



RFP 23-01
Questions & Answers
Updated on 1/30/23

1. **Proposal Narrative question 13 and Budget Narrative question 1 are the same – Are you looking for something different to be addressed between the two?**

Response: No need to address something different between the two. You can indicate, “See answer to proposal narrative question 13” under budget narrative Question 1 or vice versa.

2. **Page 13 – The budget narrative has two different page limitations listed (Page 19 A- list not to exceed three (3) pages, single-spaced, and page 13 indicates not to exceed two (2) pages. Which is accurate?**

Response: Budget narrative may not exceed three pages (3) single-spaced.

3. **The last two years of monitoring reports are required as attachments. Can you define what you want to be submitted from organizations that have multiple service areas, funding streams, and contracts? Each contract, major mainstream contracts, etc.?**

Response: It is the Bidder’s discretion to decide which two years of monitoring reports to attach to the proposal.

4. **If we embed the questions within our proposal and budget narratives, can the size be smaller than 12pt? Is the same for charts?**

Response: The font size cannot be smaller than 12pt. The charts can be less than 12pt but not less than 8pt font.

5. **Within ATTACHMENT D: 14 WIOA YOUTH SERVICE ELEMENTS DELIVERY PLAN – how are you defining a “formal partnership agreement”?**

Response: A “formal partnership agreement” could be a Memorandum of Understanding (MOU) or an official contract establishing the partnership with an agency/organization to provide the agreed-upon service. It is important to mention that having formal partnership agreements is not required. It is a requirement, however, to provide access to all WIOA 14 elements listed on page 7 of the RFP.

6. **Program Budget Form (attachment C) – are proposers submitting one form per contract, so three in total – 1 for AD, 1 for DW and 1 for YO, or one form, inclusive of all 3 programs combined?**

Response: Please provide one for each program 1 for AD, 1 for DW and 1 for YO.

7. **Can you please define what you mean by “primary conduit” of business services?**

Response: As the Business Services Team is a functionally integrated team with other partners at WSCB, “primary conduit” is used in this instance to indicate a leadership role in bringing this functional team together. In conjunction with the One-Stop Operator, the successful bidder will be responsible for helping coordinate efforts to solicit participation on the business services team by other partners, as well as contribute their own staff time to the team.

8. **Currently, our Business Services Team is integrated; multiple partners working towards common/shared goals, operating under a functional leadership model – do you intend for the Contractor awarded to assume functional leadership of Business Services? Are you expecting this response to include performance categories and goals for the overall Business Services team, or will the Contractor awarded continue to work within the integrated team to determine overall system performance categories/goals?**

Response: The contractor will assume functional leadership of the integrated business services team, and coordinate with the One-Stop Operator to solicit participation from other partners. The Contractor awarded will continue to work within the integrated team to determine overall system performance categories/goals, but will report on at least two of the following three metrics:

- i. Retention with the same business
- ii. Repeat business customers
- iii. Business Penetration Rate