

Northeast Iowa WDB Adult and Dislocated Worker RFP

Questions/Answers:

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

Answer: We are not able to provide data down to the county level. For the LWDA as a whole, 161 Adults were served and 154 Dislocated Workers.

2. What is the current number of active cases per office for the Adult and Dislocated Worker program?

Answer: Current reports show the following:

- *Dubuque – 18 Adults, 2 Dislocated Workers*
- *Decorah – 2 Adults, 1 Dislocated Workers*
- *Mason City – 3 Adults, 2 Dislocated Workers*
- *Waterloo – 16 Adults, 24 Dislocated Workers*

3. What are the traffic counts for each center?

Answer: Average # of Registered individuals per month from 7/01/2019 to 06/30/2020:

- *Dubuque – 222*
- *Decorah – 112*
- *Mason City – 180*
- *Waterloo – 362*

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

Answer: Each center is equipped with computers and or laptops, personal scanners for identified programs like Title I, and multiple center use copier/scanners for staff. Depending on staffing levels of providers, extra computers/laptops and individual scanners can be ordered through the IT procurement process. Each center is also equipped with computer labs, conference rooms for workshops and classes, as well as a “Welcoming” and “Career Exploratory” area with computers for job seekers that are utilized for initial intake, self-services or participant level career services.

5. What are the shared costs in each Center, including rent?

Answer: Rent is calculated by the allocated space of each partner or provider based on total square footage of staff and common space and will generally include the shared cost of items like heating, air, electric or even janitorial. Other shared costs outside of rent are based on FTE (Full-time equivalent) staffing and might include items like general office supplies, cleaning supplies, share of copier usage, postage, network or phone usage and common purchases for equipment or items that benefit all partners and providers in the centers.

6. Please provide the current staffing model for the Adult and Dislocated Worker program. Specifically, the type of position, title, salary, number of FTEs, and funding stream allocation for each office.

Answer: This information could not be obtained prior to the deadline to post answers to RFP questions.

7. Do the available funding amounts listed for Adults and Dislocated Workers include participant dollars? If so, what percentage of available funds are expected to be used for direct participant expenditures (i.e. ITAs, OJTs, WEX, supportive services)?

Answer: Yes, the funding does include participant dollars. Direct participant expenditures must fall under federal and state guidelines.

8. How many Adults and Dislocated Workers are currently in occupational training, work experience/transitional jobs, OJTs, and apprenticeships for each center?

Answer:

- *Dubuque*
 - *Occupational Skills Training: 4*
 - *OJT: 0*
 - *Transitional Jobs: 0*
 - *Work Experience: 0*
 - *Apprenticeships:0*
- *Decorah*
 - *Occupational Skills Training: 3*
 - *OJT: 0*
 - *Transitional Jobs: 0*
 - *Work Experience: 0*
 - *Apprenticeships:0*
- *Mason City*
 - *Occupational Skills Training: 5*
 - *OJT: 1*
 - *Transitional Jobs: 0*
 - *Work Experience: 0*
 - *Apprenticeships:0*
- *Waterloo*
 - *Occupational Skills Training: 20*
 - *OJT: 1*
 - *Transitional Jobs: 0*
 - *Work Experience: 0*
 - *Apprenticeships:0*

9. What is the total number of Adults and Dislocated Workers that received the following in the last complete program year?

- a. Occupational skills training
- b. OJT
- c. Transitional Jobs
- d. Work Experience
- e. Apprenticeships

Answer:

Adult

- *Occupational skills training: 76*
- *OJT: 3*

- *Transitional Jobs: 16*
- *Work Experience: 22*
- *Apprenticeships: 0*

Dislocated Worker

- *Occupational skills training: 23*
- *OJT: 0*
- *Transitional Jobs: 0*
- *Work Experience: 0*
- *Registered Apprenticeships: 0*

10. Please provide or indicate where proposers can reference the local WDB's Adult/Dislocated Worker supportive service policy, including maximum expenditures.

Answer: The most current policies and procedures are located in the regional archives of the Northeast Iowa WDB website, <https://www.iowawdb.gov/northeast-iowa/home>. The board will develop new policies and procedures for the new LWDA.

11. Please provide or indicate where proposers can reference the local WDB's work-based learning policies to include transitional jobs, OJT, and apprenticeships.

Answer: The most current policies and procedures are located in the regional archives of the Northeast Iowa WDB website, <https://www.iowawdb.gov/northeast-iowa/home>. The board will develop new policies and procedures for the new LWDA.

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

Answer: The most current policies and procedures are located in the regional archives of the Northeast Iowa WDB website, <https://www.iowawdb.gov/northeast-iowa/home>. The board will develop new policies and procedures for the new LWDA.

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

Answer: Questions may not be truncated. The 12-point font size requirement is waived for charts, graphics, and tables.

14. What is the file size limit for email submissions?

Answer: 20MB

15. Is the Board obligated to pay shared costs/rent in the following IWD centers: Dubuque, Mason City, and Waterloo? If not, can rent funds be diverted into program funds for direct services?

Answer: The funding estimates provided must be used to pay rent within each of the one-stop centers.

16. Are bidders allowed to propose sites to serve as access points?

Answer: Yes.