

**Upper Shore Workforce Investment Board
One Stop Operator
Pre- Bid Meeting
March 10, 2017**

The following information was provided during the Upper Shore Workforce Investment Board Pre Bid Meeting March 10, 2017 at 9:30 am.

General Information:

Delivery companies come to the Upper Shore Workforce Investment Board (USWIB) office once/day. This delivery schedule should be taken into account if next day delivery is required. The USWIB is interested in evaluating as many responses as possible and doesn't want to have to return late proposals.

If Chesapeake College is closed for any part of March 31, 2017 for any reason, the proposal date will become April 4, 2017- please see page 9 of the Request for Proposals (rfp).

The term One Stop, Career Center and American Job Center are interchangeable.

The One Stop Memorandum of Understanding and Resource Sharing Agreement will be in place by July 1, 2017.

Questions submitted in advance:

1. The \$40,000 mentioned on page 2 is available is for the "tasks and deliverables" which include facilitation, coordination, validation, reporting, negotiating and EO functions. On page 5 it states that the "selected proposer will perform the tasks and provide the deliverables as depicted above, based upon an annual compensation amount which will be included in the bid." So, my question is this- Is the \$40,000 meant to cover non-salary items such as mileage, printing, generating reports, etc., and/or is it meant to cover the salary, or part of it? Would the balance of the salary be "in-kind" from the entity or would it be part of the RSA negotiation?

Answer: The budget form that is part of the bid packet provides the bidder with a mechanism to assign estimated costs to the deliverables included in the bid. The bidder should use the scope of work and the budget form to determine the estimated costs for the deliverables.

2. Based on the question above, how would an entity be able to provide the "resume for the person who will be performing or leading the One-Stop Operator duties" (page 6) by March 31, 2017 unless it's a person who already works for the entity?

Answer: The USWIB is interested in a resume of the person who will be responsible for signing the One Stop Operator contract with the USWIB. The signee will be ultimately responsible for the deliverables.

3. Is this position expected to be full-time (35 hours based on the College work schedule)?

Answer: The budget form that is part of the bid packet provides the bidder with a mechanism to assign estimated costs to the deliverables included in the bid. The bidder should use the scope of work and the budget form to determine the estimated costs for the deliverables.

4. Would it be a conflict of interest for a WIOA core partner staff person to be the individual who will be performing or leading the One-Stop Operator duties?

Answer: The Workforce Innovation and Opportunity Act regulations allow a partner to be an operator. The regulations require a firewall if a partner is an operator.

Questions from the Pre Bid Meeting March 10, 2017

- The scoring rubric lists “Administrative, management and staffing” and “Firm reputation, qualifications, experience, references and financial stability” but the narratives form doesn’t provide for those areas to be addressed.

Answer: The USWIB will evaluate the bid to be certain that a bidder isn’t debarred, has good references and experience. The USWIB may choose to interview bidders to discuss the administrative, management and staffing capabilities of a bidder.

- What is the role of the One Stop operator?

Answer: The One Stop Operator role that is being procured by this rfp is a coordination, facilitation, compliance and a communication role.

- How is the One Stop Operator role being accomplished currently?

Answer: The current One Stop Operator is a consortium of three partners designated by the USWIB. The Workforce Innovation and Opportunity Act allows consortiums to bid on the One Stop Operator rfp, but doesn’t allow for a designation of an operator outside of a procurement process.

- Is the Title I entity for the Upper Shore going to bid on the rfp?

The Title I entity may bid on the rfp, but there would be difficulty in creating a firewall due to the Upper Shore organizational structure. The Title I representative at the pre-bid meeting indicated that the Title I entity would not respond to the rfp.

- What happens if there are no bids or the only bids are not complete?

The USWIB may either rebid the rfp or determine if direct negotiation with an entity is an option. Legal counsel will be sought by the USWIB if the rfp process results in a failed procurement.

- Why should an entity apply to be the One Stop Operator?

The One Stop Operator has an opportunity to help the WIOA system develop, improve and grow professionally.