



Request for Proposal for Operation and Management of WSST Workforce Centers

June 1, 2016 – Questions and Answers

1. **Question: Under Board goal # 5, is dropout prevention a priority part of the RFP for Operation and Management of WSST Workforce Centers or for WIOA Youth Services Program?**

Answer: Dropout prevention is one of the priorities of the Workforce Solutions for South Texas Board's Goals, Objectives, and Vision. The WSST's Goals, Objectives and Vision sets the strategic direction for all programs and projects in the WSST Board's workforce area system with each program and project contributing according to respective rules and regulations.

2. **Question: On page 6, under section 2.4 third bullet, youth training part of the RFP for Operation and Management of WSST Workforce Centers or for WIOA Youth Services Program?**

Answer: The WIOA Youth program is being procured separately. The 2.4, 2nd paragraph describes the six core programs of WIOA. All WSST workforce center operations are expected to work seamlessly and in collaboration with all six core programs and other "partner programs".

3. **Question: Does the Board anticipate any changes to budget based upon the lower allocations from TWC (draft allocations), and if so will you make bidders aware before the submittal deadline of June 30, 2016?**

Answer: Any significant changes to the budget draft allocations that may affect the outcome of the Operator/Manager procurement will be issued in an Amendment to the RFP. In addition, the recommended proposer's contracted budget will be subject to negotiations.

4. **Question: Under section 6.3.4, do you need last 3 years of monitoring reports for the whole contractor or may it be just for state of Texas or contracts of this type?**

Answer: Attach the **most recent** program compliance monitoring reports (TWC and Independent Review) from the past three (3) years for all Texas Workforce Commission/DOL funded contracts.

5. **Question: Under section 6.4.10, where is the mobile unit located primarily? In Laredo, Zapata or Hebbronville?**

Answer: Mobile unit is located in Laredo. The current monthly schedule is posted at: www.southtexasworkforce.org - all proposers should describe, what in addition to the current schedule they propose to provide.

6. **Question: Under section 6.7.1, do you need last 3 years of fiscal monitoring reports for the whole contractor or may it be just for state of Texas and provide an overall for the entire contractor?**

Answer: Attach the **most recent** fiscal compliance monitoring reports (TWC and Independent Review) from the past three (3) years for all Texas Workforce Commission funded contracts.

7. **Question: May one proposal be submitted for both RFPs for Operation and Management of WSST Workforce Centers and for WIOA Youth Services Program?**

Answer: No, the procurements for Operator/Manager of the WSST Workforce Centers and WSST WIOA Youth Program will be evaluated separately as described in each respective RFP.

8. **Question Reference 3.1: "The method of securing the funds available shall cover loss of at least 10% of the total funds contracted as well as the value of any assets placed under control of the contractor." What is the estimated value of "assets" to be placed under the control of the contractor?**

Answer: Workforce Solutions for South Texas Operation and Management workforce center assets that would be operated and managed by selected are valued at approximately \$500,000.

9. **Question Reference 3.2: Fidelity Bond - Contractors must provide a Fidelity Bond that indemnified the Board and TWC against loss. At what point in the process is the fidelity bond required to be furnished and how is the amount of the bond determined at the beginning of the contract for a new contractor?**

Answer: Proof of insurance is not a requirement for the submission of a proposal, **selected** proposer will be required to obtain all insurances specified in the RFP and provide the Board with proper certificates of policy and bonds **prior** to commencing work under a contract resulting from this procurement process. For amount of bond, please see page 15, 4th paragraph and TWC Financial Manual for Grants and Contracts, Chapter 3.

10. **Question Reference 6.3: As a whole this section refers to an organization that is currently or has contracted for a board. Can start ups obtain points in the scoring system without having been awarded a contract for a workforce center?**

Answer: Each proposal submitted will be evaluated based on response description, proposers must demonstrate in their responses that they have the required skills and experience to successfully operate the WSST Workforce Center system. See page 17, 4.3 – Demonstrated Experience explanation.

11. **Question Reference 6.5.5: "How will Business Services staff compliment the Board's efforts at identifying employer needs and designing service strategies to meet those needs?" Please describe any business services conducted at the Board level.**

Answer: Reference pages 4 – 5 - WSST Board Background

- 12. Question Reference 6.7.1: Provide copies of fiscal monitoring reports for the last three years for each contract. What would be the correct manner to answer this question for a start-up that does not have these reports?**

Answer: Explain if there have been any monitoring of programs/funds being managed by the organization by a third-party. If there were monitoring inspections, explain the reasons why reports were not received for those visits.

- 13. Question Reference 6.7.4: Provide the last 3 years of audit reports. What financial statements will be required and acceptable for a start up?**

Answer: The bid should include a compilation of financial statements with disclosures prepared by an independent Certified Public Accountant.

- 14. Question Reference page 22, section 6.3.5: requires performance for five years. For our organization, this will be voluminous. In the interest of providing a concise response, is a list of Texas operations, selected national operations of similar scope, and/or a shorter time period acceptable?**

Answer: Responses should list all Texas funded Operator/Manager Contracts for the past five years.