

Southeast Procurement Request for Proposals Q&A

1. Please confirm this is a similar RFP to those in the past for a similar service?

Yes, this is similar to the RFPs we have released in the past. The significant difference in this procurement cycle is the requirement of three separate RFPs as follows:

- a. One Stop Operator – Provides functional management and oversight of the American Job Center system in the ten-county local area. Cannot provide Career or Youth Services.*
- b. Career Services – Provides services Title I Adult and Dislocated Worker services in the American Job Center system in the 10-county region. Can submit an additional Youth services proposal but cannot serve as the One-Stop Operator.*
- c. Youth Services – Provides Title I Youth Services centered around the 14-elements outlined in the proposal. Can also submit a proposal for Career Services for Adults and Dislocated Workers but cannot serve as the One-Stop Operator.*

2. Do we need to describe the breakdown of the Direct Participant (pass-through award) of \$795,242 in the budget narrative?

No, there is no need to describe the direct participant pass-through award. This is for informational purposes to be used in developing staffing and service plans.

3. What is the staffing plan for the current CSP?

The board prefers that staffing plans be developed based on the highest possible level of efficiency for projected caseloads and coverage of AJCs. Currently the Southeast local area has six locations that require CSP staff.

4. Page 6 Section III. (note regarding Profit). Since profit is required to be negotiated as a separate element of price, where can for-profit proposers indicate their amount of profit in the proposal? If there is no place in the proposal for profit, should proposers' budget for less than \$1,632,104 so that that profit can be negotiated at a later point, but before the contract starts?

Profit must be negotiated as a separate element of the price. The proposed budget may not exceed the maximum staffing and overhead budget of \$836,862. While additional negotiations may be required, respondents may provide a separate budget and budget narrative that demonstrates complexity of work, risk born, proposer's investment, with details of past performance for similar work.

5. Is CSP required to be the employer of record for work experience?

Yes, unless the WEX is OJT or apprenticeship for which the participant is a direct hire of the business.

6. Is the 10% de minimis rate allowed if an entity does not have an approved indirect cost rate from a cognizant agency?

Yes. State you are using the 10% de minimis rate in your budget narrative

7. Are there any page limits for the sections, including attachments?

There is an overall 15-page limit for the proposal in which all responses for Section VII (A-E) should be addressed. Attachments that support the responses would not count in the page limit.

- 8. Under Proposal Instructions it states that “Each section of the Requested Response should be completed entirely and should not exceed 15 pages.” Can you please clarify if section A, the Executive Summary is to be included in the 15 page limit?**

Yes.

- 9. Are we permitted to omit or truncate the questions within the sections to stay within the 15-page limit?**

Yes.

- 10. What is your current staffing structure for both Career Services and Youth?**

The board prefers that staffing plans be developed based on the highest possible level of efficiency for projected caseloads and coverage of AJCs. Currently the Southeast local area has six locations that require CSP staff.

- 11. What is the current staffing org chart and pay rates of staff ?**

The board prefers staffing plans be developed based on the highest possible level of efficiency for projected caseloads and coverage of AJCs. Currently the Southeast local area has six locations that require CSP staff. The Board does not set pay rates for service provider staff. Current salaries range from low to mid 30s to low to mid 40s depending on complexity of the work and prior experience, however each entity is responsible for establishing staffing plans and salary ranges commensurate to the current labor market for similar positions and anticipated service delivery.

- 12. What are the current year’s performance goals from the board to the provider?**

A link to current federal and state performance goals is provide on page 24 (Attachment E) of the RFP. New program year metrics have not been negotiated. The Southeast Tennessee Local Workforce Development Board reserves the right to add additional performance metrics as needed to meet any additional goals established throughout the program year. (Example: In previous program years, the Youth Standing Committee has opted to provide specific goals around the 14 elements.)