



The Southwest Ohio Region
WORKFORCE INVESTMENT BOARD

ADDENDUM #3: Questions and Answers from Potential Bidders

As stated in Section 3.1 Program Schedule of the RFP (page 59), the deadline for receiving questions from potential bidders is **July 8, 2022**. Final answers to questions will be posted on **July 11, 2022** (see Addendum # 6 correcting this date)

Note: certain questions/topics may be limited to proprietary information with the current/contracted One-Stop Operator/Career Services Provider. Bidders are also encouraged to utilize their relevant experience as well as incorporate innovation in their proposals, rather than simply aligning to any current/previous methodologies.

1. What are the current local performance standards? Are they being met for in 2021-2022?
 - The current YTD, UNADJUSTED/Preliminary, WIOA performance measures/outcomes are listed in the following chart:

Area 13		UNADJUSTED Quarterly WIOA Performance Report PY 2021 Q3								
Group	Performance Measure	Area Numerator	Area Denominator	Area Rate	Statewide Rate	Negotiated Area Standard	Adjusted Area Standard	Unadjusted "Success" Level	Area Results*	
Adult	Employment 2nd Quarter after Exit <i>Cohort Period: 7/1/2020-3/31/2021</i>	129	178	72.5%	75.8%	86.0%	TBD	77.4%	TBD	
	Employment 4th Quarter after Exit <i>Cohort Period: 1/1/2020-9/30/2020</i>	266	365	72.9%	71.0%	85.0%	TBD	76.5%	TBD	
	Median Earnings 2nd Quarter after Exit <i>Cohort Period: 7/1/2020-3/31/2021</i>		129	\$9,618	\$7,548	\$6,500	TBD	\$5,850	TBD	
	Credential Attainment <i>Cohort Period: 1/1/2020-9/30/2020</i>	200	285	70.2%	70.3%	70.0%	TBD	63.0%	TBD	
	Measurable Skill Gains <i>Cohort Period: 7/1/2021-3/31/2022</i>	190	272	69.9%	56.1%	55.0%	TBD	49.5%	TBD	
	Dislocated Worker	Employment 2nd Quarter after Exit <i>Cohort Period: 7/1/2020-3/31/2021</i>	40	48	83.3%	76.1%	86.0%	TBD	77.4%	TBD
Employment 4th Quarter after Exit <i>Cohort Period: 1/1/2020-9/30/2020</i>		85	114	74.6%	74.4%	84.0%	TBD	75.6%	TBD	
Median Earnings 2nd Quarter after Exit <i>Cohort Period: 7/1/2020-3/31/2021</i>			40	\$15,652	\$9,333	\$8,700	TBD	\$7,830	TBD	
Credential Attainment <i>Cohort Period: 1/1/2020-9/30/2020</i>		89	111	80.2%	73.9%	75.0%	TBD	67.5%	TBD	
Measurable Skill Gains <i>Cohort Period: 7/1/2021-3/31/2022</i>		38	47	80.9%	60.9%	58.0%	TBD	52.2%	TBD	

- Information on the previous year's performance/outcomes is available via SWORWIB.org (Annual Reports and OMJ Annual Performance Measures-Dashboards).



2. Can you further break down overall funding between Adult, DW, One-Stop Operator, RESEA, Training and Supportive Services and Employers Services to prepare the budget?
 - **The below information includes an estimated breakdown of funding by category, based on the current year funding allocation. Important notes: funding levels are subject to change based on local allocations. The official FY2023/PY2022 WIOA local area allocations are not yet available, so bidders are expected to plan accordingly. Training, Supportive Services, and Employer Services are funded/provided under the WIOA Adult and Dislocated Worker allocations as WIOA does not provide separate/designated funds for these services.**
 1. WIOA Adult- \$1,594,615
 2. WIOA Dislocated Worker- \$886,580
 3. RESEA- \$194,944

3. Are there any additional equipment needs that should be budgeted?
 - **The following equipment items should be considered, however, are currently being supported by state/county/Board:**
 1. **Approximately (5) Copiers/scanners/printers for the One-Stop Center partner/customer use are currently being maintained by the current One-Stop Operator and Hamilton County. Although printing/copying needs have decreased over the past three years, these items are still useful for partners and customers. Current costs on copier/printer equipment contracts were negotiated by the current One-Stop Operator and managed by their fiscal team.**
 2. **Oversight and support to Resource Room and computer lab computers (approximately 20-25).**
 - **Tablets for One-Stop Center customer check-in and/or satisfaction surveys are encouraged**
 - **Any individual/staff equipment (computers, tablets, cell phones, etc.)**
 - **Note: a new partner MOU will be developed in early 2023 (for fiscal years 2024-2025). That process will help address additional IT cost considerations.**

4. What is the amount of facility management and related costs for one year?
 - **The facility/property management budget is part of the One-Stop partner MOU budget, which is managed by the LWDB and *not* to be included in the budget in proposals submitted for this RFP.**

5. How much space (office, cubicles) is available to staff within the center?
 - **There are approximately five (5) offices and ten (10) cubicle work stations available for the One-Stop operator/Career Services Provider staff members.**

6. Will there be funds available for a transition budget in the month of December?
 - **Yes, we anticipate funding during December to support the overlap and onboarding of contracted providers to support a smooth transition and continuity of services.**



7. What is the current workshop schedule?
 - **This info is viewable at the following link- <https://www.omj-cinham.org/for-job-seekers/workshops/>**
8. On page 40, 1.e, could you further explain what the information technology specialists should be doing to get priority of service? Is the contractor responsible for all IT in the center?
 - **This item refers to how the One-Stop Operator will help support the IT needs of customers to promote the area's priority of service (e.g. for veterans, etc.) as well as any reasonable accommodations for individuals with disabilities, those with language barriers, and/or limited computer/digital literacy.**
9. While I understand that the 2020 performance was provided, is there more current data for post-COVID/in person services? Such as:
 - What is the # employed y-t-d (July 1, 2021-June 30, 2022)?
 - What is the individual number served y-t-d for WIOA Basic, Adult/DW, Individual and Training and RESEA (July 1, 2021-June 30, 2022)?
 - What is the total number of individual customers (July 1, 2021-June 30, 2022)?
 - What is the number of employers served (July 1, 2021-June 30, 2022)?
 - What is the total number of center visits (July 1, 2021-June 30, 2022)?

Although we appreciate these detailed questions, we encourage potential bidders to visit SWORWIB.org to view recent/archives of Annual Reports, along with the OMJ Annual Performance Measures-Dashboards. Bidders should be able to glean a sufficient amount of data/content from those sources in order to provide what they feel is appropriate in their proposal.

10. What is the breakdown of registered WIOA customers y-t-d (July 1, 2021-June 30, 2022) between city residents, county residents, race, gender, age and disability?
Limited data is available at this time, due to the state's new workforce development platform, ARIES. However, similar to previous questions, we encourage potential bidders to visit SWORWIB.org to view recent/archives of Annual Reports, along with the OMJ Annual Performance Measures-Dashboards. Bidders should be able to glean a sufficient amount of data/content from those sources in order to provide what they feel is appropriate in their proposal. Additionally, potential bidders should properly research the demographics of the geographic area and customize their proposal accordingly.
11. Will you provide current staffing by job titles and salary ranges?
No. Due to One-Stop staff confidentiality, we will not share specific job titles and corresponding salary levels. Bidders are encouraged to properly research market-level salaries for comparable roles/responsibilities and consider the importance of providing a living wage, while also promoting job quality in their staffing breakdown/structure.



12. How many Adult and Dislocated Workers, participated in Occupational Training and OJT for the contract year?
We encourage potential bidders to visit SWORWIB.org to view recent/archives of Annual Reports, along with the OMJ Annual Performance Measures-Dashboards. Bidders should be able to glean a sufficient amount of data/content from those sources in order to provide what they feel is appropriate in their proposal. Additionally, potential bidders should properly research the demographics of the geographic area and customize their proposal accordingly.
13. How many carry-ins into the new contract do you project? Do you anticipate existing participant obligations carrying over into the new contract year?
Yes, since the new contract will technically begin in the middle of the current FY, we anticipate there will be existing participant obligations carrying-over. However, limited data is available due to the transition/launch of the state's new ARIES system. Estimates around 100-150 individuals with ITA/OJT obligations. However, these numbers are rough estimates and will be finalized after the winning proposal is selected and contract negotiations begin.
14. What were the supportive services costs for the program year?
Currently, Supportive Services, along with ITAs and OJTs represent approximately 63% of budget expenditures.
15. Is there a page limit?
No.
16. As the proposal is emailed, should there be 1 original with attachments and a separate proposal file without the attachments?
Bidders can submit either format. However, we recommend assembling the proposal and any related attachments into a zip file to ensure successful email delivery.
17. What is the data size limit for proposals? It is anticipated the files will be quite large to facilitate required attachments.
Data limits will depend upon both the sender and receiving entity. Zipped files are recommended when submitting proposals/attachments to ensure successful delivery. An email confirmation receipt/response will be provided to all bidders.
18. Based on recent program monitoring, what programmatic areas are need of improvement?
- **Recent program monitorings (internal and external) have identified the following areas of opportunities:**
 1. **Documentation of WIOA Eligibility and Training Services**
 2. **Provision and documentation of WIOA Individualized Career Services**
 3. **Enhancement of comprehensive Individual Employment/Career Plans**
 4. **Documentation of supportive services**
 5. **Expanding customer choice with Training Programs-Providers**
 6. **Refining the OJT process and improving documentation of services**



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19. Item A on page 64 says qualified proposals include “Timely submission of all required paper copies of the proposal AND electronic copy of budget are received by the RFP Administrator as permitted herein;” Can you describe the “required paper copies” this refers to?
Thank you for bringing this item to our attention. Proposals must be submitted electronically to OSO-RFP@sworwib.org . Paper copies are NOT required.
20. Can our workforce services Vice President and Regional Manager be charged to the program if they reside outside of the Cincinnati Metropolitan Statistical Area?
Although bidders are strongly encouraged to charge program costs to the management and line staff members overseeing/providing direct services, charging these costs to other administrative personnel is not prohibited.
21. What is the current staffing pattern? Can you provide an organizational chart?
A brief example (similar to the current staffing structure) is listed below.
- **One-Stop Director (1)**
 - **Business Services Manager (1); note: the LWDB will be begin overseeing the business services leadership/development position in January 2023.**
 - **Business Services Representative (2)**
 - **WIOA Customer Service Supervisors (2)**
 - **WIOA Intake Specialist (2)**
 - **Data and Compliance Specialist (1)**
 - **Other WIOA Support Specialists (1)**
 - **RESEA Specialists (2)**
22. Page 54 discusses infrastructure costs with an annual budget of \$300,000 - \$400,000. Is this in addition to the \$2,000,000 budget for One Stop Operator, WIOA Career Services and RESEA ?
No. Infrastructure costs relate to the One-Stop partner MOU, a process/budget managed by the LWDB and not to be included in bidder proposals.
23. Is there an anticipated minimum service level for the region during program year 2022/23?
We encourage potential bidders to visit SWORWIB.org to view recent/archives of Annual Reports, along with the OMJ Annual Performance Measures-Dashboards. Bidders should be able to glean a sufficient amount of data/content from those sources in order to provide what they feel is appropriate in their proposal. Additionally, potential bidders should properly research the demographics of the geographic area and customize their proposal accordingly.
24. Can you provide an estimate of how many participants are projected to carry-over as well as how many will be receiving follow-up services as of the contract start date?
This subject is also addressed in question #13. Follow-up service estimates will be provided to the selected bidder prior to contract negotiations.



25. Are the training budgets expected to come out of the \$2,200,000 budget or are additional funds expected to be awarded for that?
Currently, ITAs, OJTs, and supportive services are included in the budget and represent approximately 63% of expenditures.
26. Are ATTACHMENT D-1 and ATTACHMENT D-2 required to be completed and included in our proposal?
No. These documents are provided for informational purposes during the RFP process, and will be completed by the selected bidder during the contract negotiation phase.
27. Can you provide the current One-Stop Memorandum of Understanding (MOU)?
Posted on SWORWIB.org as Addendum #5
28. Who are the current vendors for these services?
The current contracted entity (for both One-Stop Operator and WIOA Career Services Provider) is Hamilton County Job and Family Services.
29. What are the funding levels for these services?
Previously addressed in Question #2.
30. Can you please clarify the program components / 6. Performance
1. Estimate the number of new WIOA customers who register for services (as documented in the state's ARIES system, or other designated platform) in the first twelve (12) months of operation.
This item refers to the anticipated number of new individual customers/job seekers that the bidder expects to provide with WIOA services through the One-Stop Center/System in the first year. As a basis of comparison, bidders can visit SWORWIB.org to view previous annual reports and OMJ Annual Performance Measures-Dashboards from previous years.
 2. Is this asking bidders to use the ARIES system for data conversion based on data resources that are currently housed within that system?
Since ARIES is a state-managed system, bidders will *not* be responsible for data conversion. However, bidders *will* be required to actively access and utilize ARIES for data entry/documentation, file reviews, CQI, and data retrieval (e.g. performance tracking, etc.). ODJFS, the state's administrative entity for ARIES will provide system access to employees of the selected bidder.