# Technical Assistance Questions Received and NEWDB Response for Reissued RFP

Do you have an internal system you use in the Board area for managing participant expenditures such as salesforce or Apricot?

**NEWDB Response:** The NEWDB uses an internal accounting system to manage grants, and utilizes AJLA (OkJobMatch) Fiscal Link for client tracking. It is recommended that a service provider consider some means of internal tracking in addition to utilizing Fiscal Link.

Are exhibits or attachments allowable in sections where page requirements are tight?

**NEWDB Response**: Exhibits are allowed, but are included in the page limits unless indicated in the RFP as not included in page limits.

Who provides your business services?

**NEWDB Response**: Business services are coordinated through the NEWDB Business Service Consultant. Please see the [Business Service Plan](http://northeastworkforceboard.com/wp-content/uploads/2021/02/Business-Services-Plan-2.11.2021.docx) for details.

Who is your current OSO?

**NEWDB Response:** The NEWDB was the successful bidder of the OSO services.

Who staffs the resource rooms at the 4 career centers?

**NEWDB Response**: Resource rooms are primarily staffed by Wagner Peyser employees. Some of the AJCs utilize Work Experience and Title V participants.

Could you provide a list of all staff positions by the current operator by each of your 4 location?

**NEWDB Response:**

Bartlesville: 1 FT Project Manager, 1 FT Career Coach

Miami: 1 FT Career Coach

Pryor: 1 FT Career Coach

Claremore: 1 FT Career Coach

Of the 687,130 that is left after the training requirements are handled, does the contractor have the ability to invest the entire $687,130 in the program or is some portion of these funds used for program administration, board staff etc.?

**NEWDB Response**: Some of the remaining balance is allocated elsewhere.

Who does outreach for job seekers?

**NEWDB Response:** While outreach is a collaborative effort, the Title 1 WIOA service provider has the primary responsibility for recruitment.

Who does quality assurance?

**NEWDB Response:** The NEWDB spends considerable time in review of programs and services, however, the Title 1 WIOA service provider is responsible for quality assurance, self-monitoring, case note integrity, file reviews etc.

Would you please share how many program customers have been enrolled in AD/DW/Youth in the last 2 program years?

**NEWDB Response:**

AJLA’s reporting system currently prevents an accurate pull of numbers, however based on previous reports, our estimated totals are as follows:

|  |  |  |
| --- | --- | --- |
|  | New Enrollments | Total Participants |
| PY '20 through March 2021 | 32 A / 20 DLW / 10 Y | 111 A / 21 DLW / 26 Y |
| PY 2019 | 90 A / 13 DLW / 20 Y | 164 A / 21 DLW / 55 Y |
| PY 2018 | 83 A / 19 DLW / 33 Y | 175 A / 39 DLW / 74 Y |

What are current expenditure rates on ITA/Training/WEX?

**NEWDB Response:** The total budget for Work Experience/OJT was 460K, a balance of 382K remains. Total budget for Training was 305K, a balance of 183K remains.

Would you please share your Board policy on ITA/WEX--$ limits on training, WEX hours?

**NEWDB Response**: Links are attached here:  [ITA](http://northeastworkforceboard.com/wp-content/uploads/2020/11/Individual-Training-Account-Policy-11.4.20.docx) and [Work Experience](http://northeastworkforceboard.com/wp-content/uploads/2020/08/Work-Experience-and-Transitional-Jobs-Policy-8.12.20.pdf) . Policies also are posted on the NEWDB website. Maximum Work Experience hours are 520 and max ITA is $10,000, with some exceptions allowed.

**Please be advised**: COVID has significantly impacted the enrollment numbers and expenditures. Proposers should not use current data provided below to project enrollment numbers. **Proposer should use the program budgets below in the NEWDB response when submitting proposed activities.**

# Technical Assistance Questions Received and NEWDB Response for Original RFP Release

Could you provide the current program performance?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Negotiated Performance** |  |  | **First Quarter** | **Second Quarter** |
| **PY 2020** | **Measure** | **Negotiated Goal** | **Actual Performance** | **Actual Performance** |
| Adult | Employment Rate Q2 | 68.00% | 73.30% | 68.97% |
| Employment Rate Q4 | 69.00% | 72.70% | 63.33% |
| Median Earnings | $5,500  | $5,823  | $3,789  |
| Credential Rate | 68.00% | 64.70% | 75.00% |
| Measurable Skill Gains | 56.00% | 33.30% | 50.00% |
| DLW | Employment Rate Q2 | 77.00% | 83.30% | 66.67% |
| Employment Rate Q4 | 77.00% | 83.30% | 100% |
| Median Earnings | $8,100  | $5,896  | $8,544  |
| Credential Rate | 75.00% | 60.00% | 50.00% |
| Measurable Skill Gains | 65.00% | 16.70% | 72.73% |
| Youth | Employment Rate Q2 | 72.00% | 60.00% | 81.82% |
| Employment Rate Q4 | 73.00% | 77.80% | 85.71% |
| Median Earnings | $3,900  | $3,272  | $4,336  |
| Credential Rate | 59.00% | 75.00% | 100.00% |
| Measurable Skill Gains | 57.00% | 0.00% | 33.00% |

**How many active participants are enrolled in each funding stream?**

**NEWDB Response:**

Adult-69

DLW-26

Youth-16

These numbers change daily due to continued enrollment and client exits

**How many participants are in follow-up?**

**NEWDB Response:** 62

These numbers change daily based on clients completing follow-up and new exiters entering follow-up

How many participants were enrolled in an OJT?

How much was spent on OJT last year?

How many participants were enrolled in a WEX?

How much was spent on WEX last year?

What were the supportive services costs for the program year?

**NEWDB Response:**

$17,000 Supportive Service Total Budget

$305,341 Training Total Budget

$460,000 Work Based Learning Total Budget

**How many participants were enrolled in an OJT?**

**NEWDB Response**: Three

**What was the average salary?**

**NEWDB Response**: $15.00/hour (50% reimbursement Rate) 1040 Hours

**How much was spent on OJT last year?**

**NEWDB Response:**

PY 19-$11,769.00

PY 20- $3465.00 YTD

**How many participants were enrolled in a WEX?**

**NEWDB Response:** 18 YTD

**What was the average salary?**

**NEWDB Response:** $12.84

**How much was spent on WEX last year?**

**NEWDB Response:** PY 20 YTD--$91,103.25

**What were the supportive services costs for the program year?**

**NEWDB Response:** PY 20- $4306 YTD

**Do the staff cover more than one center? If so, what is the staffing pattern?**

**NEWDB Response**: No

**What are the current staffing salary range by position?**

**NEWDB Response:**

Project Lead: 50-52K

Career Coaches: $35,360-$35,880

**Can you provide the resumes for the current staff?**

**NEWDB Response**: Resumes will be provided upon award of the successful bidder.

**Do we need to budget for facilities costs at the One-Stop Job Center? If so, is there an estimate of operational costs and what expenses are included**?

**NEWDB Response**: Please page 25 of the RFP. No system costs should be included in the proposer’s budget.

**Will you provide the Budget in an Excel document?**

**NEWDB Response**: The NEWDB does not have a budget to include

**How long has the current provider been working in the Northeast region?**

**NEWDB Response**: 2020

**Will there be an interview/oral presentation?**

**NEWDB Response:** No

**What are the award notification procedures and the date of notification?**

**NEWDB Response:** Please see page three of the RFP for the date of notification. The POC for the successful bidder will be notified.

**Are your customer files electronic or paper/hard copy?**

**NEWDB Response:** electronic

**What data management system is used? VOS or MIS?**

**NEWDB Response:** AJLA

<https://okjobmatch.com/>

The language for the Adult/DLW performance measure number five has been revised as follows:

**Placement in Critical Occupation** – Of the Adults and Dislocated Workers who receive Occupational Skills Training, the percentage that are placed in unsubsidized employment in an occupation on the current [State Critical Occupation List](https://oklahomaworks.gov/oklahoma-workforce-data/critical-occupations/) or the Critical Occupation List that was effective at the time of enrollment. The O\*net code for the placement occupation must align with an O\*net code from the State’s Critical Occupations list. The Service Provider must complete and upload the Placement Validation Form which will demonstrate the job title and O\*net code to be compared to the State’s Critical Occupations List. This information will be reviewed for accuracy and performance verified by NEWDB staff.