



The Southwest Ohio Region  
WORKFORCE INVESTMENT BOARD

## SWORWIB OSO 2019 REQUEST FOR PROPOSALS ADDENDUM 5

A Bidder asked the following questions before the deadline of January 11, 2019; answers are provided following each question:

1. *Please identify the 19 partners co-located in the OMJ Center.*  
Partners can be identified on signature pages of the Memorandum of Understanding for Local Area #13, pages 20-39, found attached to **Addendum 2**.
2. *Is there a page limit for the proposal? If so, what is the page limit for the written narrative? (Section 2.2).*  
NO; there is no limit besides expectation of reasonable and not overwhelming response.
3. *Please verify the numbers in the 2017-2018 annual report. More specifically:*
  - a. *Are the TOTAL VISITS of 14,775 non-duplicated visits, or does this figure include multiple visits by the same individual?*  
These are duplicated visitors. The center hosted 4,444 unduplicated guests.
  - b. *Are the 14,775 visitors inclusive of Wagner-Peyser, WIOA, and partner agency customers?*  
In most cases. A hand-full of visitors do not register, including board members, employers, and some on-site students. The 14,775 does include all or most Labor Exchange visitors; it does not include constituents served at libraries or community events.
  - c. *Are the 4,444 TOTAL CLIENTS those made eligible for WIOA?*  
No. There were 433 WIOA enrollments in the 7/17-6/18 program year. The annual report passed out at the Bidders Conference may be helpful for context (a copy is attached to the email delivering this Addendum 5).
4. *What is the One-Stop's current client flow?*  
There is not a particular flow. Resource Room guests often come and go without staff interactions, although staff is available to provide hands-on assistance with UI applications or similar. Most guests are required to register in CFIS (kiosk) and to log in/out on subsequent visits. Most ITA

and OJT enrollments are the result of referrals from community partners, training providers, and prospective employers. Those enrollments frequently happen in the field. They can happen at OMJ depending on the needs of the customer. Supportive service enrollments are relatively rare as stand-alone activities and are typically the result of a partner referral. Workshop attendance requires no prior registration other than CFIS log-in. The same is true of hiring events.

5. *Should OJT funds be built in separate from the main budget?*  
Yes.

6. *Please clarify the following question found on page 43 of the RFP:*

*13. Customized Training - Describe how you anticipate providing customized training which is not a high priority for SWORWIB. Identify types of customized training and industries/employers you will likely target based on prior expenses.*

The SWORWIB has only offered customized training with dollars specifically provided by the state or obtained by the SWORWIB as separate funds for this population only.

a. *Is SWORWIB indicating that customized training is not a high priority?*  
Yes, as discussed above.

b. *The second sentence asks respondents to identify types of customized training they will likely target based on prior expenses. Please clarify if this should read "prior expenses" or "prior experience".*

Apologies for the typo – it should read “prior experience.”

c. *If "prior expenses" is correct, please provide WIOA funding expended during PY17 for customized training, and indicate number of customers trained and in which industries.*

Not Applicable; "prior expenses" should read “prior experience.”

7. *What functionality does the Board’s current customer tracking system have? If the Board does not currently have a customer tracking system, are they looking to develop their own system?*

The SWORWIB will not develop such systems, but relies on state systems for many source-specific funds and team protocols for anything local, as devised by the Provider.

8. *Please provide a list of titles and salary amounts for the current staff of the WIOA staff in the Center.*

Career Coach	\$41,579.20
Career Coach	\$36,566.40
Career Coach	\$41,288.00

Career Coach	\$37,273.60
Career Coach	\$46,092.80
Career Coach	\$40,851.20
Career Coach	\$36,566.40
Career Coach	\$36,566.40
Manager	\$63,876.80
Manager	\$38,792.00
Manager	\$63,876.80
Manager	\$56,056.00

The center director, not included above, currently performs a variety of functions for HCJFS and is billed to shared costs rather than WIOA dollars. If it were billed to WIOA dollars, the figure would be \$96,000.00

9. *The RFP states new technology will need to be purchased for the staff of the AJC. [“In Ohio One-Stop Centers are called ‘OhioMeansJobs’ or ‘OMJ Centers.’” RFP Rep.] Is this technology defined as personal computers, printers, operating software, and copy machines? If so, please provide a list of what is currently in the center that would need to be replaced? Is there a need to purchase network servers connecting the staff to a central hub?*

This is an open question. If county staff left the building, there would still be 18 ODJFS and Medicaid staff in the building. Some negotiation would likely be required to determine what servers and switches would go and which would stay and what sort of user agreement would be in place. A Provider would likely need to replace the computers, faxes, and printers set forth in **Addendum 4, Items 3)a., 3)b., and 3)c.** plus 71 telephones.

10. *Does the cost of the items mentioned above need to be built into the budget or would there be a transition budget for infrastructure?*

The costs need to be built in; there would not be a special budget.

11. *Does staff currently operate using Microsoft products on their local machines or do they use Office 365 cloud environment? Have licenses been purchased for Office 365?*

OSO staff recently switched to Office 365. Licenses were purchased with non-WIOA dollars. A new Provider should plan to purchase licenses or use other software.

12. *Is there a current contract for an internet service provider? Who is responsible for maintaining/monitoring the service and usage?*

HCJFS as Operator has the current contract.

13. *Who currently owns the telephone system and its telephone numbers that service the OMJ centers?*

HCJFS as Operator.

14. *Is the successful bidder required to manage the entire OMJ Center?*

As discussed at the Bidder's Conference the SWORWIB manages the physical plant and parking area and outside needs. The OSO manages the OSO staff and partnership staff present in the OMJ Center and generally coordinates work with partners.

15. *What is the projected cost of facilities/rent/utilities to be paid from this RFP budgeted amount?*

The budget for the SWORWIB's management of the facility has been about \$450K for six years. The SWORWIB pays utilities and manages the facility. As a "presence" with staff, the OSO pays rent on an FTE basis. The Partner MOU contains existing FTE shares.

16. *The winning bidder may currently have a fringe benefit package that is different from the existing bidder. Is there any legacy fringe benefit cost that must be carried forward and budgeted as part of this RFP?*

No.

17. *What is the average cost of Individual Training Account for last fiscal year?*

The SWORWIB's limit on ITAs is \$5000. The average is about half that. See the last 10 years of annual reports for ITAs and OJTs.

18. *The RFP speaks of satellite office access points. Are these sites currently functioning or do they need to be made operational with technology, furniture, etc.?*

Currently SWORWIB has one 45,000 sq. ft./3-floor primary OMJ Center – furniture, computers for customers, and office cubicles are all provided by SWORWIB; Wi-Fi, phones, faxes, etc., throughout the facility are provided by the OSO. There are 40 access points through the formal MOU with the Cincinnati Public Library for workforce series presented in branches and the central library. Periodically we also work with other partners on other access points – Hamilton County Jail for term-release former offenders; Metropolitan Housing Authority with HUD granted resources; etc.

19. *Who maintains the OMJ website?*

The OSO is responsible for the OMJ website.

20. *The RFP states that a Resource room must be furnished and staffed. Is there currently a furnished resource room?*

Yes.

21. *The RFP asks to describe the physical arrangement of staff. Please provide a current floor plan of the OMJ Center.*

See the attachments of Floor Plans to the email delivering this Addendum.