



Addendum A: Bidder's Conference Adult & Dislocated Worker Request for Proposals (RFPs) Questions & Answers

Questions submitted November 15, 2024-December 6, 2024

- 1. Question:** RFP says hard copies should be sent via "certified priority mail". Can hardcopies be hand delivered or sent via other methods (e.g., FedEx, UPS)?

Answer: Hand deliveries and other mailing methods are acceptable as long as the three (3) full copies with original wet blue ink signatures are received in the Alameda County Workforce Development Board (ACWDB) office by January 13, 2025.

- 2. Question:** Referencing statement within RFP- *Bidders must also mail three (3) original signed copies of their proposal, by certified mail, by January 13, 2025.*

What does "original" mean? Each copy requires a wet signature? Is a DocuSign-like digital signature qualify?

Answer: "Original signatures" refer to a wet signature in blue ink. All copies requiring a signature should have an original signature (or a scanned copy of original signature when submitting PDF). Digital signatures of any kind do not qualify as "original signatures".

- 3. Question:** The mandated partners are referring to the continued relationship and co-locations that currently exist, is that accurate?

Answer: The mandated partners are those required under WIOA regulations, which intend for there to be a network led by the America's Job Center of California (AJCC). Yes, there is a current MOU in place. The AJCC awardee will inherit the process and will maintain the MOU that the ACWDB coordinates.

- 4. Question:** For the Sub-Regional Career Service Provider: Can we still enroll clients from other areas? If yes, how will that be counted towards the outcomes?

Answer: There is a 25% exception available (of the total enrollment goal), which will allow for some out-of-area participants to be served. Services provided to out-of-area participants will still count toward performance outcomes as long as those participants do not exceed the 25% exception.

- 5. Question:** Can the same provider be a sub for another RFP? For example, be a partner/sub for Sub-regional CSP and lead applicant for Targeted?

Answer: No, the RFP specifies that bidders can only submit **one proposal** under the three Adult/Dislocated Worker RFPs released in 2024. We consider any level of participation within a proposal (other than community partner without WIOA funding) as **one bid proposal**.

6. **Question:** Can services be delivered in Oakland under this funding?

Answer: Services should prioritize the cities and unincorporated areas served by the ACWDB, which does not include Oakland. Participant residency addresses should primarily be within Alameda County, outside of the City of Oakland. However, there will be a 25% exception available, which will allow for some out-of-area participants (including Oakland) to be served.

7. **Question:** Are other mailing methods (e.g. Fed Ex, UPS) acceptable or does it have to be USPS-certified, priority mail?

Answer: Other mailing methods are acceptable to deliver hardcopy proposals as long as the three (3) full copies with original wet blue ink signatures are received in the office by January 13, 2025.

8. **Question:** About the 25% leveraged funding, is that the total of the funding amount?

Answer: Yes, the leveraged funding will need to be 25% of the total awarded contract amount. For the purposes of the bid, 25% of the total requested budget should be accounted for when demonstrating external/leveraged funding sources.

9. **Question:** How will the scale of services be considered part of the vendor selection process for sub-regional and targeted service providers? I'm wondering about the number of people served. Are small businesses that serve a small number of participants best suited for the Sub-regional or targeted population providers?

Answer: We will be considering the value of the bid proposal, including the number of participants to be served and the amount of funding requested.

10. **Question:** What is the distinction between the target populations for the Adult program versus the Dislocated Worker program? Are there any overlaps?

Answer: Priority populations only pertain to the Adult program, under which WIOA sets some priority populations and local areas can set priority populations at their discretion. The Dislocated Worker program does not include priority populations but has its own set of eligibility criteria. More information can be found within the eligibility policies found on our website of within the "WIOA Participant Eligibility" section of each RFP packet.

11. **Question:** Are there specific industries or occupations prioritized under this RFP based on regional labor market needs?

Answer: Yes, there are seven (7) priority sectors for Alameda County:

- Health Care and Social Assistance
- Professional, Scientific, and Technical Services
- Construction

- Advanced Manufacturing
- Transportation, Warehousing, Distribution, and Logistics
- Local Government
- Green Sector

See Industry Sector and Occupational Framework (ISOF) for more information—[AB 23-01](#)

12. **Question:** Are those identified 7 core industries in the RFP? Are you able to tell me which page?

Answer: Information about the ISOF is included on pages 11-13 of the RFP packets (dependent on the RFP strategy) as well as the link to Action Bulletin 23-01 for more information. You can find the list of priority sectors within the bulletin. The bulletin is linked in the response to question 11 above and can also be found on the ACWDB website under the “WIOA Program Policies” page.

13. **Question:** Does this RFP include provisions for prioritizing services for individuals impacted by COVID-19 or other economic disruptions?

Answer: A case can be made to target these populations; however, these populations are not exclusively named under this RFP.

14. **Question:** Can one provider bid and submit multiple proposals? I.e., Sub Regional RFP and Targeted Services RFP?

Answer: No, the RFP specifies that bidders can only submit one proposal under the three Adult/Dislocated Worker RFPs released in 2024.

15. **Question:** You mentioned wet ink copies for the signature pages, so that goes for all signed documents: checklist, cover letter, bidder’s acceptance, and SLEB info sheet?

Answer: Yes, all signatures should be wet ink signatures in blue ink. Please check the response packet and include all signature pages as part of your complete bid response.

16. **Question:** There is a section about leveraged training funds, does the bidder need to show leveraged funding specifically for training in the budget?

Answer: No, leveraged training funds do not have to be shown in the budget, since training funds available to awardees will be separate from the budget available for services rendered. It was included in the RFP as a requested commitment to reaching this goal together with ACWDB, if awarded under this RFP.

17. **Question:** Are supportive services included in the leveraged funds going toward training?

Answer: Leveraged funds are meant to be external funds going toward direct training costs, not supportive services through WIOA funding. Supportive services that fall under specific qualifications may apply toward the 10% leveraged funds toward training. Please see WSD 18-10 directive for more information, including other eligible leveraged funds toward training.

18. **Question:** When mailing applications, will a representative be present to sign off on receiving? (i.e., signature confirmation)

Answer: Yes, if the mail is received between the hours of 8:30AM and 5PM when our office is open.

19. **Question:** Will these slides be available or emailed to us?

Answer: Everything can be found on the website once the addendum is made available at: <https://acwdb.org/doing-business-with-us/>

20. **Question:** For maintaining the co-located required partners as part of the mandated MOU, are those new partners the awardee will need to find or are you maintaining a current MOU already in place?

Answer: There is a current MOU in place. The AJCC awardee will inherit the process and will maintain the MOU that the ACWDB coordinates.

21. **Question:** Regarding the targeted populations, are you looking for a specific targeted population and is it per sub-regions?

Answer: Our adult programs have priority populations, but it is up to the bidder to determine and justify which population, even out of those outside of our priority list, will be targeted as part of the bid for Targeted Career Services Providers.

22. **Question:** Can you please email this slide deck to us afterwards?

Answer: Please see answer to question #19.

23. **Question:** Are there directions on how nonprofits complete the required SLEB form (no box to check that one is exempt)?

Answer: You can write "Exempt" on any blank space of the SLEB Information sheet. Please still complete it as best as possible and make sure to sign.

24. **Question:** Would this [exempt status] be indicated specifically on the Exceptions Form?

Answer: You should also indicate "exempt" status on the Exception form.

25. **Question:** Can an applicant organization serving as the employer in a proposed project also submit their own Employer Commitment Letter, or must such letters come exclusively from external employer partners?

Answer: Bidder should determine which employer partnerships will place their bid in the best position to be awarded.

26. **Question:** If an applicant's proposed training program does not culminate in an industry-recognized credential, does this disqualify them from eligibility under the RFP? Additionally, can such training be provided through external referrals?

Answer: WIOA regulations only recognize industry-recognized credentials toward performance attainments. Bidders should provide access for participants to complete training programs, such as those listed on the state's Eligible Training Provider List (ETPL), that can deliver an industry-recognized credential to program participants.

27. **Question:** Can a single organization apply for both Sub-Regional Career Services Provider and Targeted Career Services Provider with the understanding that they cannot be awarded both? Or rather are organizations prohibited from even *applying* for both?

Answer: No, the RFP specifies that bidders can only submit one proposal under the three Adult/Dislocated Worker RFPs released in 2024.

28. **Question:** Can the same provider be a lead for one region and a funded partner/subcontractor for another?

Answer: See answer to question #5.

29. **Question:** Is entrepreneurship counted as an outcome?

Answer: No.

30. **Question:** Does the 30% required set aside for training funds include funds for OJT or will ACWDB provide a separate pot of funding for OJTs?

Answer: The 30% refers to the percentage of total funding received from the state that the ACWDB sets aside to allocate training funding amounts to contractors. Training funds allocated to contractors do not come out of the contractor's budget but exist as a separate pot that the contractor can utilize for participant training costs. Of the allocated training fund amount, contractors must budget for both On-the-Job Training (OJT) and Individual Training Account (ITA) costs to reach performance goals and [10% of the 30% may come from external sources].

31. **Question:** Must an applicant for Sub-Regional CSP have a physical location in the subregion to be eligible? For instance, for the North region, may an applicant's physical location be in Oakland?

Answer: A bidder's physical location can be outside of the intended sub-region; however, participants should be primarily residents of the intended sub-region (75% of total enrollment goals), able to access the out-of-area location easily, and the bidder should demonstrate how it will build and maintain effective partnerships and sub-regional network while being outside of the sub-region applied for.

32. **Question:** *On Page 13 of 39 pages of the RFP- 3rd paragraph from the top Leveraged Training Funds are discussed. Awardees are expected to facilitate leveraged funds (10% of total funding) toward training expenditure requirements (30% of total award).*

Are supportive services or stipends included in the leveraged funds going toward training?

Answer: Please see answer to question #17.

33. **Question:** Should there be three sets of wet signatures on the three hardcopies submitted by January 13th or one original set clearly marked original on the proposal and two copies of that originally signed proposal package?

Answer: Yes, there should be three (3) sets of wet signatures.