



RFP Number: RFP-CSET-WS-2015-09

RFP Name: Workshops

**Pima County Community Services, Employment and Training (CSET)
Technical Assistance Session
01/05/16
Questions and Answers**

QUESTION: Do you happen to know if this RFP will be offered to Maricopa County in 2016?

ANSWER: You would need to ask Maricopa County. Please visit <http://www.arizonaworkforceconnection.com/locations/default.asp?zone=Maricopa%20County>.

QUESTION: Do I need to provide the Certificate of Insurance when I submit my Proposal?

ANSWER: No, but you will need to provide the Certificate of Insurance if you are awarded a contract.

QUESTION: Will Pima County CSET provide the Lobbying Form?

ANSWER: Yes, before a contract is awarded.

QUESTION: Is there a page limit?

ANSWER: No, we do not want to limit you on your description and want to allow for creativity.

QUESTION: Do you prefer the Workshops to be held at the Pima County One-Stop sites or the Proposer's site?

ANSWER: Pima County One-Stop sites are preferred.

QUESTION: In regards to Page 9, "Understanding Employer Needs," please clarify the format for the Employer Workshops and will Pima County CSET recruit the employers?

ANSWER: Formats will be proposed. CSET will recruit employers.

QUESTION: Can Workshops be linked and may I show how they fit together?

ANSWER: Yes, you may show how one Workshop relates to another. Please be aware that Case Managers will be referring clients to Workshops as needs arise. Workshop provider will not be part of this referral.

QUESTION: What is the number to be funded?

ANSWER: As stated in the RFP, Pima County may fund none, one or more in each category.

QUESTION: May I propose to serve several, new or different populations throughout the contract period?

ANSWER: Yes, but please indicate on your Proposal if you are willing to negotiate for a specific population or category.

QUESTION: At the time of contract, will I know how many Workshops that will need to be conducted?

ANSWER: Pima County CSET will try to provide an estimate.

QUESTION: On Page 13, does the statement "Acceptable Range for Job Seekers Per Session:" mean the number in the class or Workshop?

ANSWER: Yes.

QUESTION: In regards to all Workshop Categories - what are the reporting requirements (Attendance, Case Notes, Descriptions of Classes and/or Participation, etc.) and what is the frequency and format required?

ANSWER: The Proposer should plan to report Client Names, Attendance, Workshop Hours, Completions, and Workshop Specific Outcomes on a monthly basis (unless Workshop not held during the month) and in an annual summary.

QUESTION: In regards to the Youth Leadership Category, is this Workshop project based or on-going?

ANSWER: Pima County CSET does not know the frequency needs. Case Managers will be referring clients to Workshops as needs arise. This Category could be offered one-on-one or for a group to learn about and receive leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate.

QUESTION: Are there support services or follow-up required?

ANSWER: Support services and follow-up services are the responsibility of the Pima County One-Stop Workforce Development Specialist who is referring the job seeker to the Workshop.

QUESTION: In regards to the Budget, how detailed does the budget narrative need to be?

ANSWER: It must be detailed enough for the Review Committee to determine the reasonableness of the cost.

QUESTION: The .pdf is not a fillable form, and I'm at a loss as to how you would like the application to be completed.

ANSWER: The RFP has been posted in a Word version at <http://webcms.pima.gov/cms/one.aspx?portalId=169&pageId=24903>

QUESTION: Do you allow different budgets for each group topic proposed?

ANSWER: You should submit one Proposal for each Category. For example, if you want to bid in two Categories, please submit two Proposals).