



**FY2021 One-Stop Operator and Direct Services
Request for Proposals (RFP)**

Q&A
(post-Bidders Conference)

Updated: 2/23/20

The following questions were submitted via email to operatordirectservicesrfp@nkadd.org. Responses to questions are also provided below. Bidders/ potential bidders may submit questions until 4:30PM EST on February 25, 2020. For more information, visit <https://nkcareercenter.org/rfp2020/>

Questions/ Answers:

- 1. To get a sense of how the current structure is working, is it possible for you to share the current staffing structure by location--i.e. number of staff by title and f/t-p/t status at each location?**
 - The current One-Stop Operator and WIOA Direct Services Staffing Structure is as follows:
 - i. Covington
 1. One (1) Workforce Director (FT)
 2. Two (2) Talent Development Specialists (FT)
 3. One (1) Youth Talent Development Coordinator/ Manager (FT)
 4. One (1) Youth Talent Development Specialist (FT)
 5. One (1) Business Services Coordinator (FT)
 6. One (1) One-Stop Operator (lead staff) (FT)
 7. One (1) First Impressions Specialist (Operator staff) (FT)
 8. One (1) Marketing and Communications Specialist (Operator staff) (PT)
 - ii. Florence
 1. One (1) Talent Development Coordinator/ Manager (FT)
 2. One (1) Talent Development Specialist (FT)
 3. Two (2) Business Services Representatives (FT)
 4. One (1) Youth Talent Development Specialist (FT)
 5. One (1) Youth Talent Development Specialist (PT)
 6. One (1) First Impressions Specialist (Operator staff) (FT)
 - iii. Carrollton
 1. One (1) Talent Development Specialist/ Business Services Representative (FT)
 2. One (1) Youth Talent Development Specialist (FT)
 - iv. Williamstown
 1. One (1) Rural Talent Development Manager/ Rapid Response Coordinator (FT)
 2. One (1) Talent Development Specialist/ Business Services Representative (FT)
 - v. Airport
 1. One (1) Business Services Representative/ Talent Development Specialist (FT)

- 2. Can you please share a copy of the lease agreement that would be entered into for the Covington, Florence, and CVG locations?**
 - The lease agreements for the Covington and Florence career centers (managed by the NKADD) are published via <https://nkcareercenter.org/rfp2020/> under the 'Questions and Answers' section; Leases for the Williamstown, Carrollton, and CVG Airport career centers are developed and managed by the current One-Stop Operator/ Direct Services Provider (a private, non-profit organization).
- 3. Does the lease arrangement include costs associated with furniture, phone, technology, and other infrastructure needs--or will this need to be built into the grant project budget?**
 - The lease arrangement for Covington includes rent (occupancy/space), and utilities (energy, janitorial, property management/ maintenance, etc.); Furnishings, phone, technology, and other infrastructure needs will be the responsibility of the bidder/provider and may be included in the grant project budget.
 - The lease arrangement for Florence includes rent (occupancy/ space), utilities, and janitorial costs.
 - As referenced in the response to question #2, the leases for the Williamstown, Carrollton, and CVG Airport location are managed by the current One-Stop Operator/ Direct Services Provider (a private, non-profit organization).
- 4. On page 20 of the proposal there are budget amounts assigned to each of the program areas. Are those numbers rigid or are they a guideline and we are compliant as long as we stay under the total?**
 - The *estimated* budget numbers provided on page 20 are based on anticipated availability of WIOA federal formula funds. The One-Stop Operator as well as Direct Workforce Services – Adult and Dislocated Worker, potentially have some levels of flexibility in terms of specific amounts utilized or transfers within those specific functions/ categories. However, the Youth category is more restrictive and does not allow transfers of dollars. Note: actual amounts of federal formula funds within each category are subject to change. The estimated grand total provided on page 20 should be the guiding principle.
- 5. Are the local rapid response dollars excluded from the budget amounts provided as well?**
 - Yes. Rapid Response dollars are separate from the estimated formula funds and are directly tied to announced or actual local workforce reductions, layoffs, company closures, etc. These dollars fluctuate each year based on those factors, along with local economic conditions. As a historical comparison, the local area received approximately \$200,000 of Rapid Response dollars during the previous FY. All Rapid Response dollars are subject to the annual approval of the KY Education and Workforce Development Cabinet as well as the availability of funds.
- 6. Should bidders complete a separate budget for one stop operator services and for direct workforce services? There is not a separate funding stream to separate out the one stop operator services.**
 - Yes. Although the function of One-Stop Operator services does not have its own funding stream, bidders should provide a separate One-Stop Operator budget to show the exact expenditures in this function, using the WIOA Adult and Dislocated Worker funding streams. As such, Direct Workforce Services should also have a separate budget. A total, combined budget (of One-Stop Operator and Direct Workforce Services), with details to meet the criteria as outlined above (along with all other criteria requested in the RFP), is acceptable.
- 7. Should any funds be included under rapid response as according to the Q&A these funds are not included in the estimates.**
 - Bidders have the option of including or excluding Rapid Response resources in their budgets, with consideration of the fluctuation of these resources (see additional information described in the response to question #5).

8. In the past, Letters of Support from organizations represented on the NKWIB were allowed to be included as part of the proposal as long as the letter was not written by the individual serving on the NKWIB. Is this still the case this year? We certainly would not want to cause a WIB Program Youth Committee member to be prevented from voting if a Letter of Support from their organization is included in our proposal.

- Letters of Support from organizations represented on the NKWIB are permissible. However, any individual representing those organizations on the NKWIB must comply with the Conflict of Interest section of the NKWIB's Bylaws. As a frame of reference, the full Conflict of Interest section under the NKWIB Bylaws states the following:

G. CONFLICT OF INTEREST

1. Whether at Committee or Board meetings, all Board members shall refrain from discussing, participating in motions, or voting on matters which present conflicts of interest, either with respect to the Board member personally, or with respect to any individual or any organization with whom the Board member has a close affiliation. Generally, a conflict involves an actionable financial or monetary interest in an outcome. At the onset of a WIB or subcommittee meeting, a Board member shall verbally self-identify the conflict. Failure to abide by this Conflicts of Interest provision will subject a Board member to removal for cause.
2. Nepotism shall be prohibited.