



WIOA Business Services RFP Public Q & A

Up-to-date as of January 4, 2021

Question:

In the Bidders' Conference PowerPoint and on Page 9 in points C and D of the RFP, the document advises single-spaced page limits. Later in the RFP, it references double-spacing regarding page limits. Which is correct?

Answer:

Single-spaced is the correct spacing in determining page limits for responses.

Question:

The cutoff deadline for questions regarding the RFP, January 14, 2021 at 4:00pm PST seems unlikely to be a reasonable turnaround for getting questions answered and posted prior to the RFP submittal deadline. Is this an accurate cutoff timeline for questions?

Answer:

After reviewing, we recognized we made a timeline error in determining a reasonable cutoff deadline for receiving questions related to RFP content. The final cutoff for receiving questions regarding RFP content clarification will be January 6, 2021 at 4:00pm PST. All final answers will be posted publicly no later than January 14, 2021.

Question:

In the RFP on Page 7, PacMtn identifies target populations for service. Specifically, PacMtn places high value on services for the most marginalized individuals. Will this goal be measured through WIOA Title 1-b tracked enrollments / employed exits, or is there a specific Business Services metrics used or expected to be used to increase accessibility and equity for those marginalized populations?

Answer:

At present, there is not a currently identified specific metric used to measure the goal of increasing opportunities for priority populations with businesses in the region. This goal is a strong focus of this procurement, and we look forward to bidders presenting their methods of service delivery, metrics for tracking, and quality assurance for a strong DEI commitment in their proposals.



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Question:

On page 14 of the RFP, point 1a states there is a "requirement of a visible and reliable staff presence physically and/or virtually, which includes a co-location of staff at the WorkSource Center and/or affiliate sites..." What is the current staffing structure utilized by the current Business Services contract holder? How many full-time employees (FTEs) are dedicated and where are they located etc.?

Answer:

It will be important for the successful bidder to be engaged in the WorkSource organizational structure and connect in a meaningful way, including the availability to serve in person or virtually, to all of the Comprehensive and Affiliate sites in the PacMtn region. The current Business Services contractor is a part of WorkSource Leadership and participates in bi-weekly check-in meetings (1-hour), weekly Partnership Coordination meetings (2-hour), and weekly Supervisor Team meetings (2-hours). These meetings are typically in-person, but due to COVID19 safety precautions, they're currently being conducted virtually. The contractor also employs 1 fulltime employee to be physical presence within the WorkSource offices, with travel between all locations determined based upon need (hiring events, etc.).

Question:

Regarding RFP Page 25 Appendix B-3, the form is a participant outcome proposal that includes Adult enrollments, ITA, exit to employment and a cost per customer; can you provide some clarification on how those outcomes would be recorded?

Answer:

After review, we have determined this form will not be necessary for inclusion with proposal submissions. We encourage all bidders to clearly and innovatively propose what performance outcome measures they intend to track to ensure the goals, vision, and intention of this funding are met, and how they intend to do so.

Question:

On page 6 of the RFP under point C. Technology and Accessibility, how has the partnership between PacMtn and The Timberland Regional Libraries expanded access to Businesses within the region, to date?



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Answer:

Primarily, the partnership between PacMtn and The Timberland Regional Libraries has been utilized to increase job-seeker access to technology and workforce services, as library staff have been trained to assist job seeking customers in creating worksourcewa.com accounts and providing assistance with basic workforce services, as well as making direct linkage referrals to WorkSource sites for intensive career services. We look forward to hearing in proposals how the PacMtn partnership with the Timberland Regional Libraries, which have physical locations and technology resources in some of the most remote areas of the PacMtn Region, could be leveraged to similarly support development and provision of Business Services in the region. Additional technology access allowed by the Timberland Regional Library system includes disability support technology available for check-out to library members.

Question:

On page 29 of the RFP, in Appendix 6, it indicates that the bidder should sign an acknowledgement form ensuring they have read and been informed about the policy and procedure requirements, and expectations of the WIOA Adult and Dislocated Worker Programs and One-stop System, available at www.pacmtn.org/policies/. Should the bidder also read policy and procedure requirements and expectations of the WIOA Youth program?

Answer:

It will be important for bidders to be familiar with Adult, DW, Youth, the One Stop System, PacMtn Administrative Policy and Guidance, and Equal Opportunity/Non-Discrimination policy to fully understand the roles/responsibilities/ intersections of Business Services within the workforce system. We recognize the form "Appendix B: 6 Acknowledgment of WorkSource System and Adult/Dislocated Worker Policy and Procedures" included within the RFP reflects an error, and should have reflected the more comprehensive list provided above. This form, now titled "Appendix B: 6 Acknowledgment of WorkSource System Policy and Procedures" has been edited to reflect acknowledgement of policies and procedures in addition to the Adult and Dislocated worker programs. The new form can be found at <https://pacmtn.org/wp-content/uploads/2020/12/Appendix-B6-Acknowledgment-of-PacMtn-WorkSource-System-Policy-and-Procedures.pdf>. It remains an expectation that this edited form be included in submitted proposals in lieu of the original Appendix B-6.



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Question:

In which order would you like the RFP submission sections? Do you prefer financial accountability and organizational capacity first as indicated in the packet list or would you like it to start with the technical proposal as indicated in the flow of the RFP and the checklist?

Answer:

RFP components should be submitted in the order in which they are indicated in the RFP.

Question:

In the RFP, a list of current in-demand industry sectors is provided, alongside a link to a corresponding PacMtn webpage. Is this the best/most current language to use when referring to PacMtn region in-demand industry sectors?

Answer:

After review, it appears the language used in the list provided within the RFP on page 5, as well as the link to <https://pacmtn.org/regional-sectors/> provided on page 6, do not reflect the most up-to-date language for the PacMtn Region In-Demand Industry Sectors as labeled in the most recent PacMtn WDC Industry Cluster and Emerging Sector Summary. While the nature of the sectors mentioned remains the same or similar, two sectors now reflect updated titles:

- "Life Sciences" is now best referred to as "Health Care," a title change to better reflect the nature of the industry
- "Chemical Products and Plastics Manufacturing" is now best referred to as "Specialty Manufacturing and Logistics," a title changed to reflect expanded manufacturing sectors, add high-performing transportation and warehousing (but not wholesale trade) industries not already included in other cluster arrays

The bulleted information, as well as much more in-depth information regarding PacMtn In-Demand Industry Sectors, can be found by accessing the PacMtn WDC Industry Cluster and Emerging Sector Summary at this link: https://pacmtn.org/wp-content/uploads/2020/04/PacMtn_Industry-Cluster_Report_Review-Final_12-6-19-1.pdf

Question:

Please confirm the required Program Services Work Plan/Timeline and Service Delivery Flowchart requested on page 9 of the RFP are considered requested attachments and therefore are excluded from page limitations.



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Answer:

"Program Services Work Plan/Timeline" and "Service Delivery Flowchart" are to be included in the "Program Specific Responses" and do count toward the 10 page single-spaced response limit. All other items in the "Appendix A: Required Proposal Checklist" are to be included as separate appendices.

Question:

Please confirm the audit and cost allocation plan requested on page 16 of the RFP are considered requested attachments and therefore are excluded from page limitations.

Answer:

Yes, the audit and cost allocation plan are considered requested attachments and will not be included in response page limitations.

Question:

On page 9 of the RFP, it is requested that 5 hard copies signed in blue ink are submitted in addition to the e-submission. Please confirm that one original with signatures in blue ink with the remaining four being photocopies of the signed original is acceptable.

Answer:

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

Question:

Do the questions outlined in Section III of the RFP on pages 14-16 have to be included in our response? If yes, may the questions/prompts be truncated and/or a smaller font size in order not to consume the narrative page count?

Answer:

It is expected that the questions outlined in Section III of the RFP will be addressed in your response. If you include the prompts in your proposal for clarity, they may be truncated and/or in a smaller font size to reduce impact on page count restrictions, but must not be so small as to be illegible.



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Question:

In the Questions Sections may tables, charts, graphics, and other illustrations be smaller than the 12 point font, if legible?

Answer:

Yes, this would be acceptable. Please refrain from a font size lower than 9.

Question:

Appendix B:5 Budget Form asks for participant cost detail "in the narrative." Please confirm your desired location of this detail in our proposal response is as part of a budget narrative following the Budget Form.

Answer:

Please provide any budget detail you would like us to understand as part of a budget narrative included in the RFP submission immediately following the presentation of the budget.