



**One-Stop System Components  
Bidder's Conference Q & A  
January 06, 2012**

**Question:** Where does the Ex-Offender program fall in the budgets and the functions?

**Answer:** Ex-Offender services will be provided by a career agent under the Career Preparation and Customer Management function.

**Question:** Would that be only one position or would all career agents perform this function?

**Answer:** At a minimum this would be one FTE specializing in Ex-Offender retention. There would also be a minimum of one FTE Disability Program Navigator.

**Question:** The DPN is a new title but is it the same position?

**Answer:** The Disability Program Navigator is similar to the current position. The Disability Program Navigator position is a career resource person for individuals with disabilities that enables these individuals to access all the services at *CTWorks*. The DPN also provides capacity building and training to all *CTWorks* staff in the area of working with individuals with disabilities.

**Question:** On Page 23 of the RFP, it refers to answering questions 1 through 30 in order; however, there are only 29 questions.

**Answer:** So noted; we will correct.

**Question:** Contract negotiations finish on May 17 and the contract start date is July 1, 2012. Do you expect the contractor to be fully staffed by July 1?

**Answer:** Yes. Please refer to Page 20 Item C: Contractor Staffing Considerations. CWP must ensure that services to customers currently enrolled under JFES and WIA will not be interrupted. In order to achieve the goal of minimal disruption, CWP is requiring that the successful proposer consider hiring the incumbent staff at the current contractors, taking into account the job criteria and characteristics required for each position to deliver the functions detailed in this RFP.

**Question:** The contract term begins on July 1, 2012. How are costs related to recruiting and hiring of staff handled between May and July 1?

**Answer:** We will deal with that issue through contract negotiations.

**Question:** You mentioned that some participant support costs are excluded from the budget. What is the nature of participant support costs that should be in the budget?

**Answer:** We have said that participant wages for OJT and subsidized employment and ITA scholarship costs for scholarships are not part of the budget. The Participant Support costs that should be in the budget are items like bus passes, gas cards, interview clothing, equipment necessary for training and license fees.

**Question:** Are there required instructional materials?

**Answer:** Instructional Materials are materials related to employability skills training. They may include subscriptions to newspapers and online job search resources. Also included are assessment materials and licenses related to CASAS and Career Scope testing.

**Question:** If a proposer uses the 5% administration, can they also apply for the 5% profit?

**Answer:** Both 5% profit and 5% administration are allowable for for-profit organizations; non-profits are allowed only 5% administration.

**Question:** Can there be an MOU for space?

**Answer:** There are no facilities cost allowed in the proposal. All activities will take place in space provided by CWP. All facilities and equipment are provided by CWP.

**Question:** How would CWP ensure that a specific amount of time is allotted to staff development?

**Answer:** CWP leads a One-Stop management group, and collaborates with DOL and its contractors on staff development. Contractors schedule staff training on certain State holidays that are work days for CWP and its private sector contractors. Training is also scheduled in chunks so that subsets of staff will be involved in staff training at different times.

**Question:** Does it require a password to open the budget forms on the CWP website?

**Answer:** *This alert has been posted to our website, and the attachment files were sent to all Bidders Conference attendees:*

**Alert to One-Stop Proposers:** Users of some versions of Microsoft software, including Windows 7, have reported being unable to open the Attachment files from CWP's website. To download the files, click the link, then select Save when prompted to Open or Save. If you are not able to download the files using this method, please send an email to [onestoprfp@capitalworkforce.org](mailto:onestoprfp@capitalworkforce.org) with the subject line "Send Attachments" and a set of files will be emailed to you.

**Question:** What is the function of the IT person?

**Answer:** The IT person (Technology Support Specialist) is the liaison between the CWP Information Technology Director and contractor staff. This is the first point of contact to deal with log-ins, passwords, printer issues and SMART boards for the 70 staff at the four sites. This person is a generalist and a trouble-shooter. He or she would not be assigning Connecticut Works Business System passwords;

that would be done by CWP staff. Assignment to networks or servers would be done by CWP staff. The network server is controlled within CWP.

**Question:** It is one full-time person for the four sites?

**Answer:** Yes, that is correct.

**Question:** Is there a format for the cost allocation plan?

**Answer:** CWP does not prescribe a standard format. See Circular A-122, Cost Principles for Non-Profit Organizations for cost allocation plan requirements.

### **COLLABORATIONS AND PROHIBITION ON SUBCONTRACTING**

There were a number of questions about collaborative proposals and CWP's prohibition on subcontracting. The questions are summarized here, followed by CWP's response on this issue.

**Questions:** Are you looking for a proposal from a single agency or can an agency reach out to reliable partners and have a multi-agency proposal? If so, how can they collaborate if subcontracts are not allowed? Are proposers required to bid on the entire contract, or can they bid on one function, and have a collaborator bid on another? Might CWP require two responsive proposers to collaborate when contracts are negotiated?

**Answer:** In order to be responsive, proposals must be submitted by a single organization and must include all three functions, with budgets for each of the three functions. On pages 1-2, the RFP states:

The goal of this procurement is the selection of one qualified service provider with the demonstrated capacity to engage businesses with the North *CTWorks* system, and to provide career preparation and skill development to jobseekers in order to fulfill the hiring and training needs of businesses. CWP reserves the right to select more than one provider to deliver the services.

The successful respondent to this solicitation will demonstrate the capacity to perform all functions described in Part III of this RFP at the direction of CWP.

Interested organizations must submit a response describing their capacity to deliver all three functions within the North Central One-Stop system. A separate cost proposal must be submitted for each function. CWP intends to select a single provider to deliver all three functions, but reserves the right to select separate providers for each function.

The RFP neither solicits nor prohibits collaborations. At contract negotiations, CWP may approve vendor agreements for specialized technical assistance such as entrepreneurial training or financial literacy training.

Capital Workforce Partners One-Stop RFP  
 Bidders Conference Attendance: January 6, 2012

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