

WESTCHESTER-PUTNAM WORKFORCE INVESTMENT BOARD

JUST ADD ONE RFP

INFORMATION SESSION 12/30/2014 FROM 3:00PM TO 4:00PM

Q1: Do you have to submit a curriculum with the proposal?

A1: No. Q2: Who sets/determines the time frame/length of course?

A2: The proposer

Q3: Does the curriculum belong to the County and if so could the awardee use it?

A3: The County will own all the intellectual property ("IP") produced by the awardee pursuant to the terms of the proposed contract. However, the awardee may, subject to the County's prior written approval, use the IP for its own internal purposes.

Q4: What is the budget for this program?

A4: The proposer is to submit a budget indicating what it would cost to run this program

Q5: Is funding set aside for this program?

A5: Yes

Q6: Is the advisory committee separate and apart from the ad hoc committee?

A6: Yes

Q7: Will the advisory committee oversee the project?

A7: The advisory committee will be required to oversee the content and process of the project and assist in securing opportunities to "pilot test" the pending curriculum.

Q8: What is the target start date?

A8: The target start date is March 1, 2015 but the start date is subject to change depending on how quickly the proposals are rated and an awardee selected.

Q9: When is the awardee notified?

A9: Should the County elect to award this contract at all, the awardee will be notified after all proposals are rated and negotiations conducted with the highest ranked proposer(s), in accordance with the requirements of the Westchester County Procurement Policy.

Q10: What if only one proposal is received by the WIB?

A10: That proposal will be evaluated in accordance with the criteria set forth in Section 3 of the RFP and if it meets minimally acceptable standards, will be considered for award by the WIB, in its sole and complete discretion.

Q11: How is the chosen proposer given credit for the curriculum?

A11: The name of the chosen proposer will be mentioned in the curriculum.

Q12: Does the proposer have to recruit 50 businesses from each county (Westchester and Putnam)?

A12: The awardee should recruit a total of no less than 50 business owners/operators.

Q13: Must classes be run in each county? (Westchester/Putnam)

A13: The proposer should indicate how and where the classes should be taught.

Q14: Will the WIB provide space to hold classes in each county?

A14: As of right now, our intention is to only hold classes in Westchester. However this is subject to change.

Q15: Who will select the advisory committee?

A15: The WIB selects the advisory committee

Q16: Will the awardee have input in the selection of the advisory committee?

A16: No

Q17: Will the awardee be part of the advisory committee?

A17: No

Q18: Is there a pre-determined business the WIB wants to be served under Just Add One?

A18: only Small businesses will be served under this project

Q19: How would the awardee be reimbursed for the start-up cost?

A19: The awardee should submit an invoice a month after the start of phase 1 of the project.

Q20: Does the 12 month tracking period begin at start or end of training? Does this mean that the contract will be for two years instead of one year?

A20: The contract is for 1 year with the County reserving an option to renew the contract for up to 3 additional 1 year periods. The 12 month tracking period starts when a participant's training is completed.