



## One-Stop RFP Questions and Answers

1. Are all centers fully open to the public, or are there COVID restrictions in place? Do all staff report daily or is there remote work being performed?  
The One-Stop Center is open to the public. A maximum of 10 job seekers are allowed in the One-Stop at one time due to Covid-19 safety precautions.

Yes, staff report daily. Options to work remotely depend on Covid-19 situations.
2. What is the anticipated allocation?  
Anticipated allocation is \$150,000 to \$300,000.
3. Do we need to budget for facilities costs at the One-Stop Job Center? If so, is there an estimate of operational costs and what expenses are included?  
No, the proposer will not have to budget for the facility. YPIC will provide the facility located at the Suncrest complex and the operational cost. Proposers will be responsible for supplies to included staff supplies, office supplies, maintenance/cleaning supplies.
4. Can the One-Stop Operator also be a provider of Adult and Dislocated Worker services?  
Yes, the One-Stop Operator can also be a provider for Adults and Dislocated Workers. Proposer must provide proof that appropriate firewalls have been set in place. The firewalls must conform to the specifications in §679.430 demonstrating internal controls and preventing conflicts of interest and the Workforce Arizona Council (WAC) policy #4.
5. Who is the current provider?  
Current provider is EQUUS Workforce Solutions.
6. Will you provide current staffing by job titles and salary ranges (for each center)?  
We are requesting that the proposers provide their current staffing by job title and salary ranges. We **will not** be providing this information from our current provider. Salary ranges will be negotiated with final proposer.
7. When will the Centers need to go through re-certification?  
Re-certification process is currently in progress and being reviewed by the state.
8. Please advise whether or not bidders should show proposed profit as part of the Total Cost on the budget forms/narratives.  
Yes, please show proposed profit as part of the Total cost on the budget forms/narratives. Profit must be a separate item from the proposed budget and negotiated separately.
9. Fiscal Narrative Questions on page 30, Item 1 requests: “Identify an average unit cost per participant and provide an explanation to justify this unit cost.” Please advise whether or not this is applicable to the One-Stop Operator proposal response.

No, this is not applicable to the One-Stop Operator Proposal response.

10. Please provide the budget and budget narrative forms in Excel format. –  
Please use provided forms and formats in the RFP. Excel format is acceptable as long as it's in the proper format.
11. Nationwide, companies are experiencing shipping issues outside their control due to COVID-19 related challenges. Will YCLWDB consider receipt of the Bid Proposal via email (by the submission deadline) should there be a shipping issue?  
Email submissions will not be considered. Please take Covid-19 delays into consideration when submitting your proposals. Hard copies must be received prior or on the due date and time.
12. Please confirm that the 30 letter-size page limit is applicable to only Appendix C – Narrative Scope of Work/Agency Capacity Responses.  
Yes, the 30 letter-size page limit is applicable only to appendix C.
13. In order to not take up valuable narrative space when responding to questions, may questions be truncated or smaller than 12 point?  
Proposer needs to follow the formatting instructions in the RFP.
14. Please confirm questions are not subject to the RFP formatting requirements.  
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15. Please confirm charts, graphics, and tables are exempt from the 12-point typeface and double spacing requirements as long as they are legible.  
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16. Due to the size of our annual financial audit, is it acceptable to provide the requested five years on a USB?  
Yes, must be delivered with the RFP by the required due date.