

**WORKFORCE CENTRAL**  
**RFP#WIOA-DISLOCATED WORKER -07-16-2018**  
**BIDDERS QUESTIONS AND RESPONSES**

<b>BIDDERS' QUESTIONS</b>	<b>WFC RESPONSES</b>
1. Will you provide a copy of current or past Dislocated Worker performance goals vs. actual?	For PY17 covering period July 2017-June 2018 our DW performance was annual target of 380 and actual of 554 or 145%
2. Is there a required % to be dedicated to participant expenses such as OJT, ITA, support services, etc.	No. Participant expenses should be tailored to support the performance targets.
3. Is the current office location available for use? If yes, is the provider responsible for renting the facilities? If yes, what is the rent?	Yes. The currently location of WorkSource Pierce Job Center is at 3650 S Cedar St. Tacoma, WA 98409. The plan is to move the center to Centennial Place II building on 2121 S State St. Tacoma, WA by end of September 2018. Provider will have to participate in the Resource Sharing Agreement. The estimated (early) RSA for a cubicle plus common space at the new facility is \$6,912 per year.
4. Do we need to budget for computer equipment?	Yes. Although we have excess WIOA usable equipment including tables and chairs that can be loaned to the provider.
5. Are cubicles available? If yes, how many desks, etc. are available?	Yes. Each cubicle is set up for one person. We do not have an exact count at this moment as space is limited. Further conversation will be held at the time of contract negotiations.
6. The deadline on page 7 for submitting questions is "Friday, August 1, 2016; 5:00 PM PST" is that supposed to be "Wednesday, August 1, 2018; 5:00 PM PST"	That is a misstatement. The last day of submission of questions is Wednesday, August 1 and posting of Q&A is Friday, August 3.
7. Are tables, charts/graphs, and graphics subject to the 12 point, Times New Roman, double-spaced line requirements?	We will give exception to the format requirements for tables/charts/graphs that you are submitting.
8. Please confirm headers and footers are allowed within the 1inch margins.	Yes
9. What is the estimated rent and RSA/IFA costs?	See item #2 above. IFA is still under negotiation with community partners/

<p>10. Since the vendor is required to co-locate in the One-Stop, what, if any, equipment will be provided to the vendor (i.e. staff computers, telephones, customer work stations which include computers, etc.)</p>	<p>See item #4. Customer work stations, training space and telephones will be part of the RSA and will be provided in the common space.</p>
<p>11. Is the awardee responsible for direct placements into employment? If not, how will the data be gathered for employment placement post-exit of the program?</p>	<p>Yes. We expect the provider to complete the process including placements into employment and follow-up services. Provider can work with our Business Solution provider who has access to local businesses/employers.</p>
<p>12. Is the RSA rental cost the annual cost per cubicle? For examples, if X staff are hired for the program, does the rent budgeted to this program increase per cubicle? Alternatively, if the annual rental cost for the entirety of the One-Stop space, how many cubicles are provided?</p>	<p>Yes. The estimated annual cost of \$6,912 is for each cubicle and common space. If you are adding staff that needs additional cubicle that will be additional cost or you can have them share one cubicle if appropriate since there will be common space to entertain customers.</p>
<p>13. What is the square foot of each cubicle?</p>	<p>The cubicle is 56 square feet. RSA cost includes 232 square feet of common space for a total of 288 square feet.</p>
<p>14. Can you provide the anticipated number of customers served for the program or provide historical data on the scope/number of customers served in this category in the past year?</p>	<p>See item #1</p>
<p>15. What is the participant eligibility criteria for the Dislocated Worker program?</p>	<p>The basic DW WIOA eligibility criteria: US citizen or otherwise legally entitled to work in the US; Selective Service Registration (males who are 18 or older and born on or after January 1, 1960); and falls into one the dislocated worker categories – general dislocation; dislocation from facility closure/substantial layoff; self-employed dislocation; displaced homemaker; dislocated separating military service members; and spouse of military service members.</p>
<p>16. What is expected of the vendor regarding a Rapid Response plan?</p>	<p>We expect our DW vendor to actively participate in all rapid response activities including coordinating/collaborating with our Business Solution provider. Those activities could include providing incumbent worker training, convening partners to avert layoffs and addressing dislocated workers' employment needs by providing direct services.</p>
<p>17. Are there any Rapid Response services that the WDC is currently providing to Pierce County employers?</p>	<p>Yes. One of our providers has a contract with a local organization to provide incumbent worker training. We get regular notification from the</p>

	state whenever there is a potential layoffs or plant closure which trigger layoff aversion activities from our providers.
18. Can the vendor use ITAs or should training expenses be included in the budget? If so, is there an average amount that should be budgeted per customer?	Vendor can use ITAs. We expect our vendor to budget enough dollars for training/ITAs. Our current policy allows for a maximum of \$5,000 for ITA but can be increased by \$1,000 depending on participant's needs. The ITA allowance can also be coordinated with other funding that's available to the participant, e.g., GI bill, Pell grants, etc. Most of the trainings awarded in the past have been within the maximum limit with occasional increase in funding.
19. Must the vendor be on the ETPL to provide certain industry trainings such as OSHA-30?	Yes. We are required under regulation to use vendors on the ETPL.
20. What are the expectations of the vendor regarding retention services?	Follow up services will be made available to exited participants for a minimum duration of 12 months' post exit.
21. How many cubicles for vendor staff will be made available within the One-Stop for the Dislocated Worker program?	The number of cubicles is limited in the new building but there will be enough allocation to the DW staff since it is one of the core programs that should be in the center. See item #5

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