

## Mississippi Valley Workforce Area

### Request for Proposals WIOA Title I Programs

#### Questions and Answers

**1. What methodology and amount is being used to pay the Fiscal Agent?**

The fiscal agent rate will be determined by the board after training is completed. The fiscal agent payment will not affect contractor funding.

**2. What does the LWDB estimate the cost being for the One Stop Operator for FY21?**

This will not be determined until further guidance is received by the state, and the LWDB subcommittee has submitted their recommendation to the full board.

**3. In Section J. Training Services in the Adult/DW RFP it states that "The selected bidder will not directly provide occupational training services but will coordinate Individual Training Accounts (ITA) for participants who are eligible and suitable for ITAs, pending availability of funding." Can the selected bidder also be the recipient of the ITA?**

The selected bidder can be the recipient of an ITA. Proper firewalls must be in place to ensure a complete separation of duties.

**4. Who is responsible for disallowed costs? In the RFP it states, "Service providers must accept liability for all aspects of any services conducted under contract with the LWDB. Service providers will be liable for any disallowed costs or illegal expenditures of funds or program operations conducted." But in the CEO Shared Liability Agreement it states, "The CEOs expect the fiscal agent to assume primary liability for any disallowed costs associated with the provision of fiscal agent services and shall be held liable for any disallowed costs by the CEOs." We would like clarification on this.**

The CEOs will hold both the fiscal agent and contractor liable for any disallowed costs, and the fiscal agent will hold the service provider liable for any disallowed costs.

**5. If the selected bidder and Fiscal Agent have current partnerships or agreements in place, would that constitute a conflict of interest?**

Based on how the question reads, no, however more information would be needed to reduce the appearance of a conflict of interest. If the selected bidder already provides services that the Fiscal Agent is aware of and has contracted with, it does not immediately create a conflict of interest.

**6. To maintain ultimate flexibility in light of 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.**

Yes, emailed submissions of proposal responses will be accepted in lieu of a hardcopy. Ensure that you receive a confirmation email for your submission.

**7. What is the file size limit and file type for email submissions?**

This will depend on your email server limitations, but typically emails under 20MB are usually safe to send. If files are larger than this please compress the file before sending. Microsoft word documents are preferred.

**8. Can lines be added to the budget forms if needed?**

Yes

**9. Please provide the number of adults and dislocated workers served by county for the last complete program year.**

Reports are not able to break down county specific data at this time.

**10. What are the anticipated carryover levels of adults and dislocated workers for the upcoming program year?**

Burlington – 211 including WIOA Adult/DW and Youth (enrolled and active)

Davenport – - 94

**11. Who is the incumbent provider(s) of WIOA Adult/Dislocated Worker services?**

Southeastern Community College – for the counties of Henry, Lee, Louisa, and Des Moines

Eastern Iowa Community College – for the counties of Scott, Clinton, Muscatine, and Jackson

**12. What are the traffic counts for each center?**

For the current program year - 7/1/2019-5/19/20

Davenport One-Stop Center -VOS 18,011, Registered 6,791

Burlington One-Stop Center – VOS 8,716, Registered 2,698

**13. What equipment is available, such as computers, scanners and copiers for career seekers and staff?**

At this time, we are uncertain as of the availability of computer and equipment moving forward, for staff purposes, so all potential bidders should include a line item in their budget for computers and other equipment they deem essential, that may or may not be necessary. The RFP committee will be made aware of this uncertainty and will take this into consideration when evaluating the budget portion of the proposals.

There is equipment available at both centers for job seekers.

**14. Please provide the current Adult/DW staffing information. Specifically, title, salary, # of FTEs and funding stream allocation for each office.**

Southeastern Community College

Currently, there are a total of 10 FTE staff. All Title I staff are cross-trained and provide seamless services across all 3 Title I funding streams (Adult, DW, Youth). Accordingly, Title I staff salaries are allocated at various percentages across all 3 Title I programs. However, the Title I staff who are designated as primarily Adult/DW Career Planners are as follows:

Adult/DW Career Planner, Rapid Response Coordinator - \$67,193.28

Adult/DW Career Planner, TAA Case Manager - \$56,000.00

Adult/DW Career Planner, Education and Corrections Liaison - \$45,450.00

Time Sheet Percentages for May 2020								
	Admin	Adult	ISY	ISY	OSY	OSY	DW	Totals
			BASIC	WEP	BASIC	WEP		
	94019	94039	94060	94065	94090	94095	94139	
<b>Youth Career Planner</b>		30%			55%		15%	100%
<b>Administrative Support</b>		35%	15%		27%	8%	15%	100%
<b>Adult/DW Career Planner</b>		45%					55%	100%
<b>Youth Career Planner</b>		20%	8%		72%			100%
<b>Adult/DW Career Planner</b>		82%			3%		15%	100%
<b>Director</b>	10%	45%	5%		10%	10%	20%	100%
<b>Director</b>	10%	45%	5%		10%	10%	20%	100%
<b>Youth Career Planner</b>		30%	20%		35%		15%	100%
<b>Adult/DW Career Planner</b>		50%					50%	100%
<b>Youth Career Planner</b>		55%	10%		15%	5%	15%	100%

Eastern Iowa Community College

Funding stream for all positions varies through year based on need and funds available.

Employment and Training Counselors 5 FTE Starting salary \$48,000

Operations Manager 1 FTE Starting salary \$52,000

Director 0.2 FTE Starting salary \$78,000

**15. What are the current number of active cases per office by program (Adult, and DW)?**

Burlington - Adult 32, Dislocated Worker 22

Davenport – 94 Total

**16. How many adults and dislocated workers are currently in occupational training and apprenticeships for each center?**

Current Burlington – 4 Adults and 1 DW

Current Davenport – 94

**17. What is the total number of adults and dislocated participants to receive the following in the last complete program year?**

**a. Occupational Skills Training**

Burlington - Adult- 8 DW- 6

Davenport – Adult 82, DW 46

**b. OJT**

Burlington - Adult-2 DW-6

Davenport - 0

**c. Transitional Jobs**

Burlington – 0

Davenport - 0

**d. Apprenticeships**

Burlington – 0

Davenport – 0

**18. Please provide the local WDB’s Adult/DW support service policy, including maximum expenditures.**

See local policies and procedures on <https://www.iowawdb.gov/region-16-rfp>. All policies and procedures will be reviewed by the new local board and appropriate changes will be made to meet the needs of the new Local Area.

**19. Please provide the local WDB’s work-based learning policies to include transitional jobs, OJT and apprenticeships. Please provide reference to where we can locate information such as timeframes, reimbursement criteria, transitional job wage targets and other similar information.**

See local policies and procedures on <https://www.iowawdb.gov/region-16-rfp>. All policies and procedures will be reviewed by the new local board and appropriate changes will be made to meet the needs of the new Local Area.

**20. Please provide the local WDB’s ITA policy.**

See local policies and procedures on <https://www.iowawdb.gov/region-16-rfp>. All policies and procedures will be reviewed by the new local board and appropriate changes will be made to meet the needs of the new Local Area.

**21. What is the maximum per participant for OJT, support services, and ITAs respectively?**

See local policies and procedures on <https://www.iowawdb.gov/region-16-rfp>. All policies and procedures will be reviewed by the new local board and appropriate changes will be made to meet the needs of the new Local Area.

**22. If available, can you provide the site for local policies?**

See local policies and procedures on <https://www.iowawdb.gov/region-16-rfp>. All policies and procedures will be reviewed by the new local board and appropriate changes will be made to meet the needs of the new Local Area.

**23. May we truncate questions and can charts, graphics, question prompts, and tables be excluded from the 12-point typeface requirements?**

Yes