

**Alameda County Workforce Investment Board
Request for Proposal (RFP) for**

**COMPREHENSIVE ONE STOP CAREER CENTER SERVICES
(COSCCS)**

ADDENDUM #1 & INFORMATION

This is Release #1 issued December 20, 2013

**For All Agencies Interested in this Alameda County Workforce Investment Board
RFP**

IMPORTANT:

Please read the following RFP Addendum

I. RFP SPECIFICATIONS, TERMS, & CONDITIONS

- Pg. 7- Site Selection/Eden Area One-Stop Career Center-Cities in the Eden Aea consist of: Castro Valley, Hayward, San Leandro, San Lorenzo and unincorporated areas.
- Pg. 16- Training Services – “Training must lead to an employer or industry recognized certificate **or** degree.”
- Pg. 23-Response Format- Times New Roman or equivalent font.
- Pg. 24-Proposal Review and Grant Award Process Overview, 4-Strike “A Notice of Intent” and replace with “a notice of planned action” is sent to the bidders.
- Pg. 25- Evaluation and Scoring- Strike the sentence that reads “The proposal will be scored in the following categories.”

II. ATTACHMENT ONE-RFP RESPONSE PACKET

- Pg. 2 –Response Format #4- (1) One inch margins, single sided
- Pg. 2. Response Format-Add # 7: Header: COSCCS/Agency Acronym
- Pg. 2-Response Package-Add #16- Attachment 2-Letters of Commitment (signed)
- Pgs. 5-7- Bidder may omit the points and page number when restating each highlighted heading.
- Pg. 5-Section II-Project Management and Organizational Capacity, # 6- Strike the words “the required.” Number 6 should read- Describe your agency’s and partners experience in Federal, State and/ or projects providing education, training, and placement services to adult unemployed workers, dislocated workers, incumbent workers including low-wage workers. Include the programmatic goals and results of the projects.
- Pg. 11- Exhibit B-Bid Form- Sources of funds- Examples provided are types of fund sources. They are not intended as examples of funds that are allowable as cash match under the terms and conditions of this RFP.

III. COSCCS 2014 BIDDERS CONFERENCES: QUESTIONS AND ANSWERS

December 10, 2013 Q&A from Emeryville Bidders Conference:

1. Q: The additional state mandates/requirements could change the cost of providing service. Will there be an opportunity to negotiate a difference cost per unit of service?
A: Yes
2. Q: How long has existing providers had current contracts?
A: Rubicon Programs-North Cities-8-years
Rubicon Programs-Eden Area-5-years
Chabot- Las Positas Community College District-13 years
Ohlone Community College District-13 years
Peralta Community College District-13 years
3. Q: When was the last time ACWIB issued a RFP for requested services?

- A: The ACWIB issued a RFP for COSCCS for the North Cities and Eden Area for program cycle 2011-2014. The remaining comprehensive providers of services were grandfathered into the system in 2000.
4. Q. Are there performance benchmarks for this contract?
A. Yes, see the RFP page 9 for current WIA enrollment performance goals. Also, see page 18, for proposed common measures for Program Year 2014/2015. Performance goals are subject to change. Additionally, the selected bidder will be responsible for implementing any new Local, State or Federal goals.
5. Q. Is a physical presence required within the North Cities location?
A. No, the physical location must be in the Eden area only.
6. Q. Is it possible to operate out of Oakland for North Cities/Alameda?
No, this RFP is for services located in the Eden area only.
7. Q. Is there or/will there be funding for the other location throughout the county? i.e. North Cities, Tri-Cities?
A. Yes, see the RFP for Specialized One Stop Career Center Services (SOSCCS).
8. Q. Since all sites provide Comprehensive Services, do you anticipate comprehensive services to grow beyond the 379 for program year 2013-14 to account for comprehensive enrollees for all sites? Over 1000?
A. The contracted minimum service level for the COSCCS may increase; however, it is unlikely it will increase to over 1000.
9. Q. Can you review the organizational structure of the workforce system and where the one stop operations fall within this structure?
A. ACWIB is a department of the Alameda County Social Services Agency. We are in the Alameda County Local Workforce Investment Area that includes all cities in Alameda County with the exception of Oakland. ACWIB contracts services for Adult and Dislocated Workers. See the RFP page 6 for a list of the current contractors. The new design is one Comprehensive One Stop Career Center in the Eden area and a minimum of one Specialized One Stop Career Center in each of the other areas.
10. Q. Is profit allowed?
A. Yes, profit is an allowable cost under WIA and for-profit organizations may apply. Bidders must include profit rate in the proposal budget.
11. Q. It states a site visit will/may occur. What if the agency doesn't currently have a site performing these services?
A. The bidder must describe their logistical plan to provide services in response to this RFP. There must be a physical location as of July 1, 2014.
12. Q. The signed letter of commitment requirement sites a distinct advantage to incumbent providers. Can this be a requirement upon award with the assistance of WIB staff?
A. No, it is the responsibility of the bidder to demonstrate the commitment of the mandated partners if awarded this contract.
13. Q. Can we propose operating the One Stop Centers at the current locations?
A. Yes, it's the Bidders responsibility for negotiating and securing a site for the COSCCS.
14. Q. The RFP references providing service regardless of "offender status". It also references supportive services. Does this RFP contemplate the need for reentry legal services in the area

- of i.e. criminal record remedies, assistance with occupational and professional licensing, DMV issues, and criminal background check reporting to employers?
- A. The bidder must identify the need for services. A bidder may propose to serve the reentry community as a target population. Supportive services for any WIA participant are limited by policy to transportation, work related clothing, safety items, verifications and documents.
15. Q. Will all names and contact information of Bidders Conferences attendees be provided in the addendum, so that we can speak with each other?
- A. Yes
16. Q. What is the difference between the Comprehensive and Specialized One Stop?
- A. The Comprehensive One Stop must have the mandated partners. Additionally, it will be located in the Eden area.
17. Q. Training services must lead to employment and certificates, or to employment or certificate?
- A. Employment or certificates.
18. Q. Should office space cost be included in budget?
- A. Yes, if included for reimbursement.
19. Q. Should office equipment, computer, copiers etc. be included in our budget?
- A. Yes, if included for reimbursement. Purchase of equipment over \$5,000 must be pre-approved in writing.
20. Q. What is the current budget cost for space and equipment?
- A. It varies by center.
21. Q. Please explain the difference between WIA defined administration cost on page 8 and administrative cost under Section G on page 34.
- A. The WIA defined administration cost referenced on page 8 is the same costs detailed as administrative cost under Section G on page 34.
22. Q. Are all of the activities listed under Section G, page 34 not to be included in the budget?
- A. Yes, administrative cost cannot be included in the budget. But can be included as match.
23. Q. Please explain statement on administrative cost found on page 8.
- A. The WIA funds awarded through this proposal may not be used to pay for WIA defined administration activities. See Part IV.G for a detailed definition (page 34). ACWIB will not reimburse One-Stop Center providers for WIA administrative costs. The provider will need to leverage other resources for these costs.
24. Q. Is the expectation that the administrative cost will be part of the leverage?
- A. No, this is not the expectation. However, administration cost may be included as match.
25. Q. What is the budgeted cost of space and equipment at the Eden Site?
- A. The Eden Area One Stop Career Center budgeted \$51,092 for Facilities Operations and \$18,100 for Office/Operations for Program Year 2013-2014.
26. Q. What has been reimbursed to the Eden site operator?
- A. The Program Year 2013-2014 contract, including budget, for One-Stop Career Center services in the Eden Area is a public document. Anyone interested in reviewing current ACWIB contracts should submit a public information request. Quarterly expenditure reports for One-Stop Career Center providers are presented to ACWIB at its regular meetings. These reports are also public information.

27. Q. Is there an inventory of current equipment on hand to help to determine needs?
A. Yes, but equipment available will most likely be obsolete.
28. Q. Can you provide specific examples of funding sources that can be used for the 25% match?
A. The bidder is responsible for seeking matching fund sources.
29. Q. Does federally mandated partners funding count as match? Please provide examples.
A. Generally, a bidder cannot use federal dollars as a match for WIA funds . The bidder is responsible for researching what funding sources are eligible for usage as a cash match for WIA funds.
30. Q. Can a bidder leverage other resources in response to this RFP?
A. Yes, a bidder can and should to the extent possible leverage other resources both cash and in-kind from a variety of sources. Those additional resources may support the overall strength of your proposed partnerships in response to this RFP. However, keep in mind that only non-federal cash resources will count as meeting the 25% cash match requirement.

December 12, Q & A from Newark Bidders Conference:

1. Q. Reference Letters: Include only those with financial commitment? Any support?
A. Bidders must submit references/previous contract experience from those entities where similar type projects were conducted.
- 2.Q. Are letters of commitment required to demonstrate the specific sector partnerships/sector strategies?
A. Yes, if the bidder specifies a business/organization as a project partner in response to this RFP.
3. Q. What if our data shows need/demand outside of ACWIB's priority sectors?
A. The bidder must demonstrate the need/demand in response to this RFP.
4. Q. Can existing One Stop Operators submit current M.O.U.'s (through 2015) in lieu of the letters of commitment requirements?
A. No
5. Q. Why the focus on Eden?
A. The Eden area was chosen as the single comprehensive site due to its central location in the County, the amount of resources traditionally available, and access to a variety of transportation modes.
6. Q. It looks from the RFP as if we are not supposed to attach résumés and/or job description the proposal. Could you confirm this? We are not to attach resumes, correct?
A. Yes, that is correct. Do not attach resumes. The bidder will attach the Project Staff form in the Response Packet.
7. Q. For every question copy and paste "Section Title"? For example, Section 1.1., Section 1.2., Section 1.3.
A. No, copy and paste the section title only, not the numbers of the questions.
8. Q. How did ACWIB come up with the 25% cash match?
A. The ACWIB determined the 25% cash match requirement through our local strategic planning process, an environmental scan/asset mapping project, planning projections and State level strategic planning. WIA is the fund of last resort and should be utilized to fill gaps in existing programs and to strategically build upon existing systems, funding and partnerships in Alameda County. See the Asset Mapping final report at <http://acwib.org/forms.cfm>.

9. Q. What are trends with other counties?
A. Other counties include match (cash and/or in-kind). Local areas set their own priorities. It is suggested that the bidder research other counties to determine trends.
10. Q. No in-kind match?
A. In-kind match is not a requirement of this RFP. However, bidders may include in-kind match as part of the program design.
11. Q. Cash only fund for program?
A. Bidders must have internal mechanism to track the cash match.
12. Q. Should cash be listed as revenue in our general ledger?
A. A hard cash match and the source of funds must be identified in the budget. The bidder must have internal mechanisms to track the cash match.
13. Q. Can Perkins be used as a cash match?
A. It is the bidder's responsibility to research the funds that are allowable as a cash match of WIA funds. Generally, federal funds are not allowable.
14. Q. So, there will only be one Comprehensive One Stop Career Center?
A. Yes, the ACWIB is funding a single Comprehensive One Stop Career Center for the Alameda County Local Workforce Investment Area to be in the Eden area. The Specialized One Stop Career Center Services RFP is structured to cover the remaining areas: North Cities, Tri-Cities, Tri-Valley.

Questions emailed to the ACWIB:

1. Q. The RFP states on page 12 that a LOS are required from all WIA mandated partners. Does SSA/ACWIB require Letters of Commitment from SSA/TANF as a WIA mandated partner?
A. Yes
2. Q. Additionally, EDD has replied to our requests for the LOS that they are/have been declining LOS requests because they are a State agency and one stop partner, and therefore cannot support any WIA proposals. Please advise bidders on navigating this RFP requirement as we may all be unable to secure LOS from each mandated partner.
A. Bidders are required to submit Letters of Commitment not Letters of Support. The bidder should describe any challenges in obtaining a Letter of Commitment by a mandated partner in the response to this RFP.

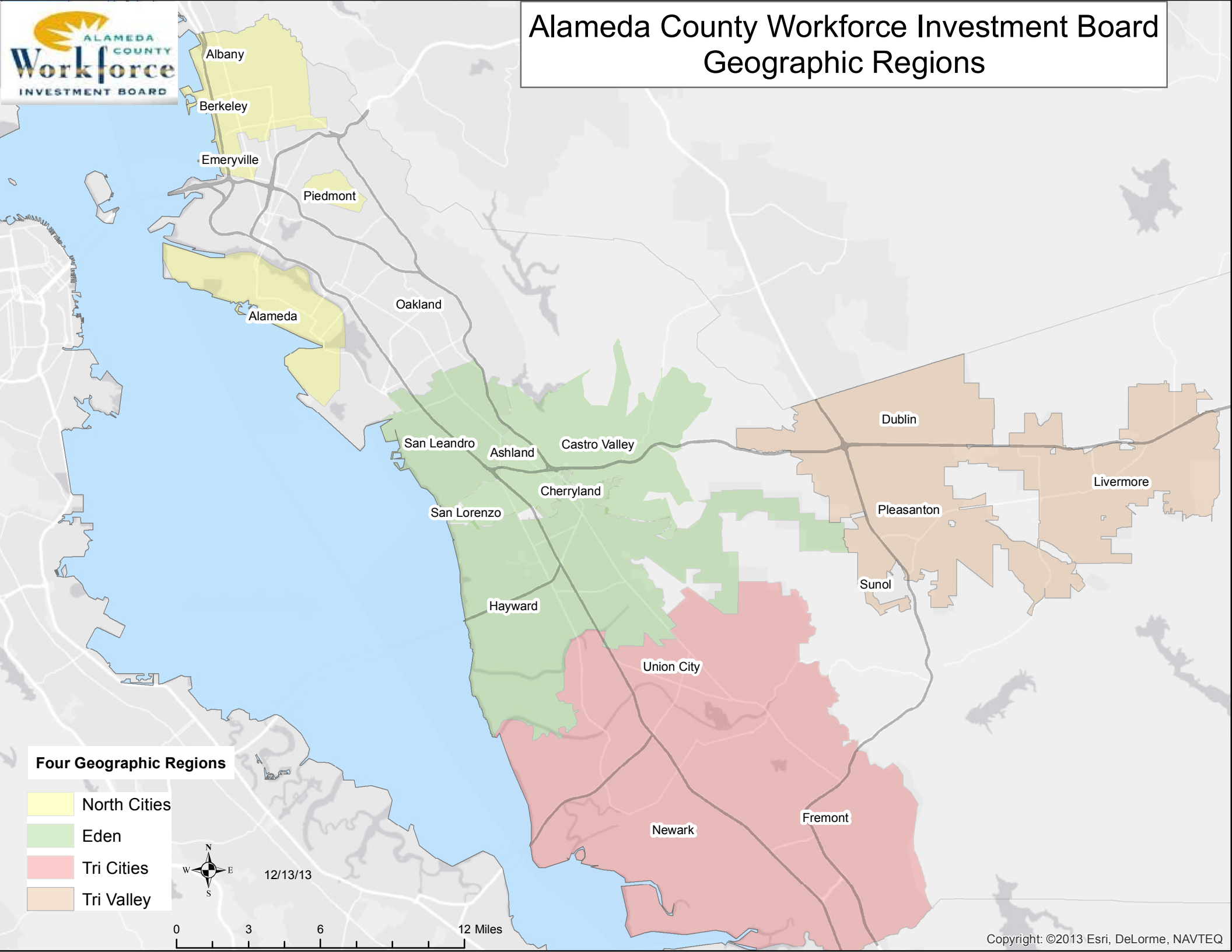
ALAMEDA COUNTY WORKFORCE INVESTMENT BOARD								
COMPREHENSIVE ONE STOP CAREER CENTER SERVICES - BIDDERS' CONFERENCE SIGN-IN								
DATE: 12/10/13					LOCATION: Emeryville			
ORGANIZATION	STREET	CITY	ZIP	E-MAIL	PHONE	FAX	CONTACT	RFP PICK-UP
SER-Jobs for Progress	255 N. Falton	Fresno	93701	chuyvpadron@yahoo.com	559-452-0881	559-803-6154	Jesus Padron	
SERCO, Inc.	9215 Michigan Ave.	Detroit	48210	mzarate@sermetro.org	313-570-8287	313-945-1566	Manuela Zarate	
SERCO, Inc.	9301 Michigan Ave.	Detroit	48210	mvega@sermetro.org	313-617-8864	313-846-2247	Manuel Vega	
Oakland PIC	1212 Broadway	Oakland	94612	cherylm@oaklandpic.org	510-768-4431		Cheryl Maie	
Rubicon Programs	24100 Amador St.	Hayward	94104	timc@rubiconprograms.org	415-336-9618		Tim Combs	
East Bay Community Law Center	2921 Adeline St.	Berkeley	94703	marley@ebclc.org	510-548-4040	510-548-2566	Jonathan Marley / Eliza Hersh	
KRA Corporation		????		dscott@kra.com	757-646-4848		Don Scott	

ALAMEDA COUNTY WORKFORCE INVESTMENT BOARD								
COMPREHENSIVE ONE STOP CAREER CENTER SERVICES - BIDDERS' CONFERENCE SIGN-IN								
DATE: 12/12/13					LOCATION: Newark			
ORGANIZATION	STREET	CITY	ZIP	E-MAIL	PHONE	FAX	CONTACT	RFP PICK-UP
Henkels & McCoy	512 Railway	Campbell	95008	jrubin@henkels.com	408-674-3393	408-871-2841	Jon Rubin	
Las Positas College	3000 Campus Hill	Livermore	94551	vshipman@laspositascollege.edu	925-424-1355		Vicki Shipman	
Lumenos LLC	204 Surrey	San Francisco	94131	bstevenson@lumenosllc.com	415-452-2621		Barbara Stevenson	
Tri Valley One-Stop	5020 Franklin	Pleasanton		rvalle@clpccd.org	925-485-5266		Rafael Valle	
Rubicon	24100 Amador St., 3rd Flr.	Hayward	94544	garyg@rubiconprograms.org	510-670-5702	510-670-5172	Gary Goodson	
Hayward Center for Education & Careers	22100 Princeton St.	Hayward	94544	vwewing@has.edu	510-293-8595 x5490		Veronica Ewing	
East Bay Community Services	1401 Almond Rooms 20-22	Livermore	94551	aortiz@easbayfi.org	925-961-8045		Aaron Ortiz	

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Alameda County Workforce Investment Board Geographic Regions



Four Geographic Regions

- North Cities
- Eden
- Tri Cities
- Tri Valley



12/13/13

0 3 6 12 Miles

ACWIB Organizational Structure

