

SkillSource Regional Workforce Board
Bidders Conference for Okanogan 2023-24 WIOA Title I-B Service Delivery
January 18, 2023, 11 AM via Zoom

Updates to the Published RFP:

All updates will be reflected in the document available at www.skillsource.org/rfp. Changes will be highlighted.

- Page 11, Section IV.D: Under “District Responsibilities”, updated minimum hours per week for students to be considered full-time to 27.75 hours per week.
- Page 19, Attachment B, Budget Summary: Specified that facility costs should be budgeted at the estimated figure of \$6784 per staff person, per year, who is housed at the WorkSource Okanogan facility.
- Page 19, Attachment B, Budget Summary: Changed Administration Expenses categories to “Direct” and “Indirect”.
- Page 20, Attachment C, Planned Service Levels: Specified that requested numbers of training activities are a projection.

Questions & Responses (UPDATED 1/30/2023):

Q1. If carry in funds come through, when would they be dispersed?

A. The amount of carry-in funds and new allocations will be known before a contract is finalized. We anticipate knowing firm amounts in late April or early May.

Q2. Describe business service delivery and who provides them in North Central.

A. Requested business services are described in section IV.B on page 9, and are provided by the service provider.

Q3. Are there Affiliate or Connection sites in Okanogan County other than the One-Stop?

A. There is one Certified Comprehensive Center in Okanogan County, WorkSource Okanogan, located in Omak.

Q4. Are electronic signatures accepted on the proposal?

A. Yes.

Q5. Must youth enrollments follow the 75%- 25% proportions?

A. The 75% out-of-school / 25% in-school rule applies only to WIOA youth fund expenditures, not to enrollments or activities.

Q6. May signature pages and attachments be sent separately?

A. The RFP is posted as a Word document; separate signatories may sign separated pages, but the entire proposal must be combined and submitted as a single document.

Q7. Could you describe current board priorities?

A. The SkillSource Regional Workforce Board prioritizes skill building services/activities, both on-the-job as well as educational training along with a comprehensive blend of all WIOA Title I-B services.

Q8. What is the definition of legal status of our organization (Narrative question A.1.a)?

A. Choose the most appropriate type of organization from the bottom of Attachment A (proposal cover sheet). For definitions of these types of organizations, consult <https://dor.wa.gov/open-business/choose-ownership-structure>.

Q9. Our organization's audit report is hundreds of pages, can we submit a link to the report?

A. Yes, a link is acceptable.

Q10. Is the one-page budget narrative separate from the 20 page narrative section?

A. Yes.

Q11. In the History and Performance Section: "Please outline all workforce programs operated during the last three years. Provide brief program descriptions, funding sources and performance information." Is this just WIOA programs or does this include our other programs such as state programs such as Workfirst, BFET, UI, Veterans, TAA, etc.

A. Please include any and all workforce-related programs which your organization operates.

Q12. On page 23, Assurance and Certifications – Conflict of Interest, the assurance states " (1) No project manager, employee or paid consultant of the Proposer is a member of the BOD, or an employee of SkillSource. " In signing the Assurance and Certification document, how do we want to represent [our agency] when we are a member of the BOD. Since [name redacted] is a member of the BOD do we have another Manager sign this attachment?

A. If the proposing entity employs a person who also serves on the SkillSource Board of Directors, the proposer needs to write a disclaimer stating who the employee is, their position with the proposing entity and that he/she will have no role in the Board's selection of the provider including discussion or voting. The member will abstain/recuse him/herself from the vote. Attach the statement to the proposal following the signed Assurances/Certifications.