



RFP-19-NEWDB-01

Adult DLW and Youth Response to Technical Questions

1. The answers to questions submitted by bidders will be published April 17th. If mailing the proposal they would have to be mailed the 18th or 19th, giving only 1 or 2 days to completed the proposals based on the answers (given the weekend) can the deadline be extended?

NEWDB Response: Questions will be answered upon receipt and posted on the website.

2. On page 15, the Claremore location shows an "Operations Manager". Is this position funded through the Adult/DW/Youth contract? If so what are the primary duties? Does this staff provide WIOA front-line customer services such as case management?

NEWDB Response: This position is funded by the Adult, DLW, Youth contract and provides management and oversight for staff positions and programs. This position may occasionally assist clients.

3. Who is your current provider of Adult/DW/Youth services?

NEWDB Response: Odle Management Group

4. Can we get the number of current active Adult, active DW and active Youth customers? Same for follow-up customers.

5. Can we get the number of Adult/DW in ITA and OJT.

NEWDB Response: See table below

6. Can we get the number of Youth Out-of-School vs. In-School?

NEWDB Response: See table below

7. Can we get the number of all youth currently enrolled in WEX, OJT, ITA?

NEWDB Response: See table below

8. Can we get the number of enrollment per One-Stop location (or by county)?

NEWDB Response: See table below

9. Please clarify that ITA tuition and support, OJT employer reimbursements and Adult/DW/Youth Work Experience costs are NOT to be included in the budget.



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"Equal opportunity employment/program. Auxiliary aids and services are available to individuals with disabilities upon request."



NEWDB Response: The items in the question above should not be included in the budget submitted.

10. Would it be possible for the Contractor to make the payments as mentioned in #9 directly to the customer/employer?

NEWDB Response: The contractor is responsible for direct payments to vendors, including customers and employers.

| Northeast Workforce Board Participant Data | | | | |
|--|-------|-----|-----|-----|
| | Adult | DLW | OSY | ISY |
| Number of Current Active Participants | 102 | 17 | 39 | 2 |
| Total Number of Participant that had OST this Program Year | 73 | 14 | 20 | 0 |
| Number Of Participant with Open OST | 21 | 10 | 6 | 0 |
| Number of Participant on Open OJT | 0 | 0 | 0 | 0 |
| Total Number of Participanthad OJT this Program Year | 3 | 0 | 1 | 0 |
| Number of Participant on Open WEX | 1 | 0 | 4 | 0 |
| Total Number of Participant that had WEX this Program Year | 5 | 0 | 11 | 1 |
| Number of Clients in Follow-up | 76 | 14 | 27 | 2 |

| By AJC | | | | |
|--|--------------|-----------|-------|-------|
| Active | Bartlesville | Claremore | Pryor | Miami |
| Adult | 23 | 17 | 55 | 7 |
| DLW | 12 | 2 | 3 | 0 |
| OSY | 4 | 2 | 29 | 4 |
| ISY | 1 | 1 | 0 | 0 |
| Participants enrolled by office - active | 40 | 22 | 87 | 11 |

| Follow-up | Bartlesville | Claremore | Pryor | Miami |
|---|--------------|-----------|-------|-------|
| Adult | 6 | 6 | 39 | 25 |
| DLW | 4 | 4 | 5 | 1 |
| OSY | 2 | 3 | 12 | 10 |
| ISY | | 1 | 1 | |
| Participants enrolled by office - follow-up | 12 | 14 | 57 | 36 |



Walk In Traffic per AJC July 1, 2018 – March 31, 2019

| | Bartlesville | Miami | Pryor |
|--------------------|--------------|-------------|-------------|
| Jul-Sep 2018 | 2108 | 2667 | 2181 |
| Oct-Dec 2018 | 1782 | 2049 | 2059 |
| Jan-Mar 2019 | 2010 | 2169 | 1929 |
| 3 Qtr TOTAL | 5900 | 6885 | 6169 |

11. PG 9: Any budget amounts remaining from budgets at the end of the year may not be carried over and expended in the extended period if the contract is extended after the original period. The carryover of any funds is an item that must be negotiated with the NEWDB for the workforce development area.

Q1: Is the negotiating carryover amounts a general practice or is it only applicable to carryover funds during a year in which the contract is out for bid?

NEWDB Response: Carryover amounts may not be carried over and expended in the extended period under any terms.

12. PG 13: Recruitment of Participants – The contract will have a provision concerning the recruitment of participants. The Contractor will be responsible for recruitment of participants in sufficient numbers and types so that a sufficient level of local WIOA expenditures can be maintained. The contract will explain that if a sufficient number of participants are not recruited and enrolled, the contract funding levels may be negotiated to adjust staffing levels funded through the contract.

Q2: Please explain the highlighted portion.

NEWDB Response: If recruitment of participants can be attributed to staffing levels, and if additional funds become available, staffing levels may be negotiated.

13. PG 34: Attachment B (cont.) states “need a budget for each service program proposed.”

Q3: Do you want one budget for ADW and one budget for Youth, or one combined budget?

NEWDB Response: Please provide a separate budget for each service program proposed.

14. Q4: What are the current salaries for all staff by position?

NEWDB Response: Salaries range from \$18,720 (PT) to \$52,478.

15. Q5: What are the staff titles for positions other than OSO, Operations Mgr and Fiscal Support Staff?

NEWDB Response: Career Managers and Resource Specialist

16. Q6: What is the current budget for travel including mileage?





NEWDB Response: Programs \$14,413

17. Q7: What is the current budget for phone per person?

NEWDB Response: \$60 per month

18. Q8: What is the current budget for copies?

NEWDB Response: \$1000

19. Q13a: Are voluntary attachments (beyond those required by the RFP) allowed in the proposal?

NEWDB Response: only as indicated in the RFP

20. Q13b: Will voluntary attachments count toward the page limits?

NEWDB Response: yes, see response in question 19

21. Q14: Please advise if font size of charts, graphs, and tables can be smaller than text?

NEWDB Response: yes, charts, graphs and tables may be smaller text

Proposal Instructions state, "One (1) electronic copy of an abstract must be Included with the proposal."

22. Q15a: Please advise what format the abstract should take, (i.e., table of contents, executive summary, other).

NEWDB Response: there are no specification related to the abstract

23. Q15b: Please advise if only the electronic submission should contain the abstract, or should we include it in the hard copy submission, too.

NEWDB Response: Please include a hard copy of the abstract.

24. How many references should we include in each proposal?

NEWDB Response: A specific number is not required. Three would be appreciated.

