items # 1, 5, 7, 8, 9, 10 (include Indirect Costs, if applicable), 11, 12, 13, 14, 15 & 16.
Please see the questions below for RFP #19-01:

1. Is there a page limit for the proposal or any response item other than item #12-1?
   No, there is no page limit.
2. Would the LSWDB consider a proposed pay for performance budget model or hybrid budget model?
   At this time we are requiring a cost-reimbursement contractual budget as this is our LSWDB standard budgetary expectation and contractual operating format.
3. Can the vendor exceed during the course of the contract year the Slot Levels proposed in item #6?
   Yes, as long as the approved contractual budget is not exceeded. Slot levels are somewhat subjective and depend on the monies spent for each client and the availability of funds.
4. How many individuals were enrolled in each County for Adult, Dislocated Worker, and Youth services in the last complete contract year? In the current contract year to date?
   Please refer to the supporting documentation.
5. Can Item #13-2 be “to be determined” if the proposer does not currently have a facility in the LSWDB region? Can the answer be one of the current SC Works Centers?
   Yes, the current sub-recipient/service provider works out of the LSWDA SC Works Centers and their corporate office/s is out of state.
6. What percent profit is allowable?
   This depends on the agency’s “indirect cost plan and rate letter” approved by their Cognizant Agency and must be submitted with the proposal/s. (See Item #10, Budget, Indirect Cost, a).
7. Please clarify, does the service provider operate out of the current SC Works facilities? If so, does the provider budget for rent at these facilities, and approximately how much square feet is allocated to each program and what equipment is provided? Does the proposer need to also operate its own facility in addition to the SC Works Centers?
   Currently, the sub-recipient operates out of the LSWDA SC Works Centers. Rent & IFA agreements “fair share” are paid for by LSCOG. We pay “rent” at the Bamberg SC Works Center and have IFA agreements with SCDEW & Partners at the Aiken, Barnwell and Orangeburg SC Works Centers.
   Additionally, I would like to inquire if there will be a call-in option for the bidder’s conference on March 4th.
   Yes