

**EGR 7 Service Provider RFP
Post RFP Information and Responses to Questions
April 17, 2008**

I. Service Count

Service counts by county for 7/1/07 to 4/10/08 (active during this program year)

County	Adult	Dislocated Worker	Youth	TAA
Clay	36	16	50	14
Parke	48	3	11	3
Putnam	73	41	26	38
Sullivan	37	4	14	0
Vermillion	53	3	21	0
Vigo	371	158	74	160
Total	618	225	196	215

Overall, 62% of the youth customers are basic skills deficient and 24% are out of school youth.

2,796 customers have received a core service from 7/1/07 to 4/10/07.

II. Answers to Questions Submitted Regarding the Region 7 Service Provider RFP

1. Regarding the cost per participant on the Proposal Cover Sheet- is this to include costs for training and supportive services or only those costs reflected on the budget?

The cost per participant on the Proposal Cover Sheet should reflect staff costs and client services, which would include supportive services and training costs. Please note however, that for the successful bidder these numbers will more than likely be negotiated, based on any current activities and/or obligations. Also, the planning numbers listed in the RFP reflect all estimated funding available for each program, including rent, equipment, utilities, supplies, etc.

Place an asterisk next to these numbers, and at the bottom of the page, list all components that are reflected in your numbers. (i.e. training and supportive services)

2. It was stated in the bidders' conference that the Regional Operator will pay lease, utility, supply and equipment costs. The budget contained in the RFP on page 22 also includes furniture, information technology and maintenance. Will the service provider be responsible for these costs as they relate to the provision of WIA services or will the RO pay these?

The RO will pay costs related to the leases, utilities, supplies, and equipment which may include furniture, IT and computer expenses and maintenance at the WorkOne service delivery locations. The items listed under "Overhead" on the budget worksheet on page 22 refers to off-site expenses which an organization would incur for related activities at an off-site location, such as headquarters or a central office.

Please Note: If your organization has computers, equipment, etc. that would be supplied for the delivery of services in the new integrated system as in-kind, please note these things specifically in your bid.

3. Should any WIA formula funds be set aside by the service provider to support a JAG pilot?

Details of a JAG pilot or pilots have not yet been completed at the state or local level, therefore do not reflect this activity in your proposal. However, please know that provision for any support of the JAG program will be defined before a contract is awarded. It must be reiterated that the funding numbers that are listed in the RFP are for planning purposes only, and are subject to change.

4. Page 7 of the RFP states that an organizational resume is to be provided. Can you please describe what are the essential elements of this are or what information is being sought?

The "organizational resume" does not necessarily have to be presented in a resume format. Please provide a concise overview of your organization. Things you may want to include; your organization's history, organizational structure – including top officials, why your organization is uniquely qualified to provide the needed services, special awards or recognition your organization has received, other businesses or services your organization is or has been involved with. Please note that these are suggestions, and this is not necessarily an all inclusive list.

5. The Proposal Cover Sheet requires that planned numbers of participants be listed for PY'08 and PY'09. Many clients are enrolled in more than one WIA funded program- how should they be recorded in these counts?

These numbers should not reflect one client listed under multiple programs. List each projected client under the one program which you believe the majority of their activities will take place.

6. Regarding the budget on page 22, please provide additional guidance as to what is to be contained within "Other Admin". For example, will the RO provide insurance for the

leased premises, including liability insurance in the event that a customer is injured on site as well as coverage of contents provided by the RO?

The examples listed in your question as RO expense which would be incurred in relationship to holding the leases are correct; the category "Other Admin" in relationship to an organization submitting a proposal would reflect other costs associated with performing the duties described in the RFP. The example of insurance was made in reference to possible Board Liability or Workman's Compensation. It is strongly suggested that an organization consult with their own legal counsel and/or administrative leaders to define these items.

7. May "Letters of Reference" be submitted with the proposal?

Yes. Letters of Reference may be submitted with your proposal. Please include any letters as the last Attachment. They will not count toward the 30 page proposal limit.