

Bidder's Question and Answer Response

Request For Proposals for

Management And Operation Of Workforce Solutions Of Central Texas Workforce Centers

- 1) Can you provide the current job descriptions for all staff positions listed in the RFP?**
 - Yes, the Board provides a list of job classifications that the bidder can use to look up job descriptions at the State Auditors Office website. See Salary/Benefit Sheet on page 5.
- 2) The RFP states on page 6 of 22, "during the initial 6 month probationary period of the contract the current staff retain their current salaries and benefits". Can you provide the current salaries by position, and the current cost of the benefits?**
 - Yes the Board provides salary and benefit information. See Salary/Benefit Sheet on page 5.
- 3) In addition to the TWC Performance Measures noted on pages, 8 and 9 of 22, does the board have any additional contracted local performance measures?**
 - The Board does not have any additional contracted local performance measures beyond the TWC measures noted on pages 8 and 9 of 22.
- 4) If selected as the service provider, will there be an opportunity to negotiate a transition budget for the month of July?**
 - Yes, the Board will provide the selected bidder the opportunity to negotiate a transition budget for the month of July.
- 5) Can you discuss the integration of services for child care into the other Workforce services? How many staff are solely doing child care services versus the number of staff that are integrated with other programs?**
 - Child Care staff are integrated into cross program teams. The number of Child Care staff is 12.
- 6) What assessment tools are currently being used for workforce programs?**
 - The Board assesses its workforce programs using a third party monitor.
- 7) What are the board's areas of concern with their current contract performance?**
 - The Board expects the contractor to meet or exceed performance targets.
- 8) Who is the current service provider?**
 - The Board's current service provider is West Central Texas Council of Governments

9) On page 48 of the Application Packet, Attachment I., G. Profit and Incentive Payments, states that Incentive Funds earned by profit or not for profit organizations must be reinvested into allowable cost/services in support of the earning project/program. Can you discuss how the Incentives are earned, what percentages and what types of activities have been supported in the past three years for the earned incentives?

- Contractor Staff can receive incentives up to \$1200 annually, based on their annual performance appraisal. There are no incentive funds for the selected bidder organization.

10) On page 15 of the RFP Instructions, under Proposal Requirements it states that colored displays are prohibited. The use of color is helpful and common in the depiction of Performance Measure results and in Organizational Charts. Can I utilize color for these types of documents which will assist in the readers understanding?

- Color can be used for performance and organizational charts.

11) On page 15 of the RFP Instructions, under Proposed Requirements it states that we must be 12-point font. The application packet is a .pdf and is formatted in 10-point font and is locked and unchangeable. Which point font should be used and will the application forms be updated to reflect that?

- Use the font and size ranges that appear in the application packet.

12) In the application packet, some of the fields are not long enough; for example, the legal name of my proposing entity will not fit and the form is locked and unchangeable. Realizing that the proposal is limited to 100 pages, can I complete the application in Word and convert it back to .pdf upon completion? While this may slightly change the appearance, it will in no way substantially change the order, design, or flow of information in the application.

- You may request to the Board to unlock specific forms for specific reasons. However, the Application packet has been adjusted to accommodate these issues. A revised Application packet has been sent directly to the points of contact for the two organizations who participated in the Bidder's Conference.

13) Throughout the course of completing the application, should an additional question arise, can I submit that question and have the answer shared with all bidders?

- Yes

14) Boxes within the Application Packet to put a response in seem to be very large, is there a way to shorten the response box so that you can retain the number of pages, but do not leave a whole lot of blank space or lines in the application because they were locked. So that if there is a shorter answer, there is a way to recapture some of the lines to use in other responses?

- Boxes that are within the application packet can not be adjusted or resized. However, not all documents are included in the page count. See Answer 16.

15) When answering questions, do we need to repeat the question asked in the answer block since the question is above?

- No. When answering the question in the text block provided there is no requirement to repeat the question asked.

16) Can we add attachments as long as we do not go over the allotted page number?

- Items not requested in the application will not be reviewed, and “Required Items as Additional Attachments” that are added to the application will be counted as part of the allotted 100 pages. The following required documents, as listed in Attachment C, will not be included in the 100 page count:
 - Proof of Incorporation or Organizational Status
 - Current List of Board of Directors and/or Principals/Chief Officers/Owners
 - Agreements for Partnerships, Consortium or Joint Ventures, or Managing Director/PEO
 - Certificates of Insurance
 - Organization Charts
 - Job Descriptions/Resumes
 - Customer Flow Charts
 - List of Texas Workforce Board Contracts/Information
 - List of Non-Texas Workforce Board Contracts/Information
 - Monitoring Reports
 - Audits/Management Letters
 - IRS Form 990 (Non-Profit Proposers Only)
 - Indirect Cost Plan or Cognizant Agency Letter

17) What kind of expenses are paid by the board, are there any paid by the contractor? Such as ITA, Support Services, etc.

- Expenses **not** included in this RFP on page 11 under the Budget Section. Attachment I, page 40 lists the items that **are** included in the RFP. These items listed are:
 - Salaries
 - Fringe Benefits
 - Temporary Staffing
 - Other Personnel Costs
 - Insurance
 - Other Non-Personnel Costs
 - Audit Services
 - Consulting Services
 - Staffing Entity Costs
 - Other Contractual Cost
 - Indirect Costs
 - Management Fees
 - Profit

18) Who pays Child Care Providers?

- The Board has a separate contract that pays Child Care Providers.

19) What tracking software does the Board and Contractor, for example a lot of boards use the software Gazelle for tracking customers. What does Central Texas use?

- The Board and Contractor utilize the TWC provided program for tracking all customers including VOIS Greeter, Work-in-Texas, and TWIST.

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20) When completing the forms in the Application Packet, I am unable to sign the forms without locking the rest of the packet allowing for adding responses on following pages. Can this be addressed?

- A new Application has been posted at www.workforcesolutionsctx.com and it has been distributed to the points of contact for each bidder organization that participated in the Bidder's Conference. Please use this updated Application Packet when completing your Proposal. The forms in this packet are still locked, however changes were made to allow for multi-line comments, signature blocks, and rich text options.
- Guidance on Completing the Application Packet:
 - Complete the full Application Packet prior to signing any pages.
 - Sign the forms by clicking the "Signature Box" to sign the form digitally, ensure that when signing that the dialog box that pops up the following selection is NOT selected: "Lock this Form After Signing" if this option is available.
 - Do not use the "Fill and Sign" function. This signing function will remove all input text and blocks further signatures for the other forms.

Staff Salaries with Job Codes

Job Title	State of Texas Job Class Code	# of Positions	Monthly Salary	Yearly Salary	Average Incentive Payment	Average Yearly Benefits
Chief Operating Officer		1	12,500	150,000		45,000
Center Administrator	1602	1	7,297	87,564	1,135	20,990
Center Administrator	1602	1	6,438	77,256	1,135	20,990
Operations Supervisor	1584	1	5,689	68,268	1,135	20,990
Operations Supervisor	1584	1	5,580	66,960	1,135	20,990
Program Specialist - Eligibility	1573	1	5,150	61,800	1,135	20,990
Program Specialist - Child Care	1573	1	5,150	61,800	1,135	20,990
Program Specialist - Youth	1573	1	5,000	60,000	1,135	20,990
Program Specialist - Part Time	1573	1	2,575	30,900	1,135	20,990
Program Specialist - Choices/NCP	1573	1	5,150	61,800	1,135	20,990
Career Center Supervisor	1584	1	5,580	66,960	1,135	20,990
Career Specialist - Team Lead	3026	1	4,322	51,864	1,135	20,990
Career Specialist - Team Lead	3026	1	3,515	42,180	1,135	20,990
Career Specialist - Team Lead	3026	1	3,959	47,508	1,135	20,990
Career Specialist - Team Lead	3025	1	3,938	47,256	1,135	20,990
Career Specialist - Team Lead	3025	2	8,430	101,160	2,270	41,980
Career Technician - Team Lead	5506	1	3,150	37,800	1,135	20,990
Career Specialist - BSU	3026	1	3,862	46,344	1,135	20,990
Career Specialist - BSU	3025	2	7,500	90,000	2,270	41,980
Career Specialist - Military Liason	3025	1	3,938	47,256	1,135	20,990
Career Specialist	3025	8	26,000	312,000	9,080	167,920
Career Specialist	3025	22	73,656	883,872	24,970	461,780
Career Specialist	3025	1	3,412	40,944	1,135	20,990
Career Specialist	3025	1	3,519	42,228	1,135	20,990
Career Specialist	3025	1	3,576	42,912	1,135	20,990
Career Specialist	3025	1	3,709	44,508	1,135	20,990
Career Specialist	3025	1	3,750	45,000	1,135	20,990
Career Specialist	3025	2	7,574	90,888	2,270	41,980
Career Specialist	3025	1	3,900	46,800	1,135	20,990
Career Specialist	3025	4	16,536	198,432	4,540	83,960
Admin Specialist	5506/1913	1	3,605	43,260	1,135	20,990
Career Technician	5506	5	15,450	185,400	5,675	104,950
			273,410	3,280,920	78,315	1,493,310

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19) In reference to the item pertaining to Proof of Incorporation or Organizational Status, if I have no such document because I am a Council of Governments, can I use the following link www.txregionalcouncil.org which provides the name and proof of the COG's establishment under Texas Association of Regional Councils?

- A Council of Government that functions under the auspices of the Texas Association of Regional Councils. The use of this link, www.txregionalcouncil.org does provide proof of its establishment/support documentation. Non-profit proposers may provide a copy of your most recent IRS form 990.

20) If an Audit report is too large to submit electronically as part of the current proposal response, can multiple emails regarding the audit be submit?

- You may submit multiple emails, however, please ensure the e-mails are properly identified

21) When answering the questions in Attachment I, Page 37, if any of the questions with multiple parts are both yes and no, the following actions can be taken:

A) Select both.

OR

B) Add a text box on this page and list which items are yes, no, or N/A. ie "A=Yes, B=No"

On a corresponding continuity page labeled "Attachment I, Question __, Explanation:" and briefly note the response, if needed. If selected for award of a contract, the items listed in Attachment I may be required during the pre-award survey prior to the development of a contract. Answering a more detailed questionnaire may be required upon selection for award of a contract and modifications to systems may be required to meet regulatory requirements.