

- Q1. What are “other miscellaneous funds” between \$1,398,721 and \$1,698,721? (This is listed on page 10 of the RFP)
- A1. OJT, ABE, Business consultant, VWIP, JAG, Private grants and funds, Integrated services
- Q2. What would be a reasonable estimate of the number of “other” meetings?
- A2. 2-3 per year
- Q3. How often does the Board meet?
- A3. Every other month and executive/finance committee monthly
- Q4. How often does the Fiscal Committee meet?
- A.4. Monthly
- Q5. How many items are on the current property inventory listing?
- A.5 333 items over \$500
- Q6. Are the weekly Executive and Management meetings held in Lawrenceburg?
- A6. The RO and fiscal agent meet as needed. It may not be every week. It could be over the phone.
- Q7. What entities or individuals and/or subcontractors have submitted a letter of intent to bid?
- A7. That information is not public at this time. We will release the names once the award is made.
- Q8. Will the fiscal agent be responsible for submitting and recording payroll to outside provider or will that be part of Regional Operator budget to be reviewed upon submission of RO monthly bills?
- A8. Regional operator submits to fiscal agent.
- Q9. Will the fiscal agent be responsible for tracking and payment of Individual Training Accounts? If yes, how many ITAs each year will have accounting requirements? If no, who will be responsible for the ITAs activities and reporting?
- A9 Yes, the fiscal agent would be responsible for the tracking and payment of ITAs. The region has around 300 ITAs that would have accounting requirements.
- Q10. What is the role of the fiscal agent in Board contracts and contract processes, and procurements?
- A10 The fiscal agent has been involved in the RFP process for the regional operator and the services provider including contract reviews.

Q11. Section V B14 - If bidder has not been subject to monitoring as a sub-recipient of federal funds due to the fact our contractual relationships fall under the vendor category, what information should be provided?

A11. We will be looking for any type of audit or monitoring to which the entity has been subjected. If the entity has only been a fiscal agent, then they would be included in the audits and monitoring of the Board(s) for which they have worked. If they have functioned as a Regional Operator or Service Provider and have audits and monitoring reports, they should supply those.

Q12 Do you anticipate the scope of work for fiscal agent services to change if the Region transitions from a Regional Workforce Board to a Workforce Investment Board?

A12 No change other than the possibility of new grants.

Q13 What new funding/grants is the Region actively seeking for next year?

A13 We do not know. Anything that we can find. If we are denied WIB status, we are not able to apply for any federal grants. Only the JWIB can.

Q14 ARRA reporting – Please describe the reporting to the State of Indiana DWD and other reporting requirements under ARRA for recipients and subrecipients.

A14 ARRA reporting is still being conducted for the NEGOJTARRA grants and any Energy grants that the Region has. Currently, Region 9 has one energy grant, SEOJT109. The ARRA reporting is done through a State of Indiana system for which the FA will be given access. The report includes:

- The total cumulative funds received, which are provided by DWD and to be verified by the Fiscal agent;
- The month and year of the 1st ARRA funded positions;
- The number of hours worked in the quarter being reported and the translation of those hours to FTEs – these hours include staff and OJT positions paid;
- A description of the positions funded – both internal and OJT;
- Information on Vendors paid \$25,000 or more.

Q15 Is the fiscal agent responsible for detailed subrecipient and/or vendor monitoring? Please describe the scope and extent of monitoring.

A15 Will be working with the regional operator to answer and assist concerning any questions about monitoring concerning the FA.

Q16 Who is responsible for making cost allocation plan decisions?

A16 The FA and RO should work together to create a cost allocation plan that follows OMB circulars, DOL TEGLs, and DWD guidance. Once the allocation plan is created, the FA

would be responsible for completion of allocations each month. The RO would have input on whether the cost was a direct cost or should be allocated.

Q17 Who is responsible for maintaining historical and current source documents for the Region?

A17 The board's corporate office holds all original documents and typically emailed to FA for financial resources as necessary. All records will be maintained in accordance to 2CFR 215.53.

Q18 Section VI F 2 – Page limit of 20 pages - Please confirm that the page limit is for items in Section VI K Submission Order for the section called **Part A: Proposal Narrative – items 1-5 only**. If this understanding is incorrect, please provide an explanation of what is included/excluded in page limits.

A18 Submission of proposal limited to 20 pages. No limit on attachments.

Q19 `Evaluation Rating Criteria pg17 - Please describe how the 35 budget points will be awarded to bidders. For example, if one bidder bids \$225,000, second bids \$200,000 and third bids \$175,000, and fourth bids \$150,000, what would scoring look like?

A19 Per the example provided, the lowest responsible bidder would be given 35 points. The remaining points would be given out proportionately, on a sliding scale based on the costs. The formula is lowest proposal divided by the next lowest proposal x 35 (total allotted points) = the number of points for that proposal. So in the example above the scores would be the following:

$\$150,000 = 35$ points

$\$150,000 / \$175,000 \times 35 = 29.99$ points

$\$150,000 / \$200,000 \times 35 = 26.25$ points

$\$150,000 / \$225,000 \times 35 = 23.33$ points

Q20. Appendix E – Budget Information – The budget has a column for Proposed WIA Costs and a column for Total Cost. What type of activity would cause a difference between the two columns?

A20 If any funds were rescinded by DOL or the state as well as any new allocations granted would change the proposed costs.