Staffing level, salary ranges

1. Would you provide the current level of staffing in the respective service locations that are funded either wholly or partially by WIOA Adult/DW funds and identify their position titles? Can you provide an organizational chart that shows these positions and the current reporting structure?
2. On page 59 of the RFP, you state that priority must be given to hiring/employing current WIOA funded staff for a period of 180 days to assess performance. We are certainly not opposed to such a provision, but can you provide us with confidential information by position title what current salary and benefits are provided to those staff and what the current costs are for same, solely for accurately informing our budget development?
3. 8.2.8 Staffing Plan – On page 27 of the RFP, it is requested that current staff be retained for 180 days to assess their performance. Can you please provide existing staff roster by position title, program, with status as full-time or part-time and include wages and office location?
4. Can you provide the salary ranges of the current staff?
5. Can you please provide the current staffing pattern for each office? If staff rotate between offices, please provide the staffing schedule.
6. Is it possible to get the staffing level for the front line staff?

Answer:

(Questions 1., 2., 3., 4., 5., 6.)

Center	Grade	Salary Range
Conway SC Works (Comprehensive):		
1 Adult/DW Career Coaches	4	39,000-49,600
1 Adult/DW Career Coach	4	39,000-49,600
1 Adult/DW Career Coach	Contract	35,000-40,000
1 Youth Career Coaches	5	41,000-50,000
1 Youth Career Coaches	Contract	35,000-40,000
Georgetown SC Works (Satellite)		
1 Adult/DW Career Coach	5	41,000-50,000
1 Youth Career Coach	4	39,000-49,600
1 Split Adult/DW and Youth Career Coach	4	39,000-49,600
Kingstree SC Works (Satellite)		
1 Adult/DW Career Coaches	4	39,000-49,600
1 Adult/DW Career Coaches	4	39,000-49,600
1 Youth Career Coach	4	39,000-49,600

Benefits paid by WRCOG are approximately $6,000 per employee per year.

1. Organizational Chart is under the RFP tab, Proposers' Q & A of www.waccamawworks.org
5. Staff do not rotate between other offices.

Performance Measures

1. Would you provide performance standard data for each program (and by county if you measure them individually) for all the key federal performance standards for PY16-17, PY17-18, and PY18-19 (YTD)?
2. 6.10 Performance History – Should this data be supplied for just SC or all WIOA contracts managed by the Proposer?
3. On page 62 of the Adult DW 8.38.13 references performance measures in section 4 of the RFP, I don't see those in section 4.

Answers:

1. **Current Performance and Performance trends can be found under the RFP Tab, Performance Information, 1 – Performance PY 18 and 2 – Performance Trend PY14-PY17 on www.waccamawworks.org**
2. **The proposer should provide whatever data they believe necessary to adequately describe their Performance History.**
3. **See Addendum #2 (Youth and Adult/DW) on www.waccamawworks.org.**

Business Services

1. On page 56 of the RFP, you are clear and we recognize, "the Contractor will work closely with Business Services Staff to execute the Business Service aspect of the One-Stop (SC Works) system." Does the contractor have the latitude to actively and openly, in collaboration with WRCOG BSR staff, to market and secure OJT and WEX opportunities that they can develop in keeping with local guidelines and policy?
2. Business Services – Can you please provide data for actual OJT/WBL expenditures for the last two years?
3. P.56 States that Business Services will be administered by the WRCOG.
   a. Approximately how many OJT contracts did the Business Services Team execute in PY18 to date?
   b. What was the average wage reimbursement for OJT contracts in PY18?
   c. Does the Business Services Team execute contracts for any additional services, such as Work Experience? If so, how many Work Experience contracts were written in PY18? What was the average wage?
4. Payment to participants and employers are made by the contractors?

Answer:
1. **Business Services will continue be run in-house by WRCOG. Business Services staff will be employees of WRCOG. Only WRCOG Business Service staff will represent WIOA services to businesses to secure OJTs and WEXs.**
   Business services staff will work closely with the contractor's career coaches to match participants with OJT and WEX opportunities.
2. **Actual OJT/WBL expenditures for the last two years can be found under the RFP Tab, Waccamaw WD – Program Expeditures on www.waccamawworks.org**

3. **OJT and WE numbers for last program year and current program year can be found under the RFP tab, Proposers' Q & A, 6 Work Experience On the Job Training Occupations Sk Training on www.waccamawworks.org.**
4. **Payment for OJT and WEX to participants and employers will be made by the Contractor.**

Participant Enrollment

1. Would you provide productivity numbers (total number served by activity) for each individual county, i.e. Georgetown, Horry, and Williamsburg for the following information by Program Year?

PY17-18	Georgetown		Horry		Williamsburg	
Activity	Adult	DW	Adult	DW	Adult	DW
OST						
OJT						
WEX						

PY18-19 (YTD)	Georgetown		Horry		Williamsburg	
Activity	Adult	DW	Adult	DW	Adult	DW
OST						
OJT						
WEX						

2. Is there a target of customers to enroll for the year?
3. How many Adult, Dislocated Workers are *currently enrolled*?
4. How many Adult, Dislocated Workers *are currently active* in in a work-based learning activity, by OJT, classroom training, apprenticeship, etc.
5. When you post the answers to questions, can we also get the current number of active youth, adults, dislocated workers, and then the follow-up.

Answers:

1., 4. **OJT and WE numbers for last program year and current program year can be found under the RFP tab, Proposers' Q & A, 6 Work Experience On the Job Training Occupations Sk Training on www.waccamawworks.org.**
2. **Target Customers for PY 19**
    Adults: 300
    Dislocated Workers: 35
    Youth: 225
3., 5. **Current number of active youth, adults, dislocated workers and follow up can be found under the RFP tab, Proposers' Q & A, 3 - Current Enrollment and FU and 4 - Enrollment Trends PY13-17 on www.waccamawworks.org.**

Budget

1. Would you provide total dollars spent by activity and county for this same breakout as follows?

PY17-18 Total Funds Spent	Georgetown		Horry		Williamsburg	
	Adult	DW	Adult	DW	Adult	DW
OST	$	$	$	$	$	$
OJT	$	$	$	$	$	$
WEX	$	$	$	$	$	$
Supp. Services						
Childcare	$	$	$	$	$	$
Transportation	$	$	$	$	$	$
Other	$	$	$	$	$	$

PY18-19 (YTD) Total Funds Spent	Georgetown		Horry		Williamsburg	
	Adult	DW	Adult	DW	Adult	DW
OST	$	$	$	$	$	$
OJT	$	$	$	$	$	$
WEX	$	$	$	$	$	$
Supp. Services						
Childcare	$	$	$	$	$	$
Transportation	$	$	$	$	$	$
Other	$	$	$	$	$	$

2. If the contractor for WIOA Adult/DW expends Training Costs and Supportive Service Costs fully within the program year and there is remaining time in the program year, does WRCOG have reserve funds available to access to continue serving eligible customers, or can additional funds be requested from the State of South Carolina in such cases? For example, funds are fully obligated in all service categories and expenditure run rates indicate a high likelihood of full expenditure, yet there are 4 months remaining in the program year and customers that will utilize OJT, WEX, etc. would the contractor be able to receive additional fund allocations to ensure these services could be provided?
3. Does WRCOG offer its contractors the ability to draw an advance of contracted dollars at the beginning of the year for program start up, i.e. 1/12th of total contract dollars?
4. 8.3.12 Startup & Transition Period – Will a transition period prior to July 1, 2019 start be allowed? Is the LWDA willing to provide transition funds during this time?
5. Should supportive services be included in the 40% work based requirement of the budget?
6. Do you have the budget worksheets in a Microsoft Excel version?

Answers:

1. **Activity expenditures spent in the region are provided under the RFP Tab, Proposers' Q & A, Waccamaw WD – Program Expeditures on www.waccamawworks.org**
The contractor will not be required to track expenditures by county.

2. **Contractor must ensure that the negotiated budget amounts are adhered to and can serve customers through year-end. There is no provision to ask for additional dollars from the State of South Carolina SC DEW, however, in exigent circumstances, a local area is allowed to borrow funding from another local area with approval from the SC DEW.**
3. **No**
4. **No**
5. **SC DEW considers work based learning to be work experience, internships, OJTs, apprenticeship or pre-apprenticeship, any salaries of staff working directly with work based learning participants, or work based learning incentives for work based youth. From our understanding of the SC DEW definition, supportive services are not included. (i.e. supportive services to travel to jobsite is not included in the work based 40%).**
6. **An Excel worksheet has been posted on the website (www.waccamawwworks.org) under the RFP Tab, Proposers' Q & A , Waccamaw WD - Budget Summary Template and is preferred.**

Equipment

1. On page 60 of the RFP in Section 8.3.4, you outline information on current Center sites and cost sharing. Would you please provide information pertinent to the how much funding is being contributed by your current WIOA Adult/DW contractor to the cost sharing agreement and detail the items/services/equipment for which those contributions are covering?
2. Please provide information on the number and types of computer equipment available and describe internet access available in each center. If any are laptops, please advise.
3. Please advise how equipment maintenance issues are handled? Specify for computers, printers, copiers.

Answer:

1. **WRCOG will continue to fund the cost-sharing portion for all WIOA program staff employed though the Contractor. All equipment, i.e. printers, computers, etc. will be provided to frontline staff and not be required to come out of the Contractor's budget.**
2. **Internet access is hard-wired and available in each center. There is also wireless access that is available in each center (both private and public). WRCOG has a cloud-based system that is accessed though a thin client or computer. All computing power is in the cloud and is hooked into all printers, copiers, scanners and fingerprint scanner that will be made available to the contractor. In addition the Cloud system has the full updated MS Office Suite, Adobe, and access to the SC Works System. All contractor staff on the cloud system will be segregated into a separate drive that will be backed-up daily so it can be recovered, however, that folder will be separate from other COG files.**

   There are 4 computing stations available in Georgetown between the youth and adult/DW programs.
   There are 5 computing stations available in Conway between the youth and adult/DW programs.
   There are 3 computing stations available in Kingstree between the youth and adult/DW programs.

   We currently have 4 laptops that are available for the youth and adult/DW programs.

3. WRCOG has an IT person who handles ALL equipment maintenance issues.

Question/Answer Period
1. When should we expect these things to be posted online, does that includes any questions that have already been submitted?

Answer:

1. **All answers to questions will be posted online no later than April 21ˢᵗ. This includes any written questions and any that were brought up in the Proposer's Conference.**

RFP Proposal

1. On page 31 of the RFP is the information on submission procedures and on page 48 you provide formatting guidelines. Are there any other required specifications on the formatting of the response document? For clarity, you do not require the proposer to restate/include the question with the individual responses in each section—are we interpreting you correctly?
2. 6.4 Signature Sheet – The deadline appears to be incorrect on both the Adult/Dislocated Worker or Youth RFPs. Please advise of correct date. Also, the Addendum Acknowledgment has an incorrect date as well.
3. Is there a page limit?
4. Will corrections to proposals be allowed if they are deemed non-responsive by WDB staff?

Answer:

1. **It is up to the Proposer whether they choose to restate/include the question with the individual responses in each section.**
2. **6.4 Signature Sheet has been corrected and posted on www.waccamawworks.org under the RFP tab and labeled Addendum 1.**
3. **There is no page limit.**
4. **Corrections will be allowed if WDB staff determines the proposal is non-responsive. Please refer to Section V., Item 5.8 RESPONSIVENESS OF PROPOSALS:**

   "1. Proposals will be reviewed for responsiveness based on the criteria established in this RFP. The Check List for Procurement Proposal Submission form in Appendix B will be used to determine the responsiveness of proposals received.
   2. Proposals will be reviewed for responsiveness by the Waccamaw Regional Council of Governments Workforce Development Staff by April 1, 2019.
   3. Proposers will be notified regarding non-responsive proposals and the Proposer will be given until Thursday, April 4, 2019 at 10 AM EST to make appropriate corrections. Notification will be sent via e-mail and via fax to the contact person listed on the Letter of Intent to bid."

SC Works Center

1. Is a floor plan of the existing SC Works centers available?

Answer:

1. **Floor plans for Conway, Georgetown and Kingstree SC Works Centers can be found under the RFP tab, Proposers' Q & A, Floor Plans at www.waccamawworks.org.**

Current Adult/DW Service Provider

1. Who is currently providing WIOA Adult/DW services for your organization and how long have they been your contractor?

Answer:

1. **WRCOG has been providing WIOA Adult/DW services since January 1, 2013.**

ETPL

1. Can you tell us the eligible providers you use? Are they technical colleges or private? Who are your most popular eligible providers?

Answer:

1. **It is a combination of both technical colleges and private training facilities. Please visit** https://scpath.org/.