



The Southwest Ohio Region
WORKFORCE INVESTMENT BOARD

Addendum #7: Questions and Answers (cont'd)

Note: Questions & Answers #1-30 are listed in Addendum #3. The deadline to submit questions ended on July 8, 2022.

31. Page 6, Will a transition budget be provided for Dec 1 2022 – Dec 31 2022?
Yes, this budget will be provided to the selected bidder during the contract negotiation process. For planning purposes, bidders should prepare estimated costs for this 30-day time period in the event their proposal is selected.

32. Page 13, Please provide the FTE cost ratio to be used for facility costs that should be included in the budgets. Please clarify if these costs should not be included as part of the \$2,200,000 budget.
The current infrastructure/facility cost methodology for the One-Stop Center is \$4,836 per FTE. These costs are also referenced in Addendum #5- Sample MOU- OhioMeansJobs Partners These FTE occupancy costs are to be included in the total budget under item (see item E. Occupancy under Expenses by Program Services) in the OSO- budget attachment spreadsheet.

33. Page 13 (also 47), Please provide additional details surrounding the process of managing the facility costs that get billed to the partner. Is it the responsibility of the provider to invoice and account for these transactions? What steps are taken if a provider does not pay an outstanding invoice?
The selected bidder will be responsible for working closely with the fiscal agent/administrative entity to fulfill quarterly invoicing of all partners. The fiscal agent will complete the quarterly invoicing and/or communication to partners. More information about invoicing, including cost allocation breakdowns, sample invoice, and payment disputes, are provided in Addendum #5- Sample MOU- OhioMeansJobs Partners.

34. Page 15, Is the resource room technology budget included in the \$2,200,000 or is a separate source of funding available for this?
Some resource room items are included in the MOU infrastructure budget (separate from the budget related to this RFP). For more information, refer to the Addendum #5- Sample MOU- OhioMeansJobs Partners.



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35. Page 15, It states that space should be made available at no-cost to local entities and partners but also it is stated that rental of this space should be considered for alternative revenue sources. Please clarify if this is a requirement or if the space should continue to be offered at no cost to local area partners. If it is to be rented out for income, would the provider or SWORWIB be responsible for invoicing and collection of payment of stated rental fees?
Also referenced in this same section, the topic of renting out space at the local One-Stop/OMJ Center is a “potential opportunity” as a way to diversify funding, and therefore not a requirement of bidders. Invoicing of such rental fees/revenue (if applicable) would be in collaboration with the fiscal agent.
36. Page 55, Is the additional 7% for profit or incentives available in addition to the \$2,200,000 award or is it part of that figure?
The 7% maximum profit margin must be included as part of the total budget, rather than in addition to said budget. Refer to OSO Budget Attachment-Spreadsheet, Item J. Profit Margin under Expenses by Program Services, to list these profit margin costs (if applicable).
37. Page 70, Attachment A, please clarify the date ranges requested in years 1 -4. Year 1 currently asks for two years.
Thank you for identifying this needed correction. Page 20 of Attachment A, the year one average cost per-person budget should only include a one-year (12 month) timeframe of January 1, 2023 – December 31, 2023. Years 2-4 should follow the same format of subsequent 12 month timeframes with year four ending on December 31, 2026. A corrected Attachment A/ Cover Sheet will be published via <https://www.sworwib.org/requests-for-proposals/>
38. Page 112, contract budget, Should adult and dislocated worker expenditures be reported in one column or should costs be broken out?
The OSO-Budget Attachment spreadsheet provides this clarification and should be the primary document utilized to submit budget information. Adult, Dislocated Worker, and RESEA expenditures are separated.