



## Addendum B: Bidder's Conferences

(12/5/2024, 10:00am & 3:00pm)

**Time:** 10:00am Session

- 1. Question:** In the RFP, page 21 #6, it says that Bidder's shall not modify forms. I have made Attachment 1 which is a Word Document and am using that to input the information and narratives. Is that considered modifying the form? Will I be able to use the Word version and pdf that for application submission. I am not sure the pdf version of Attachment maintains the 1" margin requirement.

**Answer:** Converting the PDF into a Word document to add your narratives and additional information is permitted, and we will accept submissions in that format. The Response Packet is also now available in Word format on the website.

- 2. Question:** My understanding is that because we are school, we are exempt from SLEB (RFP pg. 36 a ii). On page 3 of Attachment 1A, it states that if we are exempt to indicate as such on the SLEB Information Sheet. I am not sure where to put "Exempt" on the SLEB information sheet.

**Answer:** For the response packet, on page 9, you should write "Exempt" directly under the bidder's signature in the blank space provided and fill out the "Exceptions and Clarifications" section on page 10 of the "Response Packet."

- 3. Question:** Can the same provider target more than one area? Will that require separate proposals?

**Answer:** Bidders are allowed to target more than one sub-region, but they will need to review the budget to ensure it supports that approach. Typically, bidders are asked to describe the specific population they aim to serve, which is acceptable. However, it is recommended to focus on no more than one category—either in-school or out-of-school, but not both. Targeting multiple areas is permissible within these guidelines. More information regarding this question can be found on page 7 of the RFP Packet.

- 4. Question:** Is entrepreneurship counted as an outcome?

**Answer:** Exposure to entrepreneurship satisfies the WIOA-required 14 program elements. However, it will not contribute to Contract Performance Goals unless the achieved outcomes are directly linked to the specified Performance Deliverables.

5. **Question:** Are there any indicators/advice on how to decide on the enrollment targets?

**Answer:** When determining enrollment targets, the process involves multiple steps. After completing this initial phase, we move to the rating panel process, where proposals are evaluated. To progress to the next round, proposals must score 75 points at minimum. If selected, during the onboarding of new providers, there will be an orientation where performance expectations will be discussed, and in some cases, negotiated. At this stage, it's challenging to specify exact targets, but we will have some indicators available in the Results-Based Accountability (RBA) format, focusing on questions like "How much?", "How well?", and "Is anyone better off?" These details will be addressed as we advance further in the process.

6. **Question:** Can one entity apply for both funding types in multiple regions?

**Answer:** See question 3 above.

7. **Question:** Page 7 of Attachment IA ask for Bidder's Minimum Qualifications and that those are identified in the RFP. I can't find those qualifications in the RFP. Will you please tell me what pages I should be referencing?

**Answer:** Page 7 of the "Youth Innovation Program In-School Youth" And "Future Force Career Program Out-Of-School Youth" RFP Response Packets is no longer required. Bidders shall disregard this page when preparing their response to the RFP. May find this change articulated in **Addendum A**.

8. **Question:** For our proposed budget, should I just use the fields in Attachment IA pages 22-24 or is there an ACWDB budget template that should be included too?

**Answer:** The bidder will fill out the budget forms provided on pages 22 to 24 as part of the response packet.

9. **Question:** If we are SLEB exempt, are we required to partner with a SLEB? If so, how do we find a SLEB?

**Answer:** Yes, if the bidder agency is SLEB exempt, the bidder will not need to partner with an eligible SLEB vendor. The SLEB information is not a program that the ACWDB will administer. For additional details on the SLEB requirements and how to identify an eligible SLEB vendor (if non-exempt), please refer to page 5 of the Response Packet.

10. **Question:** For clarity, is this funding source reimbursement only? What's the timeframe for being reimbursed?

**Answer:** Yes, for federal contracting, the reimbursement process is generally net 30. However, this timeline can vary depending on the timely submission of invoices and whether the invoices are free of errors or require revisions. While 30 days is typically the standard, delays may occur if there are issues such as underreporting or other

discrepancies with the invoice. ACWDB Staff will communicate any issues promptly, and if an invoice needs corrections, staff will wait for the revised version to be submitted before proceeding with payment.

**11. Question:** Does the fiscal sponsor organization have to be a partner organization in the grant, i.e., do they have to provide services under the grant in addition to serving as fiscal sponsor?

**Answer:** As the lead applicant, the bidder should be capable of delivering services directly. Workforce Development Board staff, being administrative, do not provide these services. However, in the contracting phase following this process, we expect each bidder to be able to directly deliver services on the front line.

**12. Question:** Apologies if I missed this, but I didn't see Oakland listed as a city in the regions. Are services in Oakland included in this RFP?

**Answer:** Alameda County is home to two workforce boards. The Alameda County Workforce Development Board covers all of Alameda County, outside of the city of Oakland, which has its own workforce board and allocation. Our allocations are determined by the unemployment rate, and Oakland's allocation is separate because it is a single-area local area. ACWDB oversees the 13 cities and unincorporated areas within the county.

While Oakland is not included in our allocation, we collaborate closely with them as a trusted regional partner. Additionally, we work with the City of Richmond and the Contra Costa Workforce Development Boards as part of the East Bay Works partnership, which has been in place since 1998.

In 2015, the State designated regional planning units, and because of our East Bay Works partnership, we are able to operate as a planning unit to develop regional initiatives and joint ventures, such as those focusing on regional reach. While we do not receive funding for Oakland's services, our partnership with them and other regional boards allows us to address workforce needs across the region.

**13. Question:** Are the two Employer Letters of Commitment the only required letters of support?

**Answer:** Yes. The 2 letters that are required are from the employer letters of commitment. There is also a requirement for 3 references, as listed on page 17 of the Response Packet.

**14. Question:** Can we, as lead, have subs/partners included in our budget that deliver part of services?

**Answer:** Workforce development is highly focused on partnerships. We understand that, at times, the 14 elements that Ayana mentioned may not be achievable on your own, and

you'll need to rely on your partnerships. Therefore, partnerships are permitted in this procurement and should be incorporated into your scope of work and budget as necessary.

**15. Question:** If our main agency wishes to subcontract with another partner and our target enrollment is 100, with the subcontractor handling 20 people, is that acceptable, or would it be considered full-service delivery, which is not permitted?

**Answer:** Yes, that partnership is acceptable, as long as the subcontractor is helping to implement direct services aligned with the 14 elements. The main agency must explain how all 14 elements will be implemented overall within the response packet. Services should be tailored to participants based on the needs identified in the Objective Assessment and ongoing Individual Services Strategy (ISS). Additional details can be found on page 10 of the RFP.

**16. Question:** Do the Certificates of Insurance need to be provided with the Application Packet for the Jan 6, 2025 due date?

**Answer:** The bidder must submit the required insurance documentation to the County of Alameda as an exhibit to the contract during the contracting phase, after the contract is awarded. Please visit page 32 of the RFP Packet for any additional questions regarding Contracting Requirements.

**17. Question:** Can an organization be based in Oakland while providing services to outside regions?

**Answer:** Yes, the bidder can operate a business in one city, as long as it serves the targeted population based on residency. Specifically, this refers to individuals within our local area, which is Alameda County, outside of the city of Oakland.

We do allow up to 25% of participants to come from outside the local area. However, since our allocation is specifically designated for this local area, we ask that most participants be from Alameda County, outside of Oakland.

**18. Question:** You mentioned that we have until Monday December 9, 2024 to submit additional questions, and that these would be included in the Q&A section of the addenda. If we have specific questions related to our agency specific situation, can we ask those separately, and will they not be included in the addenda?

**Answer:** Yes, as a department within the County of Alameda, ACWDB Staff are required to maintain a fair and competitive process. Therefore, any questions we receive during this process will be posted in the Q&A addendum, which will be made available on the website. We cannot have side conversations or withhold any questions from being posted. The final day to email bidder questions regarding the RFP will be December 9, 2024.

**19. Question:** Can you provide more details about the reimbursement or net 30 policy mentioned earlier? Are bidders required to pay for upfront services for the entire year and then submit paperwork at the end of the year to get reimbursed, or is reimbursement expected to occur every 30 days?

**Answer:** After completing one month of direct service delivery, you would invoice us for the staff time and activities for that month. It's a 30-day look-back process, meaning if we receive an invoice in January, it would cover the activities that took place in December. Once we receive the invoice and verify that it's correct, we can proceed with processing. Generally, once we have a correct invoice, the payment is made within 30 days of receiving it.

**20. Question:** Are the funds for this procurement already allocated and approved or will this be dependent upon future budgeting?

**Answer:** Yes, the state typically sends the ACWDB our allocation for the upcoming year around springtime. ACWDB will always have funding available for any procurements we are working on, and those procurements will be fully funded. However, the county reserves the right to not fund projects as well and as stated on pages 24 in section C, page 30 in section H and section 7 on page 31.

**21. Question:** Are all WDBs on the same calendar for their RFPs?

**Answer:** No, while we are held to the same standard because we're all Federal contractors or administrators, our operations do have different schedules.

**22. Question:** If we have a program that serves students in High School during senior year and the year post-graduation, do we need to submit two separate proposals if we seek funding for both portions of the program?

**Answer:** Once a student is considered "college-bound", they still can be served as an in-school youth. A high school student would be classified as in-school, and if a student progresses to a community college, four-year university, private college, or any other institution, they would still be considered in-school as long as they are connected to education and fall between the ages of 16 and 21. This would still apply to one proposal.

**23. Question:** Our model includes serving students in their senior year who are likely not to go directly to a four-year college after high school. Some may pursue a four-year college, while others may enroll in community college after graduation, or may not attend college immediately. We continue to provide case management and employment support for both groups within a cohort model. Given this, I am wondering if it would be possible to apply for both populations, as it seems that your policy does not allow two applications from the same agency?

**Answer:** Correct. We will not accept one agency applying for both In School Youth populations.

**24. Question:** For OSY, can we select multiple geographic locations and write one proposal for all locations?

**Answer:** Yes. As long as the participant is inside of the local area.

**25. Question:** How will the CalJOBS tracking and case file maintenance process be structured—does it involve uploading our current participant data and documents into the portal, or is there a more detailed procedure that needs to be followed?

**Answer:** Once proposals are rated and selected for the next phase, and the group moves to the award stage, we will conduct an onboarding and orientation period to acclimate everyone to the requirements of the WIOA program, including CalJOBS. Generally, the documents created over the years for this program, such as the WIOA application, objective assessment, and individual service strategy plan, will be uploaded into CalJOBS. As you progress, individual case notes must be entered to keep the system active. CalJOBS is sensitive to case notes being left open without frequent updates, so it is essential to enter data every 30 days to maintain an open case. If the case is closed, you will need to re-enter the application from the beginning.

The reason for this structure is to ensure case management remains active and ongoing, rather than stagnant. The individual service strategy plan should be a living, breathing document that is continuously updated as needs and goals shift. As activities and engagement with youth participants evolve, maintaining active attention in CalJOBS is necessary to keep the case open and relevant.

**26. Question:** Regarding the RFP, it mentioned specific tracking of participant information, service delivery, and progress. I understand that the documents created through this grant process will be uploaded, but when it comes to specifically tracking participant information, I am referring to things like demographics, historical data, current status, and follow-up through programs like an alumni network. Will all of this type of information be tracked as well?

**Answer:** Yes, when a participant is eligible under WIOA, the case manager would ideally sit with the participant and go through the application. The application includes demographic information, income verifications, and other relevant data. It is the service provider's responsibility to enter this data into CalJOBS. So yes, this information would be entered in the CalJOBS system. We ask that the application be filled out as completely as possible. Additionally, follow-up is required for up to 12 months, as stated on page 14 of the RFP.

**27. Question:** If we do not apply to this RFP is the next opportunity to apply three years from now, or will there be other RFPs before then?

**Answer:** Yes, this standard WIOA procurement will continue through 2029. However, we also have occasional opportunities that arise as we pursue discretionary funding.

**28. Question:** Is subcontracting the role of Employer of Record allowed?

**Answer:** Yes, if it is a programmatic element that helps participants achieve paid work experience

**29. Question:** Can you provide any additional information about how "adult mentorship" is defined? We are curious if the existing dynamic between our clients and case managers will meet the expectation.

**Answer:** If you were to check page 14 of the RFP Packet, we have a more detailed explanation of Adult Mentoring as described as one of the WIOA 14 Elements. As long as you align with that definition, the modality chosen would be fine.

**30. Question:** Is there guidance for how much money to ask for based on number of clients served? Might proposals be funded partially or is it either 100% or 0% funded?

**Answer:** ACWDB is a department within the County Social Services Agency. In terms of strategy, we must maintain neutral to ensure the process remains fair. Please provide your best estimate.

Partial funding may be presented to staff through the interview process for consideration based on scoring and funding availability.

**31. Question:** Will there be multiple bidders awarded within the same region?

**Answer:** Generally, we aim to structure our work in a sub-regional manner. Since this funding allocation aligns with our current resources, we typically have one provider per sub-region. To answer the question, we would not expect to see two out-of-school youth providers in the Tri-Cities area; instead, we would maintain geographic parity.

**32. Question:** Can you expand on the expected partnership between the awarded bidder and an AJCC?

**Answer:** We encourage, once awarded, that our AJCCs, which typically serve adults and dislocated workers, also work closely with youth programs, and vice versa. This is because, for example, a 20 or 21-year-old in the youth program might be better suited for services offered through the adult program or an AJCC. We allow for this kind of fluidity between programs.

Our expectation is that, once the contract is awarded, providers will be well aware of the AJCC and other career service providers working in a sub-regional fashion. For instance, we have our comprehensive center located in the Eden area, where unemployment is highest in our local area, and several other career service providers throughout the region that serve adults and dislocated workers. Therefore, youth programs should be aware of adult programs and vice versa for potential partnerships.

**33. Question:** Are organizations able to apply to both the adult and youth RFPs?

**Answer:** There is no restriction preventing bidders from applying to both the Adult RFP and the Youth RFP. However, a bidder may not apply for both in-school youth and out-of-school youth funding.

**34. Question:** In Section VII, p17, Attachment 1, is the list of a minimum 3 references the same as the list from Exhibit D, page 26? If not, what are the two both looking for?

**Answer:** Yes, Exhibit D, located on page 26 of the response packet is where the bidder may add the 3 minimum required references.

**35. Question:** Bidder's Acceptance, page 6 Attachment 1, we will be requesting the 5% Local Bid Preference. Does one month of a utility bill suffice or do you need 6 months of bills?

**Answer:** Bidder must be certified during the time of the bid for local area preference and or SLEB preferences. Alameda County Workforce Development Board is not the department that will be qualifying local preference points. Please reference page 8-9 of the response packet and Certification / Instructions page. Visit [Business Outreach & Compliance Office](#) for more information regarding the County Of Alameda Small, Local And Emerging Business (SLEB) Program Certification Instructions.

**36. Question:** Regarding the prompts in Attachment 1, Sections 1-5, pp 12-17:

- a. Should we leave the prompts in the completed application?
- b. If so, do they count against the page count per section?
- c. And if so, some of the sections have the font in 11, if we must leave them should they be adjusted to 12 or left at 11?

**Answer:** Bidders may submit their responses for each question directly within the Word document provided in the "Doing Business With Us" section of our website. You are welcome to leave the prompts in your responses and include a page break after each section before submitting. If this format is not followed, we will adjust the document as needed when the proposal is submitted.

**37. Question:** I have made myself familiar with ISOF but what are the ISOF Career Pathway Strategies?

**Answer:** ACWDB is unable to provide bidders with suggestions or strategies to maintain the competitiveness and impartiality of the procurement process. The Identified sectors are listed as follows: 1. Health Care/Social Assistance, 2. Professional Scientific Technical Services Information/Communication Technology, 3. Construction, 4. Advanced Manufacturing, 5. Transportation/Warehousing or Transportation/Logistics, 6. Government, 7. Green Sector. Additional Information regarding the ISOF Framework is located on [page 7](#) of the RFP.