

Regional Operator Services
RFP
Balance of State WIB in Indiana Economic Growth Region 11
Question & Answers
March 9, 2011

Question # 1: Does the maximum of 30 pages include the executive summary?

Answer: Page 12, paragraph 4 address this question.

Question # 2: There are two V. sections – V. Bidders Background & Experience and V. Plan of Service to Deliver the Scope of Work Enumerated in Part IV. Is this correct? If not, what is the correct ordering (ex. V Bidders Background & Experience, VI. Plan of Service to Deliver the Scope of Work Enumerated in Part V, VII Budget/Cost, etc.)?

Answer: Mandatory DWD RFP template, error missed during review. Please use “ V. Bidders Background & Experience” and “V(a) Plan of Service”.

Question # 3: Is it okay to replicate table in Attachment F and include in section V. 1. in the proposal? Can we include examples of planning-related project engagements?

Answer: Can include Attachment F in section V.1. but should also include as Attachment F.

Question # 4: In section V.8., is this referring to service providers used by the proposer and the proposer provided information on what services they provided?

Answer: Yes, any contracts between the proposer and such service providers used.

Question # 5: Compensation figures can be viewed as confidential information for organizations without a 501c designation. Do we need to include compensation figures in IV.4?

Answer: Yes, this is a requirement of DWD/DOL as there is a ceiling on compensation using Federal Dollars.

Question # 6: Do we need to send the electronic version of the proposal via email to Board Contact (Nancy A. Begle) or DWD contact (Jennifer Biddle) or send to both of them?

Answer: Page 16, # 4 Submission Dates and Times gives the instructions for deadline and Page 17 instructs the Proposals be addressed to: Jennifer Biddle and her address in the box.

Question # 7: To clarify, are one original, five copies and electronic copy to be sent to Jennifer Biddle at DWD? Can we hand deliver proposals?

Answer: Page 16, # 4 addresses this: “It is the responsibility of the bidders to ensure delivery of the proposal by the required time and date.” It does not forbid hand delivery.

Question # 8: Please define the Contracted Administration budget category. What costs should we include in this category?

Answer: Any WIA defined Administrative activity the Proposer intends to contract out.

Question # 9: Please define the Other Administration budget category. What costs should we include in this category? Does this include fiscal agent costs?

Answer: Any WIA defined Administrative activity not included elsewhere in the budget. Fiscal Agent costs are contracted under a separate agreement between the RWB and the Fiscal Agent.

Question # 10: Please define the Program Contacts budget category. What costs should we include in this category? Is this for service provider contracts? How does this differ from the contracted administration category?

Answer: The RFP is for Regional Operator services only. The RO will have WIA defined Program Costs that need to be identified by the Proposer.

Question # 11: Should we include costs associated with maintenance of website and network in Information Technology budget category?

Answer: If this is a cost associated with the RO. Note: The RWB maintains their own website. They also maintain the server located in the current R.O.'s office located at Main Street.

Question # 12: Should we include costs for technology related equipment in the information technology category or the furniture and other equipment category?

Answer: Identify such which ever category you choose to use.