

East Central Iowa WDB One-Stop Operator RFP Questions

Question: Do you know of or could you share areas where a consortium provides OSO services that potential bidders could review to learn more?

Answer: <https://www.dol.gov/sites/dolgov/files/OASP/legacy/files/OneStopOperators-AJCs.pdf>

Question: Can you share more about the requirement to set a specific schedule? Can it alternate from week to week, as long as we schedule and can show we schedule in 5 hours of work time per week to this activity?

Answer: A schedule may vary from week to week as long as the average hours worked per week is at least 5 hours.

Question: Is it possible to have some weeks with fewer than 5 hours and some weeks with more than 5 hours. For example, when coordinator or leading a training, it could mean that the training is all day long (8-9 hours of work) and that the week prior may also be extra long preparing for the training. But then the next few weeks could be lighter on workload and to allow time to catch up with other duties that may have been postponed to handle the higher workload of the OSO for those 2 weeks.

Answer: Yes, as long as the average hours worked is at least 5 hours.

Question: Can the OSO work on developing and creating the CSP? If no, what if the OSO is also the Title 1 provider? Then can they work on the CSP as they do wear 2 distinct "hats" or have two roles?

Answer: Per <https://epolicy.iwd.iowa.gov/Policy/Index?id=269&Version=1> the OSO may not perform the following functions:

- Convene system stakeholders to assist in the development of the local plan
- Prepare and submit local plans

Per <https://epolicy.iwd.iowa.gov/Policy/Index?id=264&Version=1> Proper firewalls must be in place to ensure a complete separation of duties. Firewalls must also be in place to ensure the transparency and integrity of staff fulfilling multiple roles and multiple functions. Organizations performing the functions of one-stop operator and direct provider of career services and/or youth workforce investment activities must have adequate organizational separation between and among those functions; separate staff must perform the duties of each function.

Any organization or entity that has been selected to perform the functions of one-stop operator and direct provider of career services and/or youth workforce investment activities in a Local Workforce Development Area must develop a written agreement with the Local Workforce Development Board (WDB) and the Chief Lead Elected Official to clarify how the organization will carry out its responsibilities while demonstrating compliance with:

- The Workforce Innovation and Opportunity Act, and corresponding regulations
- Uniform Guidance
- Conflict of interest policies of the state, in accordance with Conflict of Interest
- Conflict of interest policies of the organization or entity performing multiple functions

Question: Page 9-Can you share more about how a consortium would work? Would one entity apply as lead but the other entities would be part of the work plan and could receive a portion of the funding through the lead entity for the work they do?

Answer: In the event a proposal is submitted on behalf of/by a consortium, the budget must clearly show how any proposed shared costs of the one-stop operator will be funded. All

proposals must include a lead staff person and associated expenses including wages, benefits and other costs. Staffing costs should consider the percentage of time an individual will spend on one-stop operator responsibilities.

Question: If the cost to provide the OSO services for Jan 1, 2021 to June 30, 2021 exceed the \$5,000 allowed through the OSO RFP, can WIOA Title 1 funding support the additional OSO duties? If not, is it appropriate to use other funding streams outside of WIOA Title 1 to support this work?

Answer: The use of additional WIOA Title 1 funding to support additional OSO duties will require ECIWDB approval. It is permissible to use other funding streams outside of WIOA Title 1 to support this work.

Question: Would a schedule be appropriate if it outlined for example, 4 hours per week of scheduled/structured time and then 1 hour as open, unscheduled time, to handle ongoing phone calls, emails and other weekly work activities related to being a OSO that will pop up throughout the week?

Answer: It would be appropriate to outline a schedule that includes time for record keeping, correspondence and general activity planning.