

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

SPECIALIZED ONE STOP CAREER CENTER SERVICES (SOSCCS)

ADDENDUM & 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. 15- Training Services – “Training must lead to an employer or industry recognized certificate or degree.”
- Pg. 22-Response Format- Times New Roman or equivalent font.
- Pg. 23-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. 23- 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) Single sided
- Pg. 2. Response Format-Add # 7: Header: SOSCCS/Agency Acronym
- Pg. 2-Response Package-Add #16- Attachment 2-Letters of Commitment (signed)
- Pgs. 6-8- Bidder may omit the points and page number when restating each highlighted heading.
- Pg. 12- 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. SOSCCS 2014 BIDDERS CONFERENCES: QUESTIONS AND ANSWERS

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

1. Q. Can you confirm that ACWIB will consider multiple One Stops for each service area (page 7)?
A. Yes,
2. Q. If so, does this decrease awards allocated for each service area?
A. Yes, it may.
3. Q. Can a contractor bid to serve only a specific city (cities) in the identified area or must it bid to serve the entire area?
A. The bidder must serve all cities in the identified geographical area.
4. Q. Can any services be provided in the city of Oakland?
A. No
5. Q. What are the proposed service levels for enrollment for adult and dislocated workers?
A. The adult and dislocated worker service levels have not been determined.
6. Q. What are the current enrollment levels?
A. See page 10 of the SOSCCS RFP for the combined adult and dislocated worker enrollment goals.
7. Q. What is the current staffing level for the North Cities One Stop?
A. The current staffing level for the North Cities One Stop is as follows: Business Services Representative- 52%, (2) Senior Vocational Counselors-92%, Director of Economic Empowerment-5%, Employment Specialist-92%, One Stop Manager-92%, Resource Room

Coordinator-23%, Administrative Assistant II-5%, Senior Employment Specialist-92%, Office Manager-21%, and Intake Coordinator-60%.

8. Q. Who are the current required partners for the North Cities One Stop?
A. The North Cities One Stop Career Center partners are the Employment Development Department, Berkeley Youth Alternatives, ASSETS Senior Employment, City of Berkeley, Treasure Island Job Corps, City of Emeryville, Berkeley Adult School, California Department of Rehabilitation, Berkeley City College, Rubicon Programs, and the Alameda County Social Services Agency.
9. Q. Will One Stop Operators be responsible for business service outcomes under the new system design (i.e. one the job training, outcomes/goals)?
A. No
10. Q. Would we be responsible for handling our own MIS or do we work in collaboration with ACWIB?
A. The successful bidder is required to utilize the online data management system to meet the required performance goals. The bidder will also work collaboratively with the ACWIB MIS Unit.
11. Q. Will those who are currently providing business services be a part of Specialized One Stop staffing budgets?
A. Staffing budgets are designed and determined by the bidder.
12. Q. Are business services a requirement under the new Specialized One Stop Career Center?
A. No
13. Q. Would we have access to review Rubicon's (current vendor) expenditure budget?
A. Yes, bidders may make a formal Public Records request.
14. Q. Who is responsible for purchasing equipment i.e. computers for the Career Center?
A. Bidders are responsible for leveraging and/or purchasing any equipment.
15. Q. Who owns the current equipment used by the One Stops?
A. Equipment is owned by the current Contractors.

December 12, Q & A from Newark Bidders Conference:

1. Q. Will the raters be from Alameda County?
A. No, the raters will not be from Alameda County.
2. Q. Supportive services should be included in budget. Do we have a cap per client? If indeed, how much?
A. By policy, the current ACWIB maximum expenditure per person is \$500. However, there is no limit to the amount bidders identify in the project budget.
3. Q. For references are there any organizations we work or only funders?
A. Bidders must submit references/previous contract experience from those entities where similar type projects were conducted.
4. Q. ACWIB can not be a reference. Does this include WIA mandated partners, WIB Board members representing community partners too?
A. No, it does not.
5. Q. Are you interested in a new vendor?
A. The ACWIB is interested in bidders that can implement the design strategy required by this RFP.

6. Q. What do you mean authorized by USCIS as eligible to accept employment?
A. This is the right to work in the United States as authorized by the United States Citizenship and Immigration Services.
7. Q. Training services on page 16 items a. and b. seem to contradict each other.
A. Participants must apply for additional resources before utilizing WIA funding. WIA is the funding of last resort.
8. Q. Is it ideal to have both Comprehensive and Specialized services?
A. It is the bidder responsibility to determine what is ideal for its organization.
9. Q. Is it the applicants responsibility to confirm which match source can be used as match?
A. Yes
- 10.Q. Can you clarify why CDBG is the exception to federal funding cash match requirement?
A. The ACWIB does not administer Community Development Block Grant (CDBG) funds. It is suggested that the bidder contact the U.S. Department of Housing and Community Development or their local CDBG administrator's office to provide the specific reason.
- 11.Q. Are we allowed to leverage funds from other programs for the Comprehensive One Stop or must it be a 25% cash match?
A. This is a question for the COSCCS Bidders Conference; however, the match must be 25% cash.
12. Q. Can cash match be other training subsidies?
A. Yes, as long as the source is allowable as match.
13. Q. Must cash match already be on hand when the proposal is submitted?
A. Cash match will be included in the bidders' budget for services to begin July 1, 2014.
14. Q. Can a track record for fundraising be used to demonstrate capacity to achieve the cash match?
A. There is no requirement to demonstrate capacity to make the match.
15. Q. Are HUD funds considered an eligible source of cash match for the 25% requirement?
A. Generally, federal funds are not allowable as a cash match for WIA funds. The bidder is required to research what fund sources are allowable.
16. Q. Are federal funds that are passed through city or state to applicant considered eligible match in this RFP?
A. It depends upon the source of funding. The bidder is required to research what fund sources are allowable.
- 17.Q. Are there source deliverable outcome for the One Stop Operators specific to their proposed sector based program and services?
A. WIA outcomes are expected. There is no current local policy to change the performance at this time. However, the State has approved new performance standards which have not been implemented. The successful bidder will be responsible for implementing these and any other Local, State or Federal performance outcomes.
18. Q. Will the One Stop Operators be able to refer individuals to non priority industry sector training like those listed on the ETPL?
A. Yes, there is not a current ACWIB policy preventing that. To the degree that you can meet the performance standards as required by the RFP.
19. Q. Can the Contracting/Vendor Pay Agent & Employer of Record Services provider also be a One Stop provider?

- A. The RFP does not prohibit or exclude current providers from applying.

Questions emailed to the ACWIB

- 1.Q. In reference to page 7 of 17 of Attachment 1, Section IV, Question #1, outcome categories #ii.-vi., may education/training activities include non-ITA-funded training activities? If so, must education/training activities be on the ETPL? Or if non-ITA-funded training activities may not be included, then please explain how participants that receive a degree may be included in outcome projections.
- A. Bidders may include non-ITA funded training activities in their response to this section. However, the education and training must be on the ETPL.
2. Q. I was wondering if the nonprofit applying must have a physical/permanent address in Alameda County to be eligible for funding.
- A. An agency does not have to have a physical/permanent address in Alameda County to apply; however, the Specialized One Stop Career Center must be located in Alameda County (excluding Oakland). Please see Section II.B.3. Site Selection, the bidder applying must secure a location to operate a Specialized One Stop Career Center in the North Cities, Tri-Cities or Tri-Valley area in Alameda County. The Specialized One Stop Career Center site must be in one of the listed areas to be eligible for funding.
3. Q. Some of our cash match will be used for preparing and renovating our new facility. I understand the contract officially starts July 1st, 2014. In the event that we are awarded the RFP, would it be possible to use these funds before July 1st and still apply it as cash match or do we have to wait until July 1st?
- A. No, prior expenditures may not be used as cash match for future programs. Bidders are required to include a 25% cash match in their proposal budgets. All planned expenditures, including expenditures of the required match, must occur during the proposed contract period. ACWIB plans to award contracts from this RFP for the period July 1, 2014 through June 30, 2015.
- 4.Q. To comply with the cash match requirement, my host organization will pay or waive rent which is about \$65 - 70K based on their formula and fair market value. Additionally, we receive about \$20K from other grants + \$5K of space sharing totaling approximately \$90K, give or take a couple of thousand dollars. In our eyes, rent monies, grant, and space sharing directly supports program activities, but wanting to double check that the WIB will see it as cash match resource as well.
- A. Rent/space cost may be identified as a cash match but must be auditable yearly under any contract resulting from a procurement. Generally, funds made available for rent/space must be from a non-federal source.

ALAMEDA COUNTY WORKFORCE INVESTMENT BOARD

SPECIALIZED 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
Lumenos LLC	204 Surrey St.	San Francisco	94131	bstevenson@lumenosllc.com	415-452-2621		Barbara Stevenson	
Sharon Schuyler	555 Ralph Appezato Pkwy.	Alameda	94501	sschuyler@peralta.edu	510-748-2193		Sharon Schuyler	
Crisis Support Services	P.O. Box 3201	Oakland	94609	ddefusco@hotmail.com	510-420-2475		Devah De Fusco	
Alameda	555 Ralph Appezato Pkwy.	Alameda	94501	lmortensen@peralta.edu	510-748-2165		Lisha Mortensen	
College of Alameda	555 Ralph Appezato Pkwy.	Alameda	94501	mgoldberg@peralta.edu	510-748-2318		Michael Goldberg	
Rubicon Programs	1918 Bonita Ave.	Berkeley	94704	owenh@rubiconprograms.org	510-809-1326		Owen Hershey	
JVS	225 Bush	San Francisco	94104	lcountryman@jvs.org			Lisa Countryman	

Richmond Works	330 25th	Richmond	94803	jholley@richmondworks.org	510-307-8024		Jacquelyn Holley/Rosemary Viramontes	
Rubicon	1918 Bonita Ave.	Berkeley		timc@rubiconprograms.org	415-336-9618		Tim Combs	

ALAMEDA COUNTY WORKFORCE INVESTMENT BOARD

SPECIALIZED 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
Newark One-Stop	39399 Cherry St.	Newark		trishatran@ohlone.edu	510-742-2325			
Newark One-Stop				Abby	510-742-2320			
Newark One-Stop				Ron	510-742-2320			
Newark One-Stop				Suporn	510-742-2320			
Afghan International Refugee Support	27287 Patrick Ave.	Hayward	94544	Ali Mardanzai	510-782-6001	510-782-6372	Ali Mardanzai	
America Works of CA	1212 Broadway, 11th Flr.	Oakland	94612	tnapal@americaworks.com	510-891-9100	510-891-9105	Tony Napal	
Ohlone College	39399 Cherry St.	Newark	94560	gcarli@ohlone.edu	510-742-3180		Dr. Gale Carli	

ACWIB				learly@acgov.org			Birch Early	
Tri-Valley One-Stop	5020 Franklin Dr.	Pleasanton		rvalle@clpcsd.org	925-485-5266	925-485-5273	Rafael Valle	