

Adult and Dislocated Worker Services RFP Q's and A's

3/15/23

Q – If we are imbedding charts in to the narrative sections, can they be smaller than 12pt font? If we are imbedding RFP questions in to the narrative sections, can they be smaller than 12pt font?

A – All font, including font in charts, must be 12-point Arial font in the proposal narrative.

3/9/23

Q – When putting the budget template together where would travel for direct services personnel go? Should be included in the operations line item? Or add a line item for this budget category?

A – Travel for direct services personnel for direct service can be added under direct service personnel as a line item. You also have the chance to describe your budget line items in your budget narrative.

Q – Does WIOA funding allow for indirect costs?

A – Yes, WIOA funding allows for indirect costs. The selected provider will be required to prove their federal indirect rate.

Q – Our budget reporting goes into more detail than the template you provided—while we know it is combined should we break it out by adult and dislocated worker? Or should it be combined like in the template?

A – For the RFP, you may combine the budgets. The Adult and Dislocated Worker total budgets should be similar. During contract negotiations, the budgets will be presented separately.

3/6/23

Q – What is the page limitation for this required response: A description of the organization's technological capabilities, per page 17 of the RFP package – Administrative Requirements Section.

A – There are no page limits for the Administrative Requirements section. See Submission Requirements on page 11 for more information.

Q – Are there requirements of the A/DW provider to support front end service delivery/basic career services and or Business Services?

A – Yes. The selected respondent will be responsible for outreach; registration and eligibility determination; as well as providing employability assessment, career coaching, job skills training, job placement, and support services. They will be expected to build and manage relationships with businesses to increase and provide job training and employment opportunities for participants. They will work with Clackamas Workforce Partnership (CWP) to provide layoff aversion and rapid response services to businesses in the Clackamas County area as well as to help plan and implement future sector strategy initiatives.

3/3/23

Q – Please clarify if there is rent or IFA costs associated with the office and cubicles at WorkSource Oregon-Clackamas? If yes, would you share an estimated cost or current costs?

A – No, there is no cost for the one office and two cubicle spaces available at Worksource Oregon - Clackamas .

Q – Understanding the successful respondent will be an active participant at WorkSource Oregon- Clackamas, is there a requirement or expectation that all staff delivering direct customer service be stationed fulltime at the WorkSource Center? If yes, would additional workstations be available?

A – Ideally all staff delivering direct workforce services would be stationed fulltime at the WorkSource Oregon – Clackamas Center. Unfortunately, space is limited. The center has recently been renovated and there may be a space or two available on a rotating basis for partners to use but this is still being discussed. The selected respondent’s presence at the center will be part of the contract negotiation process.

2/17/23

Q - I have a question about the grant requirement to “Describe how you will implement the Quality Jobs Initiative into your program design.” Are you asking for us to describe how we are working with industry partners who have committed to the Quality Jobs Initiative?

A – CWP is asking how a proposed program design will incorporate quality jobs into a proposer’s work with both businesses and participants. CWP would like to hear innovative ideas that will support quality jobs in our community and the quality jobs’ strategies outlined in the framework.

Q – How are industry partners made aware of the Quality Jobs Initiative? Does CWP have a list of partners who have committed to this important initiative?

A – CWP is early in the development of this initiative and is developing a process to have quality jobs conversations with the private sector and employers. We do not have a list of partners yet.

2/9/2023

Q - Do performance measures change every year?

A – WIOA performance measures can change each program year.

Q - What is the performance measurement for the Quality Jobs Initiative?

A – CWP does not currently have specific performance in contracts about the Quality Jobs Initiative. There may be Quality Jobs Initiative measurements negotiated with contractors in the future.

Q - Is there a targeted number of clients provider is required to serve?

A – CWP is not requiring a specific number of participants to be served with the A/DW WIOA funding. For a budgeting estimate, we currently enroll approximately 50 participants quarterly. WIOA funds are to serve as many people as possible coming through the door at Worksource Oregon - Clackamas Center and through provider’s direct recruitment activities and partner referrals.

Q - Should the budget include rent or occupancy? How should it be calculated, per square footage, per person?

A - Yes. Rent or occupancy falls under program support costs. Rent is calculated based on the respondent’s internal fiscal policy. There will be one office and two cubicle spaces available at Worksource Oregon - Clackamas for the provider to use.

Q - Does Worksource Oregon - Clackamas have a sharing agreement for computer and printer use?

A – No. Providers will supply their own computers and printers.

Q - Are there local DEI initiatives that CWP can speak to?

A - CWP received funding from Meyer Memorial Foundation, which funded the start of the Workforce Equity and Inclusion Council. This group of former program participants, service providers, and community partners helped facilitate staff training activities and reviewed and updated internal CWP policies. This group also developed a lens for use in program and policy development. Similarly, CWP's Systems Advisory Group participates in resource development and program development activities which centers equitable practices across systems of human service, locally. Lastly, CWP staff participate in other regional and local initiatives related to equity and inclusion including Clackamas County's Office of Equity and Inclusion, Oregon Pride in Business, HereTogether Oregon, Homeless Solutions Coalition of Clackamas County, and others.

Q - Does CWP have a vision around DEI objectives as it relates to the population we are serving?

A – Yes. CWP has a robust list of priority populations, which include communities mandated for service priority based on federal law, along with additional populations identified by local stakeholders. These include cultural and geographic communities that have traditionally been disenfranchised and have had little or no access to education, employment, and economic opportunities. CWP seeks culturally and community-responsive providers for contracted work and includes requirements around culturally inclusive service delivery in contract language. Similarly, service providers conduct outreach to specific populations and in specific geographic locations to engage diverse populations in program enrollment, and several programs are specific to certain populations or provide assistive services specific to the needs of priority populations. Lastly, CWP's aims to move people and families out of poverty and into living wage jobs, and forms partnerships to help remove barriers or address issues to socio-economic mobility that may be specific to circumstances faced by historically marginalized populations, and is working to implement programs that reflect the need of Clackamas County populations.

Q - Does CWP have initiatives to serve rural communities?

A – Yes. Rural communities are one of CWP's targeted populations outlined in CWP's strategic plan. Serving rural communities is an expectation in CWP's WIOA service provider contracts.
