



Y U M A C O U N T Y

Innovative Workforce Solutions

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YUMA COUNTY

Innovative Workforce Solutions

One-Stop Operator RFP Conference Session

February 12, 2021

One-Stop Operator RFP

- Welcome
- Introductions: Board Staff
 - Nidia Herrera, Executive Director
 - Patrick Goetz, Operations Director
 - Alicia Huizar, Contracts Manager
 - Mariana Martinez, Engagement Liaison
 - Beatriz Aguilar, Executive Assistant/Clerk to the Board
- Introductions: Senior Member of each Organization

Housekeeping

- Please mute yourself during the RFP session
- Please raise your **virtual** hand if you would like to speak (The hand is located in the **Reaction Box** at the bottom right side of your screen).
- One hour session designated for each RFP:
 - 1st Session (2pm – 3pm): One-Stop Operator RFP
 - 2nd Session (3pm – 4pm): Adult & Dislocated Worker RFP
- Only submitted questions will be addressed for amplification and clarification

Housekeeping Continued

- We ask that any additional questions above and beyond the questions already posted and answered must be emailed to us by noon **12:00 pm on Tuesday February 16th**.
- We will address and respond to those questions and post them on the **ARIZONA@WORK** and **YPIC** websites by **1:00 pm on Friday, February 19th**. Those websites are listed in RFP's.

One-Stop Operator RFP Overview

- Contract Start Date: July 1, 2021 – June 30, 2022
- Required Mandated Partner :
 - Title I Adult, Dislocated Worker and Youth
 - Title II Adult Education and Family Literacy
 - Title III Wagner-Peyser Act and Veterans Program
 - Title IV Vocational Rehabilitation
 - Title V Senior Community Services Employment Program (SCSEP)
 - PPEP Non-mandated partner
- Confidentiality Guidelines: Must complete the State of Arizona-TraCorp DESACP15 Address Confidentiality Program Course
- Do's and Don'ts

One-Stop Operator RFP

- Project Timelines

Solicitation Sealed Proposal Receipt Deadline (3:00 p.m.)	March 5, 2021
Review Committee	Date and time to be determined
Tentative Award Date	April 14, 2021
Final Contract Negotiations	April 30, 2021
Contract Term:	July 1, 2021 – June 30, 2022

Q&A

One-Stop Operator 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.

One-Stop Operator Questions and Answers

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.

One-Stop Operator Questions and Answers

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.

One-Stop Operator Questions and Answers

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.

One-Stop Operator Questions and Answers

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.

One-Stop Operator Questions and Answers

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.

One-Stop Operator Questions and Answers

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.

Proposer needs to follow the formatting instructions in the RFP.

One-Stop Operator Questions and Answers

15. Please confirm charts, graphics, and tables are exempt from the 12-point typeface and double spacing requirements as long as they are legible.

Charts, graphics, and tables are exempt from the 12-point typeface and double spacing requirement as long as they are legible.

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.

End of the One-Stop RFP

intermission

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Adult and Dislocated Worker RFP Conference Session

February 12, 2021

Adult and Dislocated Worker RFP

- Welcome
- Introductions: Board Staff
 - Nidia Herrera, Executive Director
 - Patrick Goetz, Operations Director
 - Alicia Huizar, Contracts Manager
 - Mariana Martinez, Engagement Liaison
 - Beatriz Aguilar, Executive Assistant/Clerk to the Board
- Introductions: Name of Guests and Organization
(Please post in chat box)

Housekeeping

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Adult and Dislocated Worker RFP Overview

- Start Date: July 1, 2021 – June 30, 2022
- Required Mandated Partner :
 - Title I Adult, Dislocated Worker and Youth
 - Title II Adult Education and Family Literacy
 - Title III Wagner-Peyser Act and Veterans Program
 - Title IV Vocational Rehabilitation
 - Title V Senior Community Services Employment Program (SCSEP)
 - PPEP Non-mandated partner
- The YCLWDB will be awarding multiple contracts depending on proposals and Review Committee

Adult and Dislocated Worker RFP

- OJT Training Services – Employer reimbursement wages
- Confidentiality Guidelines - Must complete the State of Arizona TraCorp DESACP15 Address Confidentiality Program course.
- Measurable Skills Gains – Performance Measure Re-Negotiation

Performance Measures

**Yuma County
Workforce Innovation Opportunity Act (WIOA)
Title IB- Performance Measures
PY' 2020-2021**

Yuma County Performance Program Year 2020-2021	Yuma PY 20-21 Negotiated Performance Targets	Yuma PY 20-21 Performance Levels
WIOA Performance Measures		
WIOA Adult		
Employed 2nd quarter after exit	76.9%	76.90%
Employed 4th quarter after exit	67.5%	71.40%
Median Wage	\$6,500.00	\$5,400.00
Credential	74.8%	66.00%
Measurable Skills Gain	59.2%	59.2%
WIOA Dislocated Worker		
Employed 2nd quarter after exit	78.0%	78.00%
Employed 4th quarter after exit	74.0%	75.00%
Median Wage	\$8,646.00	\$5,400.00
Credential	72.8%	71.10%
Measurable Skills Gain	50.0%	50.0%

Adult and Dislocate Worker RFP

- Project Timelines

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Q&A



Innovative Workforce Solutions

Adult and Dislocated Questions and Answers

1. Who is the current provider?

- EQUUS Workforce Solutions – Adult and Dislocated Worker Program
- Arizona Western College – Adult Program

2. Could you provide the current program performance?

Please see the link [Adult and Dislocated Worker PY20-21](#) for the current program performance.

3. What is the proposed enrollment level for Adult and Dislocated Workers (or the enrollment slot level if there is no proposed slot level)?

The estimated enrollment levels are as follow:

- Adult – 826
- Dislocated Workers – 101

These numbers may change depending on the funding allocation

Adult and Dislocated Questions and Answers

4. 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.

5. Are working computers/phones available for use?

If not, please provide estimated budgeted amount. Proposers located at the Suncrest complex will have computers and phones available for use.

Adult and Dislocated Questions and Answers

7. How many customers do you anticipate as carry-overs into the new contract year?

Estimated Carry-over numbers are as follow:

- Adult – 201
- DW 24 (These numbers are based on the current contract July 1, 2020)

8. What is the ITA YTD spending?

ITA's total spending: \$278,000.

9. How much has been spent on incentives YTD?

Incentives total spending: \$12,500.

Adult and Dislocated Questions and Answers

10. What were the supportive services costs for the program year?

Support Services total spending: \$29,550.

11. Will the use of the following resources be included in the Adult/DW Contract and thus do not need to be included in the bidders budget? Example: Computers, Copiers, Internet, Desks, Telephone, Other equipment, Printer, Rent, Waste Disposal, Technology Services, Alarm Service, Electricity, Pest Control Services, Water and Sewer, Fire Sprinklers Maintenance, Maintenance of copiers, Cleaning Services, Building repairs, Fire Equipment Maintenance.

Proposers located at the Suncrest complex will include resources.

Adult and Dislocated Questions and Answers

12. 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 from the proposed budget and negotiated separately.

13. 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? A hard copy can still be delivered with a post-mark prior to the due date.

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.



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Adult and Dislocated Questions and Answers

14. RFP page 6, section 1.6 Contracts states: “There are two contract options; proposers may opt to submit proposals for any of the categories listed below. Separate proposals must be submitted for each of the categories.” The narrative questions on RFP page 30 instruct a combined narrative response (“If you are proposing to serve both adults and dislocated workers, you should address the needs of each.”) Please confirm the following structure is desired:
- a. One 30-page proposal narrative addressing both Adults and Dislocated Workers
Yes, one 30-page proposal narrative must be submitted separately for each proposal.
 - b. Two separate budgets, one for Adults and one for Dislocated Workers
Yes, two budgets must be submitted separately for Adult and Dislocated Worker.

Adult and Dislocated Questions and Answers

15. Please confirm that the 30 letter-size page limit is applicable to only Appendix C – Narrative Response/Scope of Work and Agency Capacity.

Yes, the 30 letter-size page limit is applicable only to appendix C.

16. In order to not take up valuable narrative space when responding to questions, may questions be truncated or smaller than 12 point?

Please follow the RFP instructions.

17. Please confirm questions are not subject to the RFP formatting requirements.

Proposer needs to follow the formatting instructions in the RFP.

Adult and Dislocated Questions and Answers

18. Please confirm charts, graphics, and tables are exempt from the 12-point typeface and double spacing requirements as long as they are legible.

Charts, graphics, and tables are exempt from the 12-point typeface and double spacing requirement as long as they are legible.

19. 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 and time.

Adult and Dislocated Questions and Answers

20. Can you please share the current staffing plan in place for the Adult & Dislocated Worker program?

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.

21. Will there be facility costs we will need to budget for (lease, utilities, etc.). If so, how much monthly or annually should we budget for this?

Proposers located at the Suncrest complex will include lease and utilities.

Adult and Dislocated Questions and Answers

22. What current methods of virtual service leveraging technology do you currently have in place?

All services can be provided virtually or onsite.

23. Will there only a single contract awarded or will there be multiple contracts?

The YCLWDB may award single or multiple contracts.

24. Please clarify if the finalist proposer will be providing a presentation?

This will depend on the review committee, if a presentation is requested, it can be done virtually.

Thank
you

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