

BIDDERS NOTES

2019 Request For Proposal (RFP)
for Southwestern Connecticut American Job Center
One-Stop Operator and Provider
04/17/2019

1. ***Please clarify the \$25,000 maximum for administrative costs referenced in Attachment E. Is this for the entire contract?***

WorkPlace Response: Yes, the \$25,000 is the maximum allowable administration cost under this RFP.

2. ***Are for profit providers able to bill a fee for profit? Where should indirect costs and profit be included on the budget template?***

WorkPlace Response: For-profit entities are allowed a fee for profit which has to be negotiated with The WorkPlace. The WorkPlace will seek the advice and approval of the Connecticut Department of Labor prior to completing negotiations with the RFP respondent. An updated Attachment D now includes Indirect program costs in Section A of the budget summary. Line "8 a Other Costs" is where any indirect program cost should be listed. The updated Attachment D also reflects a location for the Indirect admin costs (limited to \$25,000.00). Section C "6 a Other Costs" is where any indirect admin cost should be listed.

Attachment D has been updated on our website.

3. ***The RFP states that funds for ITAs are held back. Do providers need to include funds for OJTs, Participant Wages, and Support services in the \$2,100,000 budget?***

WorkPlace Response: Activity for ITA's, OJT's, Participant Wages, and Support Services will be submitted to The WorkPlace, Inc. to be paid upon approval by the authorized WorkPlace staff. The cost of the ITA's, OJT's, Participant Wages, and Support Services are not included in the \$2,100,000 allotted for operator and provider services.

4. ***Could you please provide current staffing levels by position at each center, as well as average salaries by position if available?***

WorkPlace Response: Please see **Attachment F** for the current staffing levels. Please note this RFP seeks new and innovative ways to deliver workforce development services. The attached schedule contains historical data and should not be construed as the structure to be used in the future. The respondent should propose a staffing model that will accomplish the benchmarks required as part of this RFP.

5. Should the CRC FTE be included in the provider's budget?

WorkPlace Response: Yes, the CRC FTE must be included in the providers budget.

6. What was the total amount of Supportive Service expenses during the last full program year?

WorkPlace Response: Less than \$15,000.00 in supportive services using WIOA funds were provided last year.

7. *Are indirect and profit included in the 95/5 cost reimbursement split?*

WorkPlace Response: Yes.