

Pima County Community Services, Employment and Training (CSET)

Request for Proposal (RFP): RFP-CSET-WFS-2016-06

RFP Title: Workforce Investment Board (WIB) “Workforce Staffing”

Technical Assistance Session

Friday, March 4, 2016, 3 p.m.

Kino Service Center/Pima County Arizona@Work Kino Career Center
2nd Floor, Classroom 221, 2797 E. Ajo Way, Tucson, AZ 85713

Start: 3:06 p.m.

End: 4:16 p.m.

Charles Casey, Director, Pima County CSET, welcomed Session attendees and introduced Sean Lopez, who was recently promoted to the CSET Administrative Services Manager position.

Charles Casey presented an overview and explained the RFP funding sources and the RFP requirements and contents. He then opened the Session for questions.

QUESTION: Do you want to see all Personnel Costs on one line? For example, may we include Supervisory Costs?

ANSWER: The Personnel Line is for the staff person providing the service and may include a reasonable supervision cost that you provide.

QUESTION: Under the Workforce Development Specialist (WDS) Position Category, please confirm that there are 5 separate subcategories.

ANSWER: Yes.

QUESTION: On Page 13, item C. 2), it states **(no more than 5 pages)**. On Page 18, item XIII. A., it states **(10 pages max)**. Which statement is correct?

ANSWER: No more than 5 pages and the RFP will be revised and posted on the CSET website.

QUESTION: Is a Position Category the WDS and is the subcategory the Youth, Adult, etc.?

ANSWER: Yes.

QUESTION: Will the Incumbent WDS for the Employer Outreach Team be for people who are looking for jobs?

ANSWER: No, they will work with people who already have jobs.

QUESTION: Will the On-the-Job Training (OJT) Contractor for the Business Services Team be the one who will create the contracts with the employers?

ANSWER: Yes.

QUESTION: Please define Transitional Jobs for Adults versus OJT.

ANSWER: A Transitional Job is not permanent. It is work experience and the person is on the agency payroll. The OJT Contractor would pay the employer/client.

Under OJT, the OJT Contractor writes a contract with the employer. The clients are referred and one is hired under the OJT Contract by the employer who invoices the OJT Contractor for up to 50% of the clients' wages.

QUESTION: What is the hourly rate for a Transitional Job position?

ANSWER: We expect Transitional Jobs will be paid at the minimum wage rate.

QUESTION: Please confirm that the OJT and Transitional Jobs will have contracts that will be handled by the proposing agency/contractor.

ANSWER: We are looking for one or two OJT Contractors. Agencies that propose for a WDS may also include a request for Transitional Jobs' funds.

QUESTION: Do you have a definition of Supportive Services?

ANSWER: Please refer to the Workforce Innovation and Opportunity Act (WIOA) at <https://www.doleta.gov/wioa/>.

QUESTION: Was the Youth Services RFP put out under WIOA?

ANSWER: No, it went out under County funds.

QUESTION: Do you want to see Cost per Participant?

ANSWER: Yes.

QUESTION: When we complete the Budget Narrative and Budget Detail, is that where we add extra activities such as Cost for Transitional Jobs for Adults and Cost for Work Experience for Youth and will it be looked at by Pima County separately for that WDS?

ANSWER: Yes and the extra activities will be looked at separately.

QUESTION: When is the deadline for questions?

ANSWER: Friday, March 18, 2016 at 3 p.m.

QUESTION: May we call with or email the questions?

ANSWER: Yes you may call Anna M. Cunes at 724.6766 or send an email to Anna.Cunes@pima.gov.

QUESTION: In regards to the Experience and Credentials, can a chart be single spaced?

ANSWER: Yes.

QUESTION: Can a chart be included as an attachment?

ANSWER: Yes.

QUESTION: Where would I submit for IT staff?

ANSWER: We are not able to contract directly for IT staff. Your IT costs may be included under "other operating."

QUESTION: Can the document be submitted with double sided copies?

ANSWER: Yes.

QUESTION: Can we attend a 2nd Technical Assistance Session because once we start writing the Proposal(s) and reading the RFP in more depth, additional questions may arise.

ANSWER: Yes, an Outlook Meeting Invitation will be sent to today's attendees for Monday, March 14, 2016, 4 p.m.

QUESTION: Do I need to double-space the Narrative for Experience and Credentials?

ANSWER: Yes.