

FVWDB RFP Question and Answers – Updated 4.5.2022

Question #	RFP Package #	RFP Page #	Question	Answer
1	1 AP/DW	5	The proposal (AD/DW) states that the selected bidder shall provide occupational skills training and references both in-demand industries and the 35% training goal. Does this mean a bidding organization has to provide said training itself or the organization has to provide the case management for individuals to attend or participate in demand industries with the goal of meeting the 35% training expenditures?	The expectation is that the winning bidder will provide case management allowing the individual to participate in occupational skills training with the goal of meeting the 35% training expenditure goal.
2	1 AP/DW	6	Is the 35% amount listed included in the total amount for each program or are they in addition to the total and held back by WDB in their payment authorization system? For example: Total for adult estimated funds is \$203,000. Is the \$89,250 included in this amount and therefore leaving \$113,750 for staffing and career services?	The example is correct.
3	1 AP/DW	Budget	For the AD/DW RFP, the estimated available funds have been provided separately (one amount for AD and one amount for DW). Do you want 'one' budget template with the combined amounts or 'two' budget templates with the separate amounts on each?	Please use one budget template for Adult and one template for Dislocated Worker. Even though Adult and Dislocated Worker are packaged together in the RFP they are separate grants. You will want to provide overhead costs for the Adult program and participant expenditures as well as overhead costs for Dislocated Worker and expenditures for participants.
4	2 YTH	5	Can you please explain the sentence below? <i>A minimum of 50% of the annual WIOA youth formula allocation must be spent on youth workforce investment activities for out-of-school youth (OSY)</i>	50% of the offered amount must be spent on OSY program activities – EX: training, supportive services
5	2 YTH	Budget	For the Youth RFP, do you want 'one' budget template with the combined OSY and ISY amounts or 'two' budget templates with the separate amounts on each?	Please use one budget template for the Youth program. The Youth program includes an OSY and ISY enrollment and spending option. You will want to look at your

				overhead for the total youth program and break out participant expenditures between ISY and OSY. Please remember to consider a minimum spending of 50% for out-of-school participants and accumulating costs for the work experience goal of \$59,250 which can be expended in both areas of the program (ISY and OSY).
6	2 YTH	5	The proposal states that the selected bidder shall provide occupational skills training. Does this mean a bidding organization has to provide said training itself or provides the case management for participants to attend/participate in training meeting the in-demand requirements?	The expectation is that the winning bidder will provide case management allowing the individual to participant in occupational skills training.
7	2 YTH	6	The proposal states the total funding available which includes the work experience funds. Is the total also to include participant training and support costs for any occupational classroom training activities for both OSY and ISY?	Yes
8	2 YTH	-	What is the typical cost for training and support per participant?	Answer coming
9	2 YTH	-	Does the work experience amount include staff time and is there a set % of what that staff time should be?	Yes, the work experience total includes staff time and no, there is no set% of what that staff time should be.
10	2 YTH	8	What is a high poverty area?	“A high poverty area means that one of the following has a poverty rate of at least 25% based on the American Community Survey 5-year data: A county, a census tract, a set of contiguous census tracts, an American Indian Reservation, Oklahoma Tribal Statistical area, Alaska Native Village Statistical area, Alaskan Native Regional Corporation area, Native Hawaiian Homeland area, other tribal land as defined by USDOL in guidance. 20 CRF 681.260

11	2 YTH	-	Are enrollment targets pre-determined or a certain % being looked at?	We look at historical data and get a sense for what we would like to see in the future. But there are no hard numbers that we are specifically looking for.
12	2 YTH		Does the \$221,250 include training costs and the support costs not to exceed the amounts provided? (ie, are the 14 program elements to be covered with the total grant award amount?)	Yes, the \$221,250 includes training and support costs. Any costs related to implementing the 14 elements are part of the \$221,250.
13	2 YTH	-	Where do you list the work experience numbers on the budget?	Those numbers will be listed in the Participant Costs section.
14	3 STC	6	The proposal indicates the estimated total funding level is \$302,000 with estimated training goal of \$237,000. Is the \$237,000 included in the \$302,000 total leaving \$65,000 for staffing services?	Yes
15	3 STC	-	Are the training/support funds for participants held back by the board?	The training and support funds are held back by the board and issued as invoices and receipts are submitted.
16	General	-	What is the ADMIN limit for each budget?	You can decide the admin limit. This is a financial balancing act that includes the amount that is to be awarded, the costs to administer the grant, as well as the cost to provide training and support to clients.
17	General	-	What are the expected annual caseloads for both programs?	You can decide the annual caseload. If you are applying for WIOA only (Adult, Dislocated Worker and Youth), the lifetime maximum for training is \$6,000 per participant and the maximum is \$5,000 for support per plan year, but the support amount can renew annually.
18	General	-	Would there be a transition plan in place for a new provider?	Yes
19	General	-	Current job Centers in the Fox Valley are located in Menasha and Fond du Lac. Are there any plans to change these centers in PY22?	Yes, Fond du Lac is scheduled to close 6/30/22. Staff may continue working in the offices in the back of the building

20	General	-	WIOA services are provided by WDA 5 in Outagamie County. Currently WDA4 WIOA services are coordinated and staffing is provided at the Menasha Job Center. Will this arrangement continue in PY22 and should this location be utilized when planning services.	Yes, that is optimal. However, it's understood that this type of work can be done anywhere and support the needs of staff. ** WIOA requires that we have at least one WIOA career planner providing services at the Fox Cities Job Center-Menasha in order to be in compliance with regulations regarding comprehensive job centers.
21	General	-	Currently FVWDB covers the costs for contractor's office rent, phone, technology, (internet/laptops/printers and some supplies. All proposals appear to indicate that these costs will now shift to the contractor and should be included in the proposal budget, is this correct? If so, can the board provide the current office rental costs for each center and/or office?	<p>Rent for a single office at Fond du lac Job Center is \$206 each per month.</p> <p>Rent for a single office at Fox Cities Job Center - Menasha is \$252 each per month</p> <p>Receptionist Cost for single FTE in Fox Cities Job Center - \$2,600 annually (cost varies on number of staff with offices at the center)</p> <p>** WIOA requires that we have at least one WIOA career planner providing services at the Fox Cities Job Center-Menasha in order to be in compliance with regulations regarding comprehensive job centers.</p> <p>Each Career Planner was provided:</p> <ul style="list-style-type: none"> • A desk top Multi-Functional Device (MFD) for printing and scanning – \$699 each • A laptop – the most recent cost was \$559 each • A cell phone - \$87.48 each to purchase, plus approximately \$28.99 per month, per line <p>Estimate 2 printer cartridges a year at \$60 each</p> <p>Estimate 2 cases of white copy paper at \$37.45 each</p>
22	General	-	For the submissions section (YTH/COW/STC) with the exception of	Please save everything as PDF when submitting.

			AD/DW, it indicates the attachments must be formatted and saved in Microsoft Word and as a PDF. Does this mean we should submit the narrative portion in a separate Word file and the attachments as a PDF? Or both the narrative at the attachments as on PDF? Please clarify the submission format for all proposals.	
23	General	-	What is a certified Credential?	Please see WIOA DWD definition at 11.16 Credential Policy (wisconsin.gov)
24	General	-	Is the winning bidder responsible for issuing participant payments?	No, FVWDB will issue all payments for participants.
25	General	-	Where are existing staff located and is there a mandate for them to work out of the job center or a comprehensive job center?	Some staff are located in Menasha job center, some in fond du lac job center and some work from home. NOTE: it is required that at least one career planner be located in the Menasha Job Center
26	General	-	What is a typical caseload for adult?	30 per FTE although bidders may have a different number.
27	General	-	What is the current staffing level for adult and dislocated worker?	Currently 2 FTE and 2 part-time
28	General	-	What are the reporting requirements and what is the frequency of reporting?	From a billing perspective we would want that information monthly. There is no set format. We would work with the bidder to develop that report. We will also be looking at the contracted participant numbers and how those will be reported back to the board. We will want to know new enrollments, existing and exited numbers monthly.