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**RFP #2021-001-WIOA-OSO**

**QUESTION & ANSWERS**

Updated April 12, 2021 at 10:30 a.m.

1. **If bidding as a consortium-How will the contract be set up? All members or the funded partner/lead organization?**

A: If the funded bidder is a consortium, all consortium members will be identified in the

contract however, only the identified partner within the consortium that takes on the role

of fiscal agent will be allocated resources and sign off as sub-recipient signatory. The fiscal agent representing a consortium can allocate resources within the consortium as agreed upon by the consortium.

1. **If the contract is with the whole consortium, do you need audits for each partner or just the funded partner? IE if consortium designates one partner to hire an One-Stop Operator (OSO) and manage the grant funding.**

A: If the consortium designates one partner as fiscal agent to manage the grant funding, we need audit for the funded partner only.

1. **If a consortium is bidding-can Memorandum of Understanding (MOU) or Governance documents be included in the non-page count documents?**

A: Yes, a consortium that is bidding can include documents articulating understanding and governance and it will not be included in the page count. This same allowance is given to non-consortium bidders that wish to include documents that articulate their entities structure.

1. **If the consortium is bidding, do all parties complete assurances, Conflict of interest, etc.?**

A: Yes

1. **On page 10 3.1, there is a statement that the OSO will directly report to the Benton-Franklin Workforce Development Council (BFWDC). Can you elaborate? Is this functional supervision of the person in the OSO role, or is it referring to regular connection and communication?**

A: The Bidding Entity that becomes the One-Stop Operator will be required to attended regularly scheduled (monthly) meetings to discuss contractual progress with the BFWDC. In addition, the BFWDC reserves the right to interact with the OSO more frequently for business purposes. The intent of page 10.3.1 was for connection and communication purposes.

1. **On page 11, in the Scope of Work letter O and P, you refer to Integration as designed by BFWDC and working on behalf of BFWDC to achieve the vision for a functionally integrated workforce system. Can you guide us to documents that outline the vision and design of BFWDC?**

A: Yes, the vision and design of the BFWDC is imbedded in our [Local Plan](https://7719262a-819f-4a6a-8ea0-211d3664fa5b.filesusr.com/ugd/337ef4_708f2883f7f9450893e57253d583b30f.pdf) located on our website.

In summary, the BFWDC is a champion of Integrated Service Delivery (ISD) and the Human Centered Design (HCD) techniques associated with ISD. WorkSource Columbia Basin (WSCB) is currently an ISD center and will continue to be. The BFWDC is currently NOT requiring our system partners to do ISD with Workforce Integration and Opportunity Act (WIOA) Titles (1-4) co-enrollment. ISD at WSCB is functionally driven to increase lean, high quality service delivery to our customers.

1. **Bidders Information requirements-page 17 indicates there is a form to complete, but I do not see one with the attachments listed with the RFP.**

A: There has been an oversite by the BFWDC. We will have the Bidders Information Requirements Form (page 17) uploaded to our website shortly for use.

1. **If including the RFP questions, for ease of the reviewers, can questions be in a smaller font such as 9pt?**

A: Yes

1. **Can the text within the chart be a smaller font if it is legible if utilizing charts or graphics?**

A: Yes

1. **In the roles and responsibilities of monitoring the subrecipient performance, do you mean a formal internal monitoring process or simply the oversight role and evaluation process that the one-stop operator performs?**
2. Historically, the BFWDC has not monitored the One-Stop Operator. However, as a result of new guidance from the Employment Security Department (ESD) in 2021, the BFWDC now conducts an annual monitor of the OSO and issues a formal monitoring report. Along with the monitor, the BFWDC regularly interfaces with the One-Stop Manager regarding program achievement and ongoing projects.
3. **Do you expect the One-Stop Operator to be the internal monitor for the other sub-contracts?**
4. No, the BFWDC will monitor all MOU Partners.
5. **Can the Audit Report be included as an attachment instead of being included in the RFP Proposal?**
   1. Yes
6. **Is the Budget Narrative a part of the 14 pages?**
   1. The narrative of the budget is part of the 14 pages, but the worksheets are not.
7. **Since the RFP is an email submission, will you provide an email confirmation that you have received it?**
8. Yes
9. **You have a strong structure you have created for your One-Stop, but there is no One-Stop Operator listed as part of the structure? Is this a new entity, or does this position answer directly to the board?**
   1. Our One-Stop Operator is currently a consortium model. They have hired a One-Stop Manager that reports to the consortium of four entities, as well as the BFWDC.
10. **Is an electronic signature acceptable for the forms?**
    1. Yes.