

Questions Received
Upper Shore Workforce Investment Board
One Stop Operator Request for Proposals

- Will you accept virtual meetings as the format for some/all of the Partner's Meetings? Over the past year I have seen improved meeting attendance using the virtual format over the in-person format.

The meeting format is a Partner and One Stop Operator decision.

- For the communication tool, will this be a public facing tool or will it be used exclusively for Partners and Stakeholders? Will you provide a complete list of email addresses for tool distribution?

Partners for information sharing, meeting announcements, etc. Yes, the current email list will be shared with the successful bidder.

- Do Partners provide formal written reports during meetings or are these report-outs oral?

Reports have been oral.

- Regarding the Professional Development Committee, how many meetings do you want convened?

At least monthly and as needed

- And the training opportunities that are developed through these conversations, is it expected that the Operator fund these activities?

The USWIB funds the activities

- Regarding the Business Services committee, how many meetings do you want convened?

As needed to complete a plan.

- Regarding "Convene AJC Partners with Participant Training Funds", do you want the Operator to conduct a WIOA Programmatic and Financial Audit or is this a simple discussion with staff?

Discussion with staff to discuss supplementing vs supplanting

- Regarding "referral process flowchart", can this be an agenda item within the Partner Meetings vs. a separate meeting?

A One Stop Operator decision

- Regarding "Evaluate service delivery", are you looking for a formal report with supporting documentation (i.e. a findings report)? If a formal report, will the Operator have access to client and financial files?

We are looking for any Partner service delivery changes that aren't reflected in the American Job Center Memorandum of Understanding.

- Regarding “Attend meetings to represent AJC Partnership as needed”, how many of these meetings is your Operator currently attending? How many are you expecting the next Operator to attend? And could attendance be virtual?

The current One Stop Operator is attending meetings as needed.

- Do you have the meeting dates for 2021-2022 set for USWIB and Partner meetings? If so, could **you provide the meeting dates?**

Quarterly Partner Meetings: August, December, March, June

Tentative USWIB: September 28, December 14, February 22, April 26,

May 24

- Regarding the “Back-up for the person reporting One Stop Operator duties”, ProjectNow is a one-person entity. Will our proposal be rejected if we don’t submit a secondary resume? In the event that I am unable to fulfill my duties for one or more tasks, I do have a network of consultants who I can bring in. But which one I would bring in would depend on the need.

Proposals must include all the required information.