

Q & A for PY18 WIOA Adult & Dislocated Worker RFP

Question No.	Section	Vendor Question
1	V.A	Is the Agency Identification Form included as part of the 2 page limit in Section A? No, it is not counted in the 2-page limit.
2	II. C	Does the 35% mandate towards training apply to all Estimated Allocations including Rapid Response funds or is the directive limited to Adult and Dislocated Worker funding? The 35% training mandate applies only to Adult and Dislocated Worker funding.
3	II.H.1	Please clarify what definition of allowable leverage should be followed. The WDB is developing a policy to fully define leverage. For the purposes of this solicitation, leverage can be defined as funds or services provided outside of WIOA grant funds that are used to support WIOA activities and outcomes. This would at a minimum, include: services to WIOA participants funded through another source, resources paid by the grantee from other non-federal funds (purchase source and WIOA program use must be documented or will be disallowed) that is not used as match for another federal program, and Pell grants. The valuation of leverage will be defined in the policy being developed. For the purposes of completing the leverage funding budget form, use your own method of valuation and include an explanation of the calculation. There may be additional sources of leverage identified in the policy when it is completed. All leverage funding must be for allowable activities and follow Uniform Guidance, as well as be fully verifiable in program and fiscal documentation.
4	III.1.b	Please clarify period of retention as beginning after the first of employment as stated in III.1.b or following the participants exit from the program as stated in III.3. Period of retention begins at exit.
5	IV.2	Please clarify the WDB record retention policy and when participant files are to be given to the WDB for retention. Financial records generated from WIOA service provision need to be kept by the service provider for 3 years. All participant files are to be turned over to the WDB anytime after follow up services conclude, but at the latest, by the end of the program year.
6	V.5.a	Please clarify if we need to provide a current operating budget or are financial statements within the audit report sufficient? Please provide a current operating budget (most recently approved by Board) in addition to the audit documents.

(Add more rows as needed by tabbing to the end of the last row.)

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7	V.E.	<p>Please clarify the correct Attachment names. V.3.a. lists attachment A as the Agency Experince table but the attachment is not listed in the list of attachment names. The list starts with the Organizational Chart which is refernced as Attachment B on V. A.4. Attachment H is listed not refernced in the list but is stated to be DW Budget Worksheet in V.D. 1. This is also reflected differently on page 50.</p> <p>Current: ATTACHMENT A Organizational chart ATTACHMENT B Previous 2 Audit Reports ATTACHMENT C Insurance Information ATTACHMENT D Continuous Improvement Plan ATTACHMENT E Key Resumes ATTACHMENT F Adult Budget Worksheet ATTACHMENT G Dislocated Worker Budget Worksheet</p> <p>Intended: ATTACHMENT A Agency Experience ATTACHMENT B Organizational chart ATTACHMENT C Previous 2 Audit Reports ATTACHMENT D Insurance Information ATTACHMENT E Continuous Improvement Plan ATTACHMENT F Key Resumes ATTACHMENT G Adult Budget Worksheet ATTACHMENT H Dislocated Worker Budget Worksheet</p> <p>The attachments required are as listed under the “intended” heading.</p>
8		<p>The budget does not include a line for support services for those not in training. Is it expected that support services not be provided to individuals without an active service screen or should this be added?</p> <p>The budget worksheets have a line titled “Participant Support”. This line item should be used to record all participant support services regardless of training vs. not in training. The amount of the total support services that are projected for those in training should be noted in the description notes for the “Participant Training” line item (not in the budget amount) so that the budget is intact.</p>
9		<p>Will a budget format be provided for Rapid Response?</p> <p>Yes, a budget for Rapid Response will be posted along with this document at www.westernwdb.org</p>
10		<p>Regarding the Proposed Level of Service form, will the form be provided in a fillable format, and please clarify what the first column at the bottom is intended to show.</p> <p>Yes a fillable version of the form will be posted at www.westernwdb.org. The first column is intended to show projections for outreach to the specific populations, in other words, how many individuals in these categories will you be recruiting through a variety of mechanisms.</p>

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11		Will the WDB provide what is considered acceptable performance for a contract extension? There will be no specific rubric for determining contract extensions, as they will be part of an overall evaluation of contract performance which will include state performance metrics, budget adherence, staffing plan efficiency/effectiveness, and key service delivery outcomes. Contract extensions/re-negotiations will begin in January 2019.
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