



WIOA Adult Priority Populations RFP Public Q & A

Updated March 18, 2020

Question:

Are you looking to fund multiple bidders or just one?

Answer:

It's up to \$300,000. It can be one bidder but can also be more than one. It depends on the proposals we receive.

Question:

On page 7 of the RFP regarding organizational collaboration; what assurances will PacMtn be looking for? (Examples: Lead, MOU or additional contract language)

Answer:

Ultimately it is the bidders' choice on how best to provide proof of/intention to engage in organizational collaboration to execute service delivery with these funds. PacMtn cannot delineate for any bidder what service delivery should or must look like, it is the bidders' responsibility to outline what that will look like in their proposal. PacMtn can remind bidders that the proposal review process is carried through by a panel of PacMtn Staff, board members, and WorkSource system partner staff that will review the technical proposals, recommend and host interviews, and make a final recommendation of the successful bidder to the PacMtn Board. We encourage bidders to consider this review format in determining what might be compelling evidence of intent to collaborate. We would also like to reiterate that collaboration is a highly valued component of the purpose of this RFP, and is a core tenant of PacMtn's commitment to integrated service delivery.

Question:

I see this will be funded out of WIOA Adult funds. Is there an opportunity to co-enroll into WIOA Adult? Is there going to be a breakout of that, for instance a Rapid Response Grant where it's a different contract? I'm thinking of leveraging funds and maximums.

Answer:

It will likely be a separate contract but co-enrollment is important. We always encourage the leveraging of funds. That's why it's important for the bidder to understand the system and the players so they can facilitate that co-enrollment, not only with WIOA Adult/DW, but any specialized programming that we may have. Co-enrolling is highly encouraged. As far as the breaking it out into a separate contract, it will most likely be needed. In the event this scenario was to manifest, PacMtn Fiscal and Policy departments would become involved to advise on the best course of action.



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Question:

I see that there are three target groups identified. Is there a percentage allocation of time that needs to be identified? Does each population need to be served equally?

Answer:

No. We are leaving it up to the bidder to present that in a proposal.

Question:

How will partial awards be decided?

Answer:

We've set aside up to 300K. It could be that we award 300K to one bidder. We could award 100K to three different bidders. It really is dependent on the proposals received, and on the review committee's recommendation.

Question:

Will the content of the proposal have an effect, say; if it's written with an expectation to execute something using the entire amount then not having that full amount will greatly affect the ability to execute that plan. Will that be taken into consideration?

Answer:

Yes. If a bidder proposes a plan utilizing the full \$300,000 and were to be selected for a partial award, the bidder would be invited into contract negotiations that would allow for adjustments in scope and budget proportionate to the prorated award, and upon mutual agreement. Other things that will be taken into consideration are having a regional approach. It is important to serve across the PacMtn region.

Question:

On page 5 of the RFP, point A. Integrated Region - Wide Service:

Is it important to be referring people to and utilizing all 7 sites listed in the RFP?

Answer:

I think it's very important to be seamlessly referring customers back and forth I assume the bidder will use all locations if they're serving the region.



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Question:

Would a proposal not be given consideration if the agency submitting the proposal does not provide services or work in a couple of those areas?

Answer:

The successful bidder does not have to have staff co-located at WorkSource sites in those areas, but they do need to be able to refer people from any county in the region to the services provided out of the WorkSource system region-wide.

Question:

Considering the escalating nature of Coronavirus (COVID-19), please advise if an email submission of proposal responses will be accepted in lieu of a hardcopy (*Hardcopies require in-person production of the proposal which may not be possible due to daily changes in company policies across the nation and recommendations from the CDC. Additionally, an email submission of the proposal will ensure timely submission, regardless of changes in policies, travel disruptions, and potential organizational closures for shipping companies*)

Answer:

The primary intention of hard copy submissions is to provide bidders with the assurance that their proposals are received and reviewed by committee members in the exact way they were intended to be seen, eliminating the possibility of any technical errors in document order, formatting, etc. that may have occurred during the submission or PacMtn printing of e-copies. Given the nature of the evolving COVID19 crisis and emergency response measures, bidders may choose to submit online only and omit hard copy submissions, with an understanding that their submission will be reviewed in the exact order, manner, and formatting in which it was submitted. Additionally, if you choose to submit online only, please indicate in your e-submission message that you will not be submitting hard copies of your proposal, so we don't wait for them or worry they were lost in the mail.

Question:

Does your email server have file-size limitations?

Answer:

There are no anticipated issues with server capacity to receive email submissions based on file size. There is a 25MB attachment size limit per email submitted.

Question:

In case of a file-size limitations, may we submit our document in appropriately labeled segments?

Answer:

In the unlikely event that your submission exceeds the 25MB attachment limit, you can submit your proposal attachments via multiple emails, clearly labeling each segment.



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Question:

May we truncate and/or eliminate questions and prompts from narrative sections?

Answer:

It is entirely the Bidder's choice whether to omit or incorporate the prompt question in their narrative response formatting. If a bidder chooses to include the prompt questions, they may abbreviate or truncate the prompts in their narrative responses, or may alternatively elect to use smaller (while still legible font) when including the prompt question in their narrative response formatting. The narrative response to the prompt question, however, must follow the formatting guidelines indicated in the RFP.

Question:

Page 9 of the RFP requests "Three hard copy original proposal signed in blue ink"; Should **all three copies** be originals signed in blue ink?

Answer:

Each copy does not need an original signature, they may be photocopies of a signed original.

Question:

Please confirm that our proposal layout should follow the outline listed on Appendix A: Required Proposal Checklist (p.19 of the RFP)

Answer:

Correct, it should follow the outline in Appendix A.

Question:

Providing they are legible, may we use smaller than 12pt fonts in chart, graphs, and tables?

Answer:

If submissions include charts, graphs, or other images as a part of a proposal component, text in/ associated with these images can be smaller than 12pt font, provided it is legible.