

WorkSource Atlanta Regional Service Provider RFP

Questions & **Answers**

1. If mailing the grant through USP or USPO, is there going to be someone to sign for it, and if we deliver it personally is that possible?

Due to Covid-19 restrictions, only deliveries by UPS, USPS and FedEx are permitted within Peachtree Center (administrative office location for Atlanta Regional Commission). Deliveries requiring signature will be received by the Peachtree Center Mailroom and distributed to WorkSource Atlanta Regional staff.

2. Where are the questions and answers going to be posted for the RFP?

Q&A along with any other updates related to this RFP are posted on the ARC RFP website at <https://atlantaregional.org/procurement/worksource-atlanta-regional-wioa-services/>

3. If applying for multiple counties do you complete one budget that includes all counties or separate budgets for each county?

For multiple counties (2 or more), you should have a budget page for each county and a total budget page that combines the county budgets. For example, if you propose services in 3 counties, we expect to see 4 budgets (1 for each county and 1 total budget that combines them).

4. If we are to submit one budget to include cost for all counties, is it necessary to separate cost by county? If yes, how would you like us to separate cost per county on budget form?

See answer to question #3.

5. I see there are four Career Services providers. Can you disclose who they are?

See reply to question #6.

6. Who currently provides Adult and DW Services by County?

County	Contractor
Cherokee, Clayton, Fayette, Henry, and Douglas Gwinnett One Stop Operator	Equus Workforce Solutions
Gwinnett, Rockdale	Corvel
Gwinnett Technical College	Gwinnett Technical College
Gwinnett Corrections (Adults)	Gwinnett County Board of Commissioners

7. Will you provide current Adult and DW staffing by job titles and salary ranges (for each center)?

Below are the salary ranges for staff at the Career Resource Centers:

Gwinnett, Rockdale

Center Manager – \$80,000 – \$100,000

Career Advisor - \$40,000 - \$60,000

Clayton, Henry, Fayette Douglas, Rockdale, Cherokee:

Center Manager - \$70,000 - \$90,000

Career Advisor - \$36,500 - \$50,000

Gwinnett Tech

Center Manager - \$50,000 - \$70,000

Career Advisor - \$35,000 - \$50,000

Gwinnett Board of Commissioners

Center Manager - \$50,000 - \$70,000

Career Advisor - \$35,000 - \$50,000

NOTE: Career Resource Center staff positions and salaries are set by the individual organizations that are contracted to provide the service. Salaries should be based on the organization's established positions and salary structure. ARC **DOES NOT** set salaries for contracted staff. Also, some salaries may be higher or lower than others based on seniority, part-time hours, or partially funded salaries.

8. Will we be allowed to use the de minimis indirect cost rate of 10% as indicated in the Uniform Grant Guidance?

Yes, but it is only for those who have NEVER had a federally approved indirect cost rate. It should also be noted that the de minimis rate can only be charged at 10% of the Modified Total Direct Costs (MTDC). Further information about those costs can be found under the Code of Federal Regulations 2 CFR 200.68, **Modified Total Direct Cost (MTDC)**.

9. How many Adult and Dislocated Workers participated in Work Experience, Classroom Training, and OJT for the contract year?

Work Experience	Training / Job Search Asst	OJT
0	402 / 1357	22

10. How many Adult and Dislocated Workers *are currently active* in Work Experience, Classroom Training, and OJT?

Work Experience	Training / Job Search Asst	OJT
0	293 / 1311	14

11. How many carry-ins into the new contract do you project?

Work Experience	Training / Job Search Asst	OJT
0	115 / 540	2

12. What were the supportive services costs for the program year?

For Program Year 2019 (which ended June 30, 2020), the total support services costs were approximately \$330K.

13. How much was spent on OJT last year?

For Program Year 2019 (which ended June 30, 2020), the total OJT expenditures were approximately \$396K.

14. What facilities costs should be included in the budget?

Facility costs, such as rent and utilities may be included (except for Career Resource Center locations controlled by ARC, as noted in questions #19). Other facility costs will be based on your individual locations and obligations. ARC reserves the right to re-categorize or deny costs.

15. While overall performance is good, does the Board feel as if some providers are in need of improvement?

The Atlanta Regional Workforce Development Board has not identified specific providers that are in need of improvement.

16. Are we able to get a copy of the presentation from yesterday?

The pre-bid conference PowerPoint is located on the RFP page at <https://atlantaregional.org/procurement/worksource-atlanta-regional-wioa-services/>.

17. Can you submit a proposal for in school youth only?

Yes.

18. Can you submit a proposal for just one county that you serve?

Yes.

19. Regarding the Service Areas and Provider Locations, will the successful providers have dedicated office space within the specific locations?

The One-Stop Career Resource Center in Gwinnett, and the Affiliate Career Resource Centers in Clayton, Douglas, and Rockdale Counties will have dedicated office space provided and must be located in the facilities identified in the RFP (with the lease held by ARC). All other provider/program locations outside of the four identified in the RFP are the responsibility of the successful bidder, including the location, facilities, and equipment needed for program operation.

20. If the provider specializes in virtual services, must the provider ALSO provide in person face to face from the cited locations or can the provider provide virtual services remotely from their place of business.

Adult, Dislocated Worker, and Youth services in each County must be offered in-person, with virtual services offered as an alternate option (exceptions are allowed during COVID19). Ideally, contracted providers will offer a range of services on multiple platforms to provide easy access for customers in each County.

21. What is the current per hour amount for youth work experience?

Currently, there is no set wage per hour for work experience (WEx). Each contractor establishes the wage amount for their program based on their WEx budget, number of youth to serve, WEx program design, and other factors associated with the community they serve and the worksite (employer) minimum wage requirements. Though the contractors establish the wage amount, WEx participants must receive no less than the applicable Federal or State minimum wage.

22. Can the grantee of the One Stop Operator also offer services at the center? If so, what is the process to ensure neutrality?

Yes, but there must be specific firewalls and internal controls within the operator-service provider entity. The firewalls must conform to the specifications for demonstrating internal controls and preventing conflicts of interest as noted in WIOA and related guidance.

23. For Clayton and Gwinnett Counties, if we have representation at the local office, can we also use the funds to serve individuals at our sites within the county? For example, if a customer of either Morrow or Crestwood would like to enroll in a Goodwill training program that is provided at Goodwill or at partner training provider's location, can the training funds be used to cover the cost of that customer's training program?

Yes, provided that: 1) the customer has been determined eligible and approved for training funds by ARC contracted services providers, 2) the training program is listed on the State Eligible Training Providers List, and 3) the training program is an in-demand occupation or labor market research shows relevant jobs in demand for the target area.

24. If we choose to hand deliver, what days and times will someone be available to receive the proposals?

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25. Are service providers on site full-time, or do they have designated office hours? (outside of the pandemic response)

Service providers are on site full-time.

26. What was the One-Stop pre-pandemic monthly foot traffic amount received for all Workforce Services?

Calendar Year 2019

Jan	Feb	Mar	Apr	May	Jun
847	997	971	994	989	975
July	Aug	Sept	Oct	Nov	Dec
1142	1106	1016	1066	667	894

27. Does the One-Stop Operator need to budget for supplies?

No, but you may include the information if you would like.

28. Please confirm if bidders propose to provide Career Services in Cherokee, Fayette, or Henry counties, they are responsible for providing their own location, facilities, and equipment for program operations.

Correct. See question #19.

29. The Out-of-School Youth budget form has a budget narrative tab while Adult/Dislocated Worker and Operator do not. Please advise what format bidders should provide the budget narrative for each submission (Adult/Dislocated Worker, Out-of-School Youth and Operator).

There is no set format. Budget narratives should briefly describe the costs for each line item charged. As long as they are clear and concise, any format is acceptable.

30. The Out-of-School Youth budget form has a tab labeled budget narrative. Are proposers to fill out the budget narrative on that tab or provide as an attachment?

The budget narrative tab is optional. See answer to question #29.

31. Currently, the budget forms are set up as one overall budget. Please advise how to represent each county's budget represented on the budget forms. Should proposers submit a budget form for each county they are proposing to provide services in?

See answer to question #3.

32. To maintain ultimate flexibility in light of COVID-19, please advise if 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. An electronic submission of the proposal will ensure timely submission, regardless of changes in policies, travel disruptions, and potential strains for shipping companies.

As stated in the RFP, one hardcopy must be received at the ARC offices by 5:00 p.m. on February 5, 2021. The digital copy may be emailed or delivered on a travel drive.

33. In order to not take up valuable narrative space when responding to questions, may questions be truncated and/or smaller than 12 point.

Yes; however, all narrative responses must be at least 12-point type.

34. Please confirm charts, graphics, and tables are exempt from the 12-point typeface requirements as long as they are legible.

Yes, as long as they are legible. All narrative responses must be at least 12-point type.

35. The Out-of-School Youth budget form currently has In School Youth labeled at the top of the form. Can the funder provide a budget form that has Out-of-School listed at the top?

The corrected form has been uploaded to the website.