

Below are Questions we have received from prospective respondents. We have numbered those question and presented them in black font below. Answers to those questions are presented in blue italics below each question. And, if there was additional conversation or questions that related to the submitted questions in the Bidders Conference, that information was added and presented in red italics.

Standard Q&A

Bidder's Conference Answers

1. Please confirm Section 4.1, Proposal Requirements (RFP page 23), provides a list of required items for inclusion in the proposal response only and bidders are to organize their submission according to the Proposal Order section (RFP page 39).

Yes, WANB confirms that the RFP Proposal Order is found on page 39. As for what should be included in the narrative description of the proposal, that advice is provided throughout the current RFP.

At the Bidders Conference, WANB urged that respondents read the document in full because there are important concepts and expectations written throughout the document. For that reason, respondents should not gloss over the Introduction. And Respondents need to study the WANB Guiding Principles found on pages 18-19 of the Background section. And it was recommended that respondents become acutely familiar with the RFP Rating Criteria in Section 5.

2. If a bidder is to propose all services, please clarify whether the 40 page limit is for the adult dislocated worker section **and** an additional 40 page limit for the youth section.

WANB confirms that the 40 page limit is for the proposal regardless of what county locations the respondent is submitting a proposal for. That is, if a respondent wants to provide services to all programs in one county, or only Youth services in 1 county, or all services in all counties, the limit for their proposal is 40 pages.

At the Bidders Conference, WANB discussed the page count and informed attendees that the upper limits for pages was set for a respondent to fully describe strategic planning/offer for a 4-county offer covering all 3 programs (Adult, Dislocated Workers, Youth, and Employer Services). WANB acknowledge that respondents that propose to serve limited counties or limited programs will also have 40 pages, and that WANB does not consider that unfair advantage.

Additoinally at the Bidders Conference, WANB detailed that:

- *The Proposal is limited to 40 pages. That includes the cover Page, the Table of Contents, the Program Narrative, and the Flow Chart summarizing client flow.*

- *The Participant Plan Forms and the Budget Forms are not included in the 40-page limit.*
- *The Budget Narrative is a separate narrative than the 40-page program narrative limit. WANB is allowing 2 additional pages for responders to provide descriptions of items included in Section 4.2.2 Financial Plan Narrative in the 2-page separate section. Respondents can also use these 2 pages to clarify fiscally related practices and qualifications. The Budget Narrative can be used for such things as (but not limited to) descriptions of how the respondent might attract non WIOA funding to augment the WIOA program services (leveraged funding).*
- *And, for agencies that are for profit, WANB allows 2 additional pages for their proposed profit formula. (page 22)*
- *ATTACHMENTS that a respondent wants to include that provide clarity and/or show examples of previous work DO NOT count against the page limits.*
- *ATTACHMENTS are not intended to be an avenue for a respondent to expand the page limits. The essence of the proposal needs to be contained in the page limits noted above. Page 7 of the RFP explains that the review team that scores the proposals may or may not refer to attachments. Attachments are allowed that show past practices and/or evidence of the respondent has the capacity to fulfill the strategic designs offered by the proposal.*

3. The procurement website states “Posted 8/30/24 and proposals due (postmarked or emailed) by 9/30/24. WIOA One Stop Operator RFP”. Please provide the email address bidders are to use for submission in lieu of a hardcopy ship.

o RFP@workforcealliancencorthbay.org

4. What is considered a “wet signature” when submitting the RFP by email?

When submitting the proposal by email, a digitally authenticated signature (adobe, docusign, etc.) will be considered equivalent to a “wet signature”.

5. Please confirm all attachments are exempt from the 40-page limit

WANB confirms that attachments and required forms are not counted against the page limits.

6. The Cost Effective Access Points section is asked for in Section 4.1 Proposal Requirements, but not Section 4.2.1 Program Narrative. Please confirm whether the Cost Effective Access Points section should be included in the proposal response.

WANB confirms that Cost Effective Access Points needs to be included in the proposals for Adult, Dislocated Workers, and Youth programs. Cost Effectiveness is measurable by the proposed use of financial resources and the expected units of service, and number of customers served. Please note that in the Selection Criteria

section, WANB is allotting 15 points to Cost effective access points and infrastructure.

At the Bidders Conference WANB urged respondents to read the RFP in its entirety because some of the references to certain concepts might change from section to section. AS for Cost Effectiveness, it is covered under such terms as “Efficient cost of doing business”, “reasonable cost.” But when taking the RFP as a wholeistic document, and reconciling the concepts and expectations of WANB, the term cost effectiveness is highlighted in the Introduction section, in the Guiding Principles of the Background section, in the Rating Criteria section, and throughout the 10 pages of the Proposal Format Section.

7. The Program Services Plan and Experience section is included on RFP page 26, but not asked for on RFP page 23. Please confirm whether it should be included in the proposal response.

WANB confirms that the descriptions contained throughout Section 4 are provided so that respondents can explain their proposed strategies, methods of operation, and outcomes. Section 4 is described from pages 23 through 33. Respondents should include the concepts included in all sub parts of Section 4 where they believe it best represents their proposed offering. Additionally, the RFP allows respondent to include any description of Program services and Experiences that enhances their proposal.

8. The Employer Connections section is included on RFP page 27, but not included on page RFP page 23. Please confirm whether it should be included in the proposal response.

See answer for #6 above

9. The Proposal Order section on RFP page 39 states for bidders to complete a Program Services Plan and Experience. We are unable to identify this document. Should bidders complete and return the Participant Plan Forms with submission in lieu of the Program Services Plan and Experience? If not, please provide.

The Program Services Plan and Experience should be part of the narrative section of the proposal. WANB did not create a Form (document). The proposal narratives provide 40 pages to explain these plans and experiences. Evidence of that a responder can achieve those can be included in Attachments.

10. The Adult/Dislocated Worker Job Seekers section is included on RFP page 27, but not asked for on RFP page 23. Please confirm whether it should be included in the proposal submission.

11. *See answer for #6 above*

12. Please confirm Section 3.5 For Profit can be included as an attachment at the end of the proposal.

WANB confirms that the For Profit section of proposals is separate and distinct, and it is limited to 2 pages. This section is not considered an Attachment because Attachments provide information about what is in the page limited narratives of the proposal. The For Profit section is considered an additional component of the proposal with an additional 2 page limit.

13. Please confirm the required County or Regional Map (RFP page 23) can be included as an attachment at the end of the proposal.

WANB confirms that the County or Regional map will be considered an attachment and not counted against the 40 page limit.

14. If we bid on all 4 counties we would submit 4 budget forms with one financial narrative for Youth and one for Adult/DW correct?

WANB confirms that the Budget Forms on pages 54 to 57 are county specific. The header of these Forms indicates which county they are for. Whether a respondent proposes to serve one county or multiple counties, the page limit is 2. (Proposals for multiple counties DOES NOT provide for multiple 2 page narratives)

15. Are the budget forms available in excel?

WANB requires that respondents use the Forms included in the RFP. We have elected to require their use so that the evaluation team will be able to compare and contrast (apples to apples) all submittals. If your agency wants to build an Excel Attachment, and use the information on the Excel worksheet to populate the required Form, that is allowed. Please be advised that "Attachments" are intended to clear up narrative and Form submitted, and might not be used by the Evaluators unless there is ambiguity in the proposal itself.

16. Page 27 states to provide a financial plan narrative to include a description of the organizations accounting system and procedures. This is separate from the budget narrative that is limited to 2 pages correct? Does the budget narrative follow the financial plan narrative listed on page 39?

Please see the third bullet of question 2 above. WANB expects that all financial commentary will be placed in the separate 2 page "Financial Plan Narrative."

17. The RFP website says "proposals due (postmarked or emailed) by 9/30/24." Does this mean that proposals can be emailed instead of shipping hard copies? Please clarify.

Yes, see questions #3 and #4 above.

18. RFP page 53 says 22.22% of the net program Youth funding for Work Experience however page 30 says there is a 20% requirement. Can you please clarify?

The program requirement is 20% of the total grant allocation, however 10% of the grant is used to fund WANB administrative and board activities. This leaves 90% of the funds for the program service provider which is 22.22% of the amount in the

service provider contract. A similar calculation occurs for Adult and Dislocated Worker budgets.

19. Is the proposal limed to 40 pages regardless of which geographic (some or all counties) or programmatic areas (some or all services) that we are proposing? Does the 40 page limit include a cover page and table of contents?

Please see the response to question 2 above.

20. The RFP says the proposal package is required to be post-marked/stamped by September 30th, is there a specific deadline beyond that?

Here is the anticipated schedule listed in the RFP. Any changes to this timeline will be posted on the RPF webpage.

RFP Release Date	August 30, 2024
Bidder's Conference	September 19, 2024
Proposal Deadline	September 30, 2024
Bidder's Interviews	TBD
Formal Review of Proposals	October 7 - 11, 2024
WANB Regional WDB	December 12, 2024
WANB Governing Board Approval	December 20, 2024
Contract Start Date	July 1, 2025

21. Is there an alternative physical address that a courier service (i.e. UPS, FedEx, etc.) can deliver to?

No, we only accept deliveries to PO Box 247, Napa CA 94559 and the email address (RPF@workforcealliancencorthbay.org) for submission. However, the postmarked date will be the date reviewed for the submission deadline, not the date received.

22. Can you please provide a breakout of staff by title and location?

WANB has determined that providing this information could conflict with open and competitive procurement rules. However during the Bidders Conference WANB recommended:

Respondents should build their proposal with a "Zero Based Budgeting" methodology. Respondents should not feel or be constrained, or limited to what staffing have historically operated the programs. WANB reiterates that respondents

should take this opportunity to design a program strategy and utilize funding with strategies they believe will best serve the counties they choose to propose services for.

“The zero-based budgeting process is a strategic budgeting approach that mandates a fresh evaluation of all expenses during each budgeting cycle. Unlike traditional budgeting, where previous spending levels are typically adjusted, ZBB requires individuals or organizations to justify every expense from the ground up. The aim is to optimize resource allocation by ensuring funds are allocated to activities that align with strategic objectives and generate the highest value.”

(excerpt from <https://www.ibm.com/think/topics/zero-based-budgeting>)

23. Can you please provide salary ranges by staff title?

WANB has determined that providing this information could conflict with open and competitive procurement rules. However during the Bidders Conference WANB recommended:

Respondents need to evaluate the number and qualifications of staff that match the operational needs of their unique program design and strategies. WANB does not expect that all proposals will mirror each other by staffing use or staffing qualifications.

24. Can you please provide the current # of follow up Clients (broken out by county) for Adult, DW and Youth?

Lake	Adult & DW = 38	Youth - 21
Marin	Adult & DW = 85	Youth - 7
Mendocino	Adult & DW = 25	Youth - 7
Napa	Adult & DW = 61	Youth - 17

25. Can you please provide the total # of newly enrolled Youth Clients served from July 2023 – June 2024 (broken out by county)?

Regional Youth Clients – 73

Lake - 27

Marin - 12

Mendocino - 13

Napa - 19