

**Central Iowa Workforce Area  
Title I Procurement – Adult and Dislocated Worker  
Question and Answer Responses  
January 8, 2024**

**Submitted Questions**

**Adult and Dislocated Worker**

1. Please clarify which funding stream line items are available to bidders. For example, is the total allowable funding through the YYA RFP \$630,000 or \$900,000? And, through the ADW RFP \$680,000 or \$1,020,000?
  - a. *The following funds are available for bidders:*
    - i. *Adult and Dislocated Workers = \$680,000*
    - ii. *Youth and Young Adult = \$630,000*
  - b. *Other costs associated with the full grant allocation may be negotiated into the service contract once a selection has been made, but are not part of this RFP.*
2. Confirm bidders should incorporate all funding stream line items that are available (see Q1) into the narrative, budget narrative, and budget.
  - a. *No, see Q1 response.*
3. If Training Services is an available funding stream line item, please provide a definition of allowable expenses. For example, does the Training Services line item include tuition, on-the-job training costs, and staff coordination time for those activities?
  - a. *See Q1 response. RFP Section IV, Proposal Requirements indicates that the bidder does not include training services in their budget*
4. If Infrastructure Funding Costs/Occupancy is an allowable funding stream line item, please confirm it may be used for occupancy costs at both the AJC locations and approved satellite locations.
  - a. *See Q1 response. RFP Section IV, Proposal Requirements indicates that the bidder does not include infrastructure costs in their budget*
5. If One Stop Operator is an allowable funding stream line item (\$20,000 YYA and \$40,000 A/DW), what are the responsibilities and requirements for bidders who propose to use it?
  - a. *See Q1 response, it is not part of this RFP.*
6. Services under the RFP must be provided, at a minimum, at the AJC, with other approved sites encouraged. Is the intent that services be provided primarily at the AJC?
  - a. *The IowaWORKS AJC (Amercian Job Center) is our “one-stop center” for all integrated programs and services. Outreach is encouraged through the creation of community-based partnerships and linkages.*
7. Please clarify whether the provided time allocation percentages (ADW RFP p.13-17) are guidelines to support planning and program development or are intended to be compliance measures.
  - a. *Guidelines to support planning and program development.*
8. Will performance goals be refined at the time of contracting to reflect the unique characteristics of the proposed service population and activities?

- a. Performance Goals which are not negotiated directly with the state, and specific to the contractor, will be further clarified in contract negotiation, as well as annual performance reviews.*
9. Can bidders include additional attachments directly related to the services requested by the RFP? For example, a list of partners and roles.
- a. Please limit attachments to those requested. Feel free to highlight partnerships within your response.*
10. Please confirm the following list accounts for all attachments and supporting documentation required at the time of application and prior to contract agreement.
- a. Organizational Chart – at time of application
  - b. Proof of Nonprofit Status – at time of application
    - i. Proof of nonprofit status is specific to the responder organization type.*
  - c. Budget Form – at time of application
  - d. Certificate of Existence – at time of application
  - e. Assurances and Certifications – at time of application
  - f. Signed Authority to Negotiate – at time of application
  - g. Proof of Liability Insurance – prior to contract agreement
  - h. Affirmative Action Assurance – prior to contract agreement
  - i. Budget (ADW RFP p.24 & 30-32)
11. Please confirm that the budget referenced under proposal requirements section V is up to 2 pages of budget narrative not the budget form, and that the form should be provided as an attachment.
- a. Correct, the budget narrative can be up to 2 pages. The budget form can be adjusted to suit your needs and is not subject to a page limit.*
12. Budget instructions section 2.2. creates a distinction between employee transportation costs and transportation of clients. Please: Confirm employees can be reimbursed for mileage incurred while transporting clients.
- a. Transportation costs for supportive services must be delivered according to state and local policies. Currently, state policy is being reviewed and changes are anticipated. The direct provision of transportation services by the service provider for clients is discouraged.*
13. Clarify whether those costs should be included under employee transportation costs or included with the supportive services line item
- a. Transportation of clients is a supportive service in most instances.*
14. On page 22, the RFP requires the proposal to be written in 12 point font. May tables, charts/graphs, and graphics be in a smaller font as long as legible?
- a. Yes*
15. What is the file size limit of your email inbox? If our proposal response exceeds that limit, may we send multiple emails labeled file 1 of X, 2 of X, etc.?
- a. The Central Iowa Workforce Development Board uses Microsoft Outlook – to the best of my knowledge the limit is 25MB. Multiple attachments or sharing via OneDrive will be acceptable if necessary.*
16. What is your current staffing structure by FTE, including position names? If possible, please provide a salary range for each position.
- a. We are declining to provide this information.*

17. On page 18 of the RFP you provide the November enrollment numbers of 150 Adult and 115 Dislocated Workers. Does this include those in follow-up? If not, how many Adults are in follow-up and how many Dislocated Workers are in follow-up?
  - a. *Updated as of 1/1/24:*
    - i. *Adults total including follow up: 229*
    - ii. *Adults in follow up: 127*
18. Is equipment available for future use? If yes, how many computers, printers, copiers, etc. are available? Is there an expectation that additional equipment will be needed or for existing equipment to be replaced?
  - a. *Equipment such as computers, copiers, printers will be provided for the service provider.*
19. Please confirm if the Board is the employer of record for work-based training activities.
  - a. *Currently, the Title I service provider serves an employer of record. This service will be discussed during contract negotiation.*
20. If an applicant agency has information that is relevant to the application but which cannot be publicly released for confidentiality reasons, can the applicant submit that information in a clearly marked attachment?
21. If attachments are not allowed, can the applicant submit confidential information in a clearly marked section of the proposal as long as it remains within allowable page limits/application guidelines?
22. If confidential information can be shared as an attachment or within the application, is there specific language that should be included to identify it for the LWDB to avoid public disclosure?
  - a. *For information on confidentiality, please see our procurement policies located within our Central Iowa Local Policies available on our [Website](#)*
23. The one big question I have been trying to find information about is the requirements for eligible participants. It states many times that they have to go through the eligibility requirements per WIOA and the IowaWorks process but I can't find what those are.
  - a. *For information on eligibility, please see our eligibility policies located within our Central Iowa Local Policies available on our [Website](#)*
24. Is housing from our office acceptable? We work with the (redacted) and (redacted) county people in a location that is close for them, and we have transportation options to our office a little better than getting them to Des Moines. Just wondering if our location would still make us eligible?
  - a. *Career Planners will need to be available at IowaWORKS in Des Moines and the cost of occupancy for that location is included in the "infrastructure funding cost." However, staff can also be positioned in other locations to support outreach.*
25. What is the correct date for the final day to submit questions? Page 25 of the RFP indicates January 15, 2024 and page 7 indicates January 5, 2024.
  - a. *January 5, 2024. Thanks for noting the error. We will make a good faith effort to response to questions of responders who may have been confused by the variance.*
26. Please share copies of existing org charts for WIOA 1A/1D program staff along with the One Stop Operator function.
  - a. *We are declining to provide this information.*
  - b. *Note the One Stop Operator role is not part of this RFP. See prior Q and A responses.*
27. Will the WIOA 1A/1D and One Stop Operator function be contracted to the same provider? If so, will a separate RFP be issued for the One Stop Operator?

- a. The One Stop Operator is a separate procurement process.*
28. How many individuals (separated by funding stream; e.g. Adult, Dislocated Worker, other) received ITA-funded training over the past program year?
- a. In Program Year 22, 91 participants in the Adult and Dislocated Worker program combined received tuition support through ITA's.*
29. On page 24 of the RFP - Your budget does not need to include tuition and related costs of occupational and work-based training for participants such as ITAs or OJTs, or direct costs of supportive services. It also does not need to include costs of rent and shared infrastructure costs provided by the Iowa **WORKS** center. Does the \$75,000 in the graph on Page 6 of the RFP cover all training costs (ITAs, Incumbent worker, OJT, etc)? How many participants were served with this budgeted amount in the last program year?
- a. The \$75,000 is based off of the current year budget for those services.*
- b. In Program Year 22, 91 ITA's, 9 On the Job Training Experiences, 3 Experiential Learning Experiences. 0 Incumbent worker – this is an area of emphasis for development.*
30. Is there a State and/or board mandated training spending level for training for 1A/1D registered customers?
- a. Cost Limitations on Adult and Dislocated Worker Funds*
- i. Not more than 10% of the combined Adult and Dislocated Worker total allocation to a local area may be used for Transitional Jobs.*
- ii. Not more than 20% of the combined Adult and Dislocated Worker total allocations to a local area may be used for Incumbent Worker Training.*
31. Will the One Stop Operator or WIOA title 1 service provider be responsible for facilities management within the co-located space and/or AJC's (i.e.: building maintenance and upkeep)?
- a. No*
32. What types of activities or programming is the Board Directed Program Funding currently being used for?
- a. Outreach and performance evaluation.*
33. Is there a local area direct spending goal?
- a. We need more information to answer this question. All contracted costs are direct program costs.*
34. What other partner programs are actively participating in the workforce system in the local area?
- a. There are many. Visit the Memorandum of Understanding on our website for the most recent list of core and required partners.*
35. What are current enrollment numbers by county?
- a. Boone 2, Dallas 8, Jasper 0, Madison 0, Marion 4, Story 12, Warren 7, Polk 98.*
36. What are the actual quarterly performance numbers for the most recent report?

<b>Adult</b>		
	<b>Local Negotiated Rate (Goals)</b>	<b>Actual Rate</b>
Employment 2nd Qtr	73.0%	80.9%
Employment 4th Qtr	67.0%	89.7%

Median Earnings 2nd Qtr	\$6,100	\$4,917
Credential Attainment	66.0%	72.7%
Measurable Skills Gain	44.0%	61.8%

<b>Dislocated Worker</b>		
	<b>Local Negotiated Rate (Goals)</b>	<b>Actual Rate</b>
Employment 2nd Qtr	81.5%	90.9%
Employment 4th Qtr	82.0%	100.0%
Median Earnings 2nd Qtr	\$9,000	\$10,500
Credential Attainment	69.5%	75.0%
Measurable Skills Gain	44.0%	70.7%

- Are there currently any performance improvement plans for existing providers in place?
  - *Annual programs and financial monitoring are conducted and goals for continuous improvement identified.*