

# American Job Center WIOA Title I Provider RFP Bidders' Conference Question and Answers

*Question #1: Are there opportunities for not for profit organizations to apply for the first time and become a host provider under Title I of the Workforce Innovation and Opportunity Act (WIOA)?*

*Answer:* This RFP is seeking the American Job Center WIOA Title I Provider. Eligible respondents are listed on page 10 of the RFP. Respondents must have prior experience administering workforce services under Title I of the WIOA or WIA in the United States. The Partnership plans to release other RFPs this year that will not require prior WIOA or WIA experience.

*Question #2: In the RFP on page 11 it states, "Proposals from respondents who have had a previous Partnership contract terminated for inadequate performance, or for any WIOA proscribed action, within the previous 12-month period are ineligible to apply." Is this 12-month window from the RFP deadline (4/23), or the RFP Release Date (3/17)?*

*Answer:* The 12-month period is from the date of the issuance, 3/17/21.

*Question #3: Our organization is interested in partnering with organizations who are applying for the American Job Centers grant. How can we be connected with organizations that are looking for training sites and some of the other services listed in the "Youth Services 14 Element Form"? Is this application only for organizations that already provide these services?*

*Answer:* Subcontractor relationships are determined by the respondent. The Partnership does not make or influence subcontractor opportunities.

The eligible respondents are listed on page 10 of the RFP. Prior experience administering workforce services under WIOA and or WIA is required.

*Question #4: Is this application only for organizations that have already received WIOA funds?*

*Answer:* Eligible respondents are listed on page 10 of the RFP. Respondents must have prior workforce services under Title I of the WIOA or WIA in the United States. The Partnership plans to release other RFPs this year that will not require prior WIOA or WIA experience.

*Question #5: In regards to the submission of the proposal, if the proposal is too large to be submitted in one single email can it be split into multiple emails? Alternately, If the proposal is too large to be submitted in one single email can it be submitted using a service such as wetransfer.com?*

Answer: Please see the respondent proposal submission requirements on page 36-38. The Partnership established a Submission Support Hotline 312- 848-7174 to resolve any technical issues with submission.

*Question #6: What additional factors will play a role in decision other than scoring?*

Answer: Factors such as experience in serving high priority populations, ability to lead and collaborate on special initiatives, plans to address Partnership priorities, leadership demographics and leveraged funds may be considered. The Partnership reserves the right to use any and all applicable and legal criteria in recommending awards to the LWIB, and the LWIB in making awards.

*Question #7: Does the Partnership host a service vendor fair? For potential providers to showcase their services, schools and other?*

Answer: The Partnership does not currently have plans for hosting a vendor fair.

*Question #8: What is the best approach to be a subcontractor to one or more centers to provide workforce readiness and other services?*

Answer: Subcontractor relationships are determined by the respondent. The Partnership does not make or influence subcontractor opportunities.

*Question # 9: Should facility costs, including rent, be included in the budget?*

Answer: Facility costs should only be included if proposing your own site.

*Question #10: What are the differences between the Comprehensive Centers and the other AJCs?*

Answer: Comprehensive American Job Centers provide a full array of employment and training related services for workers, youth, and businesses. These locations include the mandatory Workforce Innovation and Opportunity Act (WIOA) partners on-site. Comprehensive AJCs have a written Memorandum of Understanding with the WIOA Partners and cost sharing analysis. The comprehensive AJCs must also complete an annual certification process.

The non-comprehensive American Job Centers provide services but may not have all mandatory partners on-site but provide access to services provided by mandatory partners.

*Question #11: Will there be a separate Q&A posted after this webinar for questions posted here, before the regular Q&A is released?*

Answer: The Partnership will post one Q&A composed of questions from the webinar and the email address. It will be posted 4/12/2021 on The Partnership website at [www.chicookworks.org](http://www.chicookworks.org).

*Question #12: Will the webinar power point be made available.*

Answer: The Webinar and power point will be posted along with answers to questions. All posting and communications related to the RFP will be posted on the Partnership website at [www.chicookworks.org](http://www.chicookworks.org).

*Question #13: Who is the One Stop Operator we would be working with?*

Answer: The One Stop Operator that the agencies will be working with is the Chicago City Wide Literacy Coalition

*Question # 14: Will the youth portion of the proposal be evaluated separate of the adult and dislocated worker piece of the proposal?*

Answer: Proposals will be reviewed in their entirety. The youth questions are inclusive of the entire proposal and review process.

*Question # 15: As a follow up to the question: "Will the youth portion of the proposal be evaluated separate of the adult and dislocated worker piece of the proposal?" If we are proposing to add youth services at a location where there are currently no youth services offered and the review team does not approve the addition of youth programming at these sites, would the entire proposal (inclusive of adult and dislocated worker services) also not be approved?*

Answer: Proposals will be reviewed in their entirety. The youth questions are inclusive of the entire proposal and review process. However, The Partnership reserves the right to not fund youth services at any one of the American Job Center.

*Question #16: Can you share the number of customers served and current providers for each of the 10 AJC locations?*

Answer: [See Attached AJC PY 19 Total Served](#)

*Question #17 Can you share how each of the locations are performing against the performance measures?*

Answer: [See attached AJC PY19 Performance Measures](#)

*Question #18: To clarify the funding structure, each AJC is funded by a combination of adult and dislocated dollars, correct? (And youth where applicable) So our budget for each location should include a combination of funding from all sources?*

Answer: Respondents must submit a budget and budget narrative for each of the applicable titles. Adult and Dislocated Worker funding is required, and Youth is required for 8 of the 10 sites.

*Question # 19: In order to be a subcontractor, can we receive a list of all of today's attendees?*

Answer: [See Attached listing of webinar attendees.](#)

*Question # 20: Is this RFP open to both non-profit and for-profit organizations?*

Answer: Yes. This RFP is open to both non-for profit and for-profit organizations.

*Question # 21 Can you talk more about community engagement? Other than recruitment, information workshops, employment screening and hiring events, what other community engagement is required by an AJC?*

Answer: The Partnership expects respondents to explain their proposed plan for outreaching with the surrounding community.

*Question #22: Is there a maximum size allowable for the email submission?*

Answer: The Partnership increased the file size capacity for emails and does not anticipate challenges receiving documents. In the event of technical difficulties please call the hotline at Submission Support Hotline 312- 848-7174 to resolve any technical issues with submission

*Question 23: When it comes to responding to narrative questions, is there a different approach for applicants planning to work with subcontractors versus what the RFP considers a “partnership” or “collaboration”? In other words, do responses need to include info for the subcontracted agencies as well as the lead applicant?*

Answer: Proposals containing collaborations and or sub- contractors for programmatic service delivery need to clearly identify the roles and responsibilities for each sub-contractor.

*Question 24: Follow Up to question #23, If lead agency is proposing subcontracted youth services, subcontractor (or lead applicant) must provide a complete, separate/additional application just focused on OSY?*

Answer: Respondents must submit one proposal for each proposed site. If subcontracting out youth services, the lead respondent must clearly explain how youth services will be provided, by whom and include costs for the youth subcontractor.

*Question # 25: Please confirm can we combine Adult/Dislocated Workers into one budget?*

Answer: Please submit one budget for each title: Adult, Dislocated Worker and Youth (if applicable).

*Question # 26: If you are subcontracting, then you and subcontractor are a consortium?*

Answer: The respondent(s) must determine the nature of their relationships with subcontractors for this RFP.

*Question # 27: Program Narrative question #35, requests the planned cost per customer served and placed for each funding stream. Does the Partnership intend for bidders to provide the following?*

- *Adult cost per customer served*
- *Dislocated Worker cost per customer served*
- *Youth cost per customer served*
- *Adult cost per customer placed*
- *Dislocated Worker cost per customer placed*
- *Youth cost per customer placed*

Answer: The Partnership expects bidders to propose an estimated number of participants served and placed and calculate a cost per served and cost per placement

*Question #28: To best comply with the identified page limitation, please confirm question prompts in the Program Narrative are exempt from formatting requirements (i.e., may be single spaced, smaller font) and question prompts may be truncated or removed.*

**Answer: Yes. Question prompts may be truncated and exempt from formatting requirements.**

*Question # 29: Please confirm that a separate budget narrative and budget summary form is required for the Adult, Dislocated Worker, and Youth budgets: i.e., for AJCs with Youth services, respondents would provide three sets of budgets (one per funding stream).*

**Answer: Yes. A separate budget narrative and summary is required for each funding stream (Three sets of budgets if including youth)**

*Question #30: Please confirm supplemental materials are permitted to be included in Attachment 1 after the Copy of Budget Forms.*

**Answer Yes. Supplemental attachments to support answers to programmatic questions are to be included in Attachment 1. Attachments do not count toward the page count.**

*Question #31: WIOA Budget Instructions – Adult and Dislocated Worker. Please confirm the Adult/Dislocated minimum training expenditure level of 50% applies to the Partnership and not to the AJC Title I Provider.*

**Answer: Yes. The 50% training requirement only applies to The Partnership and is not applicable to respondents.**

*Question #32: Page 30, question 8 says: “Attach an organizational chart for the center.” Does the organizational chart count toward the page count? Can the organizational chart be included as an attachment? If so, which in which submittal attachment (Attachment 1, 2, 3 or 4, referenced on pages 37-38) should the organizational chart be included?*

**Answer: Attachments such as organizational charts, flow charts, etc., are not included in the page count. Please include all programmatic attachments such as the organizational chart in Attachment 1.**

*Question #33: Will the youth portion of the proposal be evaluated separate of the adult and dislocated worker portion of the proposal? If we are proposing to add youth services at a location where there are currently no youth services offered and the review team does not approve the addition of youth programming at these sites, would the entire proposal (inclusive of adult and dislocated worker services) also not be approved?*

**Answer: The proposal will be evaluated in its entirety. If you propose to add youth programming to a location that does not have youth programming and the review team does not approve of the youth addition, The Partnership may still approve the dislocated worker and adult programming. The Partnership reserves the right to fund only adult and dislocated worker services at any of the American Job Centers**

*Question #34: On page 37 in the chart for Attachment 1, the last item in the attachment list is “Copy of Budget Forms”. Can you please clarify which forms should be included in Attachment 1? Should the budget forms be included as a PDF or Excel or another format?*

*Answer: Please include a PDF of the budget with your programmatic response in attachment 1.*

*Question #35: On page 37, mid-page in the formatting requirements reads “Page break for each new section with clear section header”. Can you please clarify this requirement? If we use page breaks it could result in loss of page space in an already short narrative response. Are bold underlined headers an acceptable alternative to denote sections throughout the document?*

*Answer: Yes, bold underline headers are an acceptable alternative.*

*Question #36: On the AJC Title I Provider Checklist, under Programs Forms, the 8th bullet point references a “Grant Summary Form”. Which form is this and where can we access it?*

The Partnership mislabeled the form as Grant Summary Form in the checklist. The form is the Respondent Grant History Form which can be found in the Program Forms link on the website.

<https://chicookworks.org/wp-content/uploads/2021/03/AJC-Program-Forms.pdf>

*Question #37: During the bidders’ conference, slide 40 (screen capture attached) states that there are 5 attachments to transmit via email. The RFP document outlines 4 attachments on pages 37-38 of the document. What is the correct email submittal instructions?*

*Answer: The slide in the webinar incorrectly listed the checklist as its own attachment. Please follow the instructions on page 37-38.*

*Question #38: Attachment 4 as described on page 38 requires that we submit the budget summary forms in Excel Format. Is it acceptable to include all the budget summary forms as separate Excel files or should we combine them into a single workbook?*

*Answer: Both are acceptable*