

## March 20, 2013 WIA RFP Offerors Conference –Questions & Answers

### PARTNERSHIPS

**1. Q: How does a training provider develop a partnership with a One-Stop Career Center?**

A: Contact information for SETA's SWCC's is provided on page II-3 of the RFP. Training providers can contact the Site Supervisor of the career center to discuss developing a partnership.

**2. Q: RE Exhibit F: How can we have a relationship with "educational entities" et al when "training must be provided by own staff?" No subcontracts?**

A: Subcontracting for training services is not allowable. Training Centers will be required to maintain a collaborative partnership with educational entities to utilize public resources efficiently, effectively and collectively to accurately access required skills.

**3. Q Pg. 17 references "training center collaborative partners "including "educational institutions/training providers." Also, Pg. 27 part C.1 mentions "collaborative partners," but 2-G disallows subcontractors. What role can these collaborators play?**

A: Subcontracting for training services is not allowable. Collaborative partners provide additional leveraged resources across multiple braided funding streams, as well as divergent expertise. Partnering offers a proven mechanism to pool scarce resources towards meeting common goals.

**4. Q: Provide guidance on when to joint venture vs. subcontract vs. collaborate.**

A: Subcontracting for training services is not allowable. Joint venture projects involve shared responsibility, with both entities being fully liable for all aspects of contracted services. It is not intended as a "pass through" funding vehicle. Collaborations/partnerships are required of all proposers to increase leveraged resources.

**5. Q: Does this model include a partnership with only one career center or are you looking for relationships with multiple career centers as in previous proposals?**

A: The training centers make the determination as to the number of career center partnerships.

**6. Q: Is there a minimum or maximum for partnerships with training center?**

A: No, however, the following are "required" partnerships:

- 1) Educational Institution/training provider
- 2) Employers
- 3) One Stop Career Center

## **RFP/Documents**

**7. Q: Is there a page length limit for the proposal/sections of the proposal?**

A: No.

**8. Q: Is there maximum length of the “summary”?**

A: No.

**9. Q: Is there a point value to the sections of the application?**

A: Not at this time.

**10. Q: Could not find Exhibit E, F, G and H on website. Where are these forms?**

A: All of the forms are available and accessible on the website. The browser may not have been showing the entire packet.

**11. Q: Do we need 2 organizational charts, one for the total organization and one for the training center?**

A: Yes, both are preferable but we are primarily looking for the training center organizational chart.

**12. Q: Will a fill-in enabled pre-qualification PDF be posted on the website?**

A: Unfortunately at this time pre-qualification documents are not available in fill-in format. Please either type or handwrite your pre-qualification forms. If you have Adobe professional, you can use the typewriter function.

**13. Q: What pre-qualification forms are needed for partners?**

A: No pre-qualification documents are required for partners. If you are proposing a joint venture, all pre-qualification documents are required for both entities.

**14. Q: On Exhibit D Tuition Payments (must complete page 7). Where is page 7? Is that the Tuition Price?**

A: Yes, Page 7 of the Budget and Cost Allocation Plan form.

## **FISCAL/SUPPORTIVE SERVICES**

**15. Q: What provisions have been made for childcare for customers? Would childcare be considered an approved budget program expense?**

A: Child care is considered a supportive service and is an allowable cost in WIA. The Training Centers should assess participant needs and work with the career centers to identify resources available for supportive services. Supportive services such as child care will be available through the Career Centers.

**16. Q: Are we required to provide supportive services or is this provided by the career centers?**

A: Training Center staff will assess participant needs. Books, tools, and uniforms are considered training materials that may be included in the Training Center budget. Supportive services intended to support customers during training (transportation, rental assistance, child care, etc...) will be available through the Career Centers.

**17. Q: The proposed Budget and Cost Allocation Plan should include the training cost for each participant as well as the supportive services, or SETA will set aside a different pot of funding for training?**

A: SETA will continue to administer separate ITA funds for scholarships and supportive services. Both will be accessible via the Career Centers.

**18. Q: Is purchase of software for computers at an SWTC an allowable cost in RFP?**

A: Yes, proposed Budget and Cost Allocation Plans should reflect the appropriate operational costs. However, be aware of the requirement for prior approval for items of \$5,000 or more.

**19. Q: Is there a required or desired percent that is expected for leveraged funding?**

A: No, but more is better.

**20. Q: What percent is expected to be allocated for direct training and participant costs?**

A: There is no limitation by budget category.

**21. Q: Is profit an allowable expense? If so, is there any cap?**

A: A profit is not allowable. Any program income should be reprogrammed.

**22. Q: For OJT- can we include the participant training salary that is not reimbursed "employer share" as leveraged funding?**

A: Yes.

**23. Q: Are the Career Centers funded out of the available funds under this RFP?**

A: No.

**24. Q: Is all of the money in this RFP for the Training Centers?**

A: The funds for this RFP are specifically for Sacramento Works Training Centers.

**25. Q: Are the funds for this proposal strictly WIA or are there NEG funds also?**

A: Per the RFP, the available funds are WIA Adult & Dislocated Worker, WIA 25% Discretionary and CalWORKs funds. NEG funding is not included in this RFP.

**26. Q: How many dollars are available per Training Center?**

A: A dollar amount has not determined. Proposers submit/request amount needed to operate a Training Center.

**27. Q: What percent of Training Center allocations needs to be spent on training, or is it all considered training?**

A: SETA considers allocations to be 100% training. There is no limitation by budget category and all are considered training.

**28.Q: Pg. 1-2 says no infrastructure development or startup of new organizations. Can we pay rent on existing facilities?**

A: Yes, proposed Budget and Cost Allocation Plans should reflect all relevant costs.

**29.Q: If GED is proposed, can we include in budget the cost for the exam?**

A: Yes, if the exam is included in the total tuition/fee for the GED Preparation courses it can be included in the training budget.

**30. Q: Can we ask for funding for curriculum development?**

A: No.

**31.Q: Do we include in our Budget and Cost Allocation Plan necessary fees for accreditation?**

A: Proposed Budget and Cost Allocation Plans should reflect the appropriate operational costs. It is our expectation that proposers are experienced in providing training and are accredited. Additional accreditation fees would need to be justified.

## **TECHNOLOGY/SOFTWARE SYSTEM**

**32.Q: Without access to the SETA network/VOS, how will we share case management online?**

A: Training Centers will be given a password and access to the SETA network and VOS to conduct case management and track services provided to customers.

**33.Q: Will computers at training centers be linked to SETA for case management coordination?**

A: Yes.

## **PROGRAM SERVICES**

**34.Q: Must activity for ETPL approval be approved prior to application or at what stage in process approval?**

A: No, however, applicants must describe where the organization is in the ETPL approval process.

**35.Q: Do Job Readiness Training workshops (organizational skills, financial skills, team building) require ETPL?**

A: Job readiness as solicited in this RFP requires listing on the State of California's ETPL.

**36.Q: To offer Job Readiness Training does the specific curriculum need to be on the ETPL or is the agency being included on the ETPL enough?**

A: The course/curriculum must be on the ETPL or in process of being on the ETPL.

**37.Q: If applying for ETPL, how long is the accreditation process?**

A: Accreditation varies 1 - 30 days from the submission of the nomination to the State.

**38.Q: Is there a minimum number of participants to be trained?**

A: No

**39.Q: Does the point of access for all job seekers begin at the Career Center? For eligibility? For enrollment?**

A: No, eligibility/assessment can occur at a Career Center or a Training Center. Refer to the diagram for a visual of the system on page II-7 of the RFP.

**40. Q: Are there programs/trainings that can be taught by a credentialed teacher but not required to be on the ETPL?**

A: Yes: Adult Basic Education, GED Preparation, and Vocational English-as-a-Second Language.

**41.Q: Define/clarify what is meant by an industry recognized certificate.**

A: It is preferable that the training leads to a national, state and/or industry recognized credential, certification of completion or competency, or license.

**42.Q: Under OJT/SE will all participants have to be in the CalWORKs Program?**

A: No, participants could be adults, dislocated workers, or dislocated workers eligible under the 25% Additional Assistance Grant.

**43. Q: Is job placement a responsibility of the Training Center or is it shared by the Training Center and Career Centers?**

A: Both the Training Center and Career Center are responsible for performance outcomes.

**44.Q: What are the responsibilities of the Career Center and the Training Center? For instance, can the Career Center access and give scholarships outside of the Training Center? If so, would these outcomes not be the responsibility of the Training Center or all the outcomes shared?**

A: The responsibilities of the Training Center are outlined in the RFP. Specific to this question, ITAs will be provided through the Career Centers. Performance outcomes are the responsibility of both the Training Center and Career Center.

**45.Q: Will Career Centers conduct the entire eligibility requirement?**

A: Both Career Center and Training Centers will conduct participant eligibility.

**46. Q: Some Workforce Preparedness training activities are integrated into our occupation training design (i.e. part of tuition cost, example: adult basic education is part of our tuition cost). Example if we propose to serve 100 trainees in occupational training clusters, should we also include the number 100 served for workforce preparedness training (i.e. obtaining credit for different types of workforce activities/services as occupational training, or just explain it in the narrative)?**

A: Yes, you would include 100 in each activity, respond to the questions for each activity as if they are separate activities, and provide a separate curriculum outline for each activity.

**47.Q: Please further explain in conjunction of functional training services.**

A: Training Centers must offer BOTH Work Preparedness Training and Functional Training and demonstrate its ability to offer both.

**48.Q: Does each customer need to go through both a Work Preparedness activity and a Functional Training activity? Can some only go through Functional Training if they are assessed as “work ready”?**

A: No. If customer is determined “work ready,” then services would be provided by Career Centers. However, if deemed appropriate, a customer could participate in a Work Preparedness activity and a Functional Training activity, concurrently, or transition from a Work Preparedness activity to a Functional Training Activity. Additionally, a customer could participate in one or the other, if deemed appropriate.

**49. Q: The RFP states that an applicant must be physically located in Sacramento. Does that mean currently or if awarded a contract?**

A: Applicant agencies must be currently located in Sacramento.

**50.Q: What if our company has business in Sacramento, but not a workforce operation? For example, we have a homecare/residential care business but not a place where clients can be served for training.**

A: Company would not qualify to become a training center.

**51.Q: A first-time customer shows up to a Training Center. Are they immediately redirected to a Career Center?**

A: No, assessment for training services may be conducted at the Training Center and/or Career Center.

**52.Q: If proposing Job Readiness and OJT, does a participant enrolled in a Training Center have to participate in both the Job Readiness and OJT activities?**

A: Customers may participate in both, however, more likely it would not be concurrent but sequential (job readiness with a transition into an OJT).

**53. Q: We currently contract with DHA. May we use them as reference?**

A: Yes

**54.Q: Are you considered a Training Center if you only provide OJT? If no, are you eligible to apply separately or do you have to partner with a Training Center?**

A: No. We are soliciting Training Centers under this RFP. An applicant proposing to offer OJT as a stand-alone activity is not eligible to apply. Applicants must offer both a Workforce Preparedness and a Functional Training Activity.

**55. Q: How long does current staff have to become “certified”?**

A: Staff should be currently certified; however, if staff is in the process of receiving their credential, applicant agency must describe where the individual is in the process. Additionally, there is an expectation that the instructor would receive the credential by the program start-up date of July 1, 2013.

**56. Q: Training allocations: OJT, ITA, and Customized Training. Is there a maximum amount for each participant or is it based on the employer or the cost that is posted on ETPL?**

A: No, but all applicants will be evaluated on cost reasonableness.

**57.Q: Can we focus on serving 18-25 year old drop-outs as our clients?**

A: A Training Center can target recruitment to any age group or population with special needs, but the need must be justified and the training activities must be geared to improving the employability of the population targeted for services.

**58.Q: How many clients can we serve?**

A: Proposer determines amount to be served.

**59.Q: What is the maximum amount an agency can apply for?**

A: Proposer determines amount to request.

**60.Q: How long does someone have to be employed in a quarter to be a positive?**

A: The applicant should familiarize themselves with the performance outcomes for WIA. Employment is measured and tracked for one year.

**61.Q: Can we provide training and be an employer?**

A: Customized training and OJT requires a commitment from the employer to permanently hire the participant. This question appears to reference “work experience” which is not an allowable training activity and is not part of this RFP.

**62. Q: Can we select our clients? From those who apply can we screen clients?**

A: Yes.

**63.Q: How long can each cohort’s training period be?**

A: Proposer determines length of training

**64.Q: Can new Training Center propose to serve 1 or 2 of the 3 targeted populations (WIA Adult Title I, CalWORKs and dislocated worker) or must include all 3?**

A: Yes. Justify your reasoning however; services must be accessible to all populations.

**65.Q: The training center RFP allows having new OJT services. Is that duplicating the current existing OJT program?**

A: No, OJT services administered by the Training Centers will expand, not replace the current OJT program and providers.

**65. Q: How have you blended the PROWRA and WIA performance outcomes?**

A: Performance outcomes are not blended.

**66. Q: Will all 'business' services be provided by Career Centers/America's Job Centers??**

A: SETA's Employer Services Department will continue to coordinate employer services. Small business assistance services are provided through the Business Information Centers.

#### **OTHER:**

**67.Q: Who are the members of the qualified evaluation team?**

A: The evaluation team will include representatives from SETA , DHA and other workforce professionals with programmatic and administrative expertise. The evaluation process is outlined in the RFP.

**68.Q: Who are the current incumbent providers?**

A: It is assumed the question is referencing to training providers. The Local Training Provider List (LTPL) is located on the SETA website. Current Career Centers are also noted on the SETA website. There are no incumbent Training Centers.

**69.Q: Will the Title I (25%) employer list be updated?**

A: Yes.

**70.Q: Section 1, pg. 7 lists 5 categories of allowable activities, but only 4 categories on outcome chart.**

A: A corrected Response/Application has been posted on SETA's website under REVISED Section IV (Response/Application), which includes a revised Performance Outcome Chart.

**71. Q: Can we see past performance of currently funded program operators?**

A: Past performances reports will be posted after the end of the Third Quarter of 2013 (March 31, 2013)