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TENNESSEE

## QUESTIONS & ANSWERS RFP FOR ONE-STOP OPERATOR (April 13, 2017)

1. Section III, Eligible Applicants, part D. Are current LWDA 13 providers/contractors of case management services able to apply as the One-Stop Operator, assuming that they put the appropriate firewalls in place?

ANSWER: Yes, there is nothing in the law that prohibits eligible respondents who are LWDA 13 providers/contractors in submitting a proposal. Respondent should indicate the firewalls that will be put in place.

2. Appendix C, Budget Form. Please clarify what facilities and equipment costs should be included in the budget. Should we just include the facility cost sharing and equipment cost for any staff that will be located in the Fayetteville location?

ANSWER: The respondent has to rent/negotiate a facility in Fayette County and provide all equipment to provide career center services in Fayette County. The allowable expenses for operation should be included in the proposed budget. As stated in Appendix C of the RFP, respondents should take into consideration that LWDA 13 will directly pay for facility cost (rent, utilities, phones), equipment (copiers, desks, chairs, tables), and information technology hardware and internet for the two comprehensive centers located at the Hickory Hill and Walnut Grove addresses.

3. Appendix C, Budget Form. This section states that bidders' must have a federally approved indirect rate. The federal regulations at 2 CFR 200.331(a.4) allow for a state and contractor negotiated indirect rate, in lieu of a federally approved cognizant rate. Would LWDA 13 consider negotiating an indirect rate with a selected vendor?

ANSWER: If a respondent does not have a Federal negotiated indirect cost rate, LWDA 13 will default to the 10% Federal de minimis indirect cost rate in accordance with 2 CFR 200.414.

4. Does the \$500,000 in the RFP pay for all staff or does it just pay for the administration and the individual programs pay for workers?

ANSWER: This question relates to Section IV – Funding and Contracting which indicates \$500,000 as the total annual budget that LWDB 13 will not exceed for payment of services. The proposed cost for services as the one-stop operator for ALL LWDA 13 centers and providing career center services for Fayette County and the two comprehensive centers in Shelby County (Hickory Hill and Walnut Grove locations) should include pay for administrative and program staff, as well as all allowable cost for operations. Cost for services will be evaluated according.

5. Will Fayette County have a center, whomever gets the grant?

ANSWER: Workforce Investment Network currently utilizes a contractor that provides career center services in a facility located in Fayette County. The scope of services for this RFP include, but not limited to, providing career center services in a facility located in Fayette County that is acquired and negotiated by the respondent. The current contractor's facility rent cost of \$1,200 a month was indicated in the RFP as a budget model reference only.

6. On the business services side in the RFP, there was not a stated requirement to coordinate with Fayette County elected officials regarding the establishment of career center services for that community. Is this a requirement?

ANSWER: Please see Appendix G--20 CFR 678.430 / 20 CFR 678.435, which defines and details how business services can be provided through working with public and private resources to operate and provide a robust service delivery strategy. LWDB 13 encourages the one-stop operator to consider staff to be able to carry that business service function at the Fayette County location.

7. What service function is in place for a prison program and a mobile program?

ANSWER: LWDB 13 operates a mobile career coach, as well as a pre-release program for career services provided at the Shelby County jail. Local funds are used to operate these functions; therefore, programmatic operation should be included in your scope of work.

8. In the RFP, it indicated only 8 staff members specifically (6 in Fayette County). How is the staffing being handled at the other centers? Is someone else carrying some of the staffing costs?

ANSWER: Respondent is not required to provide the staff cost in the proposed budget for the Beale Street location for career center services. Staffing cost for the one-stop operator and providing career center services in Fayette County and at the 2 comprehensive centers in Shelby County (Hickory Hill and Walnut Grove) should be included in the proposed budget.

9. How is the rent being handled for the Shelby County locations?

ANSWER: Per Appendix C - Budget Form, respondents should take into consideration that LWDA 13 will directly pay for facility cost (rent, utilities, phones), equipment (copiers, desks, chairs, tables), and information technology hardware and internet for all existing Shelby County centers.

10. Should an interested proposer contact Fayette County Mayor's office to coordinate and/or present proposed services to operate in Fayette County before submitting a proposal by the due date?

ANSWER: Respondents are encouraged to contact the Chief Elected Official's office of the community to coordinate and/or acquire relevant information to provide services and meet the mandates of the workforce grant.