

**Green River Workforce Development Board**  
**Request for Proposal**  
**One-Stop Operator and Direct Services Provider**  
**QUESTIONS and ANSWERS**  
**Issued: May 12, 2017**

**Q1:** Please provide information on staffing levels?

**A1:** The Green River Area Development District (GRADD) is currently the Direct Services Provider and there are two (2) Career Counselors who provide case management services; two (2) AmeriCorps members (temporary) who provide assistance in the Resource Room at the Kentucky Career Center (KCC); a manager who oversees the staff; and a Business Liaison who assists with Business Services. The current One-Stop Operator is a consortium of partners who reside at the KCC. These include the Office of Employment and Training (OET), the Office of Vocational Rehabilitation (OVR) and GRADD (as the Direct Services Provider). The current structure of the One-Stop Operator will change as a result of this solicitation.

**Information:** For Fiscal Year 2017, the total allocation for Adults, Dislocated Workers and Youth was approximately \$1.3 million dollars. It is anticipated, based on past years, that there will be a reduction in the allocation for Fiscal Year 2018.

**Q2:** Is the \$1.3 million for training only?

**A2:** No. The total allocation of \$1.3 million is for the entire Workforce Innovation and Opportunity Act (WIOA) program. The allocation received must be expended within two (2) years of receipt. If the funds are not expended, they must be returned to the Department of Workforce Investment, Kentucky Education and Workforce Development Cabinet. All efforts must be made for all funds to be expended within the allowable timeframe. Returning funds is not acceptable. The Green River Workforce Development Board (WDB) and the Chief Local Elected Official (CLEO) approve the annual WIOA budget which determines how the funds will be expended.

**Q3:** What are the current service levels?

**A3:** For Fiscal Year 2017: 154 individuals enrolled in Occupational Skills training through Individual Training Accounts; 11 individuals enrolled in On-the-Job Training; 21 individuals enrolled in Work Based Learning; and 74 individuals in Follow-Up Services (required for twelve [12] months following exit from the program). See below for chart by funding stream:

Occupational Skills Training:

Dislocated Workers	21
Adults	76
Youth	<u>57</u>
<b>TOTAL</b>	<b>154</b>

On-the-Job Training:

Dislocated Workers	4
Adults	6
Youth	<u>1</u>
<b>TOTAL</b>	<b>11</b>

Work Based Learning: Internship

Beginning July 1, 2016	10
Prior to July 1, 2016	<u>11</u>
<b>TOTAL</b>	<b>21</b>

Follow-Up Services 74

**Information:** It is required under WIOA, that 20% of Youth funds must be spent on Work Based Learning opportunities.

**Q4:** In the Request for Proposal (RFP), technology is mentioned. Is Gazelle currently used?

**A4:** No. The current case management system being used is Employ Kentucky Operating System (EKOS). Customers utilize Focus Career to register for work through the KCC. It is possible that a new system could be in place in the next 12-24 months.

**Q5:** Can the Kentucky Career Center be relocated to other sites that are accessible by public transportation?

**A5:** The Direct Services Provider must be located in the KCC located at 3108 Fairview Drive, Owensboro, Kentucky. The intent of the One-Stop Career Center is to provide a comprehensive approach, by partners, to job seeking and employer customers. Not all partners must be physically located in the center, however they must be accessible through technological means or through a referral system. It is possible that other service outlets may be used to ensure accessibility for all of the local area. The KCC is located on an Owensboro Transit System bus route, accessible by public transportation.

**Q6:** Does the cost of the space (location) for the Direct Services Provider need to be included in the proposal budget?

**A6:** Yes. The Direct Services Provider will negotiate their lease with OET, hold the lease and pay OET directly. Currently, GRADD pays \$14.05 per square foot at the KCC. This includes \$11.00 per square foot for rent and \$3.05 per square foot for utilities and janitorial services. At this time, OET bills for the leased space on a quarterly basis. Currently, GRADD leases approximately 3,000 square. This includes 4 offices, a computer lab/training room and a conference room. Partner expenses should not be included as they hold their own lease with OET. There is common space and shared costs that are negotiated through the Infrastructure Funding Agreement (IFA). The Direct Service Provider must determine the amount of space needed.

**Q7:** Will WIOA Youth summer programs be implemented by GRADD in summer 2017 during the provider transition?

**A7:** No. Currently there are no specific summer youth programs. There are currently enrolled participants participating in Work Based Learning during the summer months.

**Q8:** Can you please discuss the cap of 5% on administrative funding from the point of view of a federally approved 8.8% indirect cost?

**A8:** Please refer to Attachment C, page 30 of the RFP for examples of Administrative Costs. Indirect costs associated with Administration must be categorized under Administrative Costs. The remaining Indirect Costs would be categorized under Program Costs. There is not a cap on the Indirect Costs.

**Information:** All participant related expenses will be paid by the fiscal agent/local grant sub-recipient (GRADD). This will include payments to training providers, based on documentation submitted by the Direct Services Provider, and direct payments to participants such as wages earned through Work Based Learning. GRADD will serve as the Employer of Record and will provide general liability insurance and Workers' Compensation Insurance for those enrolled in Work Based Learning. Ultimately, the Direct Services Provider will be responsible for the payment of rent and staff expenses. Funds for training should not be included in the proposed budget.

**Q9:** When is the last day for written questions?

**A9:** The last day for written questions is May 17, 2017 by 3:00 p.m. CST. Responses will be issued no later than May 22, 2017 by 3:00 p.m. CST. Letters of Intent to Bid must be submitted no later than May 15, 2017 by 3:00 p.m. CST.

**Q10:** Is the fiscal agent of the WIOA funds (GRADD) going to retain incumbent worker training or will that be a function of the new direct services provider?

**A10:** The Incumbent Worker Training would be a function of the Direct Services Provider.

**Q11:** Under what funding stream and how are incumbent workers served in current WIOA programs?

**A11:** Both Adult and Dislocated Worker funds can be used to fund Incumbent Worker training. Incumbent Workers are served through contracts with employers based on an employer assessment to determine the need for training.

**Q12:** Is there a minimum number of applications that must be received to prevent a second competition?

**A12:** WIOA law and regulations do not address the minimum number of proposals that must be received to prevent a second competition.

**Q13:** Will the new provider be responsible for the accountability measures associated with WIOA participants enrolled in prior years?

**A13:** Yes. Participants currently enrolled in training will carry over from year to year based on funding availability. Those participants enrolled in follow-up must continue to receive follow-up services from the Direct Services Provider.

**Q14:** Can you please provide an estimated range of funding levels available to carry out the roles of the One-Stop Operator and Direct Services Provider for this competition?

**A14:** For Fiscal Year 2017, the total allocation was approximately \$1.3 million. This allocation is used to cover the costs of participant expenses (i.e., training, work based learning, etc.), staff to the board, the fiscal agent/local grant sub-recipient and the direct services provider. The current One-Stop Operator is a consortium of partners who reside at the KCC. These include the OET, the OVR and GRADD (as the Direct Services Provider). The current structure of the One-Stop Operator will change as a result of this solicitation

**Q15:** Can you please provide the current levels of funding for WIOA Youth, Adult and Dislocated Worker programs used for participant training, as well as the estimated levels for these programs that will be available for training for eligible participants in the upcoming fiscal year.

**A15:** The current levels of funding for training, which includes Individual Training Accounts, On-the-Job Training and Work Based Learning are as follows:

- Adult – approximately \$508,000
- Dislocated Worker – approximately \$48,000
- Youth – approximately \$170,000

It is allowable under WIOA to transfer up to 100% of funds between Adult and Dislocated Worker allocations. The above funding amounts include a transfer of Dislocated Worker funds to Adult funds based on need. It is anticipated that there will be a reduction in the total WIOA allocation for Fiscal Year 2018 thus, reducing the amount of funding available for training.

**Q16:** How many individuals were served under WIOA Youth, Adult and Dislocated Worker programs in the prior fiscal year (2015-2016) by industry sector? How many have been serviced in each program area by sector this far in 2016-2017? How many participants do you anticipate being served under WIOA programs in 2017-2018, based on anticipated available funding?

**A16:**

FY 16 Participants by Sector				
<b>SECTOR</b>	<b>Youth</b>	<b>Adult</b>	<b>DW</b>	<b>TOTALS</b>
Healthcare/Social Assistance	20	32	15	<b>67</b>
Advanced Manufacturing	1	20	22	<b>43</b>
Professional Scientific and Tech	6	14	9	<b>29</b>
Transportation		5	13	<b>18</b>
Energy				<b>0</b>
<b>TOTALS</b>	27	71	59	<b>157</b>

FY 17 Participants by Sector				
<b>SECTOR</b>	<b>Youth</b>	<b>Adult</b>	<b>DW</b>	<b>TOTALS</b>
Healthcare/Social Assistance	23	45	10	<b>78</b>
Advanced Manufacturing	10	11	3	<b>24</b>
Professional Scientific and Tech	21	17	6	<b>44</b>
Transportation		3	6	<b>9</b>
Energy		2		<b>2</b>
Other (based on regional Labor Market Information)	4	4		<b>8</b>
<b>TOTALS</b>	58	82	25	<b>165</b>

The number of participants to be served in 2017-2018 will be determined based on factors including, but not limited to, the service delivery model, the total allocation and the number of participants who carry over from Fiscal Year 2017 to Fiscal year 2018.