

**WESTCHESTER/PUTNAM LOCAL WORKFORCE INVESTMENT AREA
REQUEST FOR QUOTATIONS
ONE-STOP OPERATOR CONSULTANT SERVICES
UNDER THE WORKFORCE INNOVATION AND OPPORTUNITY ACT OPPORTUNITY
ACT (WIOA) of 2014**

ISSUE DATE: Monday, May 1, 2017

DUE DATE: Friday, May 31, 2017 at 2:00 PM EST

Questions and Answers

1. Please provide the length of the contract period.

The contract is for four (4) year period beginning July 1, 2017 to June 30, 2021

2. Would you be willing to share why the RFQ was reissued and/or who submitted bids in the last procurement?

The Board deemed the non-responsive to the scope of work outlined in the RFP and over budget. Proposals were received by Westchester County Association, Maximus and EDSI.

3. Would the Department and Board consider providing an estimated amount of funding for the project as a guide to bidders who are working on resubmitting a proposal?

Westchester County procurement prohibits providing estimated available funding.

4. The RFP states that the One-Stop Operator shall “[e]nsure compliance electronic linkages of all one-stop partners designated by One-Stop partnership MOU and the local & regional plans...” Does this mean only that the One-Stop Operator shall make sure the partners understand and use the electronic linkages that are currently available and not that the One-Stop Operator will provide electronic connectivity to the one-stop partners? Please confirm.

The One-Stop Operator will make sure that the partners understand and use electronic linkage currently available.

5. Is everything listed in letters A through G included in the 5 page limit? Or do Cost forms or other requested items fall outside that limit? Please clarify what, if anything falls outside the 5 page limit.

The 5 page limit will be increase to a 10 page limit.

6. Does five pages mean five pieces of paper with type on both the front and back sides?

The 10 page limit will include both front and back.

7. Please verify if the Cover Letter and Proposal Cover Sheet are two separate documents/pages.

The cover letter and proposal letter are two separate documents.

8. The Cost Information section references a Budget Form and Budget Narrative Form, but no forms were attached with the RFQ except Schedule A (Proposal Cover Sheet) and Schedule B (References). Please clarify where we should locate the correct forms.

Propers should use the budget template form and attach a budget narrative. The budget template and narrate will not be counted toward the ten-page narrative limit. The template can be found as an attached file in the solicitation.

9. Budget narrative line is incomplete, please provide remaining instructions (For each budget line item, explain cost was calculated and the)

Budget Narrative- For each budget line item explain how the each cost was calculated

10. This section speaks to "If the Proposer is selected...", but several specific requirements are addressed to all proposers or all applicants". Please clarify if everything in this section is required only after selected for award or if requirements including those called out in the questions below are to be included with all proposers' initial response.

This section is required only to the selected Proposer.

11. Please verify that the Certificate of Insurance is only to be provided by the selected proposer.

Insurance shall be provided only if selected.

12. This section states that all applicants must submit a copy of their existing Affirmative Action Plan with the proposal. Please confirm that this attachment is outside of the page limits.

This is for information purpose only. Only the selected Proposer will be required to submit the information.

13. Does a signed Attachment A meet the requirements in this section?

Yes

14. Does the signature on page 21 cover the requirements in this section or is anything else required to be submitted with the bid response?

The Proposer Certificate requires a signature only.

15. This section references an attached questionnaire for applicants to complete [Certificate Regarding Lobbying]. Please provide or clarify.

This is informational purpose only.

16. This section references a required certification attached for the applicant to execute [Minority Business Questionnaire]. Please provide or clarify.

This is informational purpose only.

17. This section states, "Proposers are required to complete the questionnaire entitled "Required Disclosure of Relationships to the County" attached hereto as Schedule . No Schedule with that name was provided. Please clarify.

This is informational purpose only. Only will be completed by the selected Proposer

18. This section references a signed statement to submit. Please provide or clarify

This is informational purpose only. Only will be completed by the selected Proposer

19. Does the Work Plan template count towards the page limit of the narrative?

Yes.

20. Do the references "Schedule B" count towards the page limit of the narrative?

No

21. On page 8, the RFP says: "Each proposer shall complete the proposed budget form and budget narrative form. Instructions on how to fill out the forms follow:" However, there are no budget forms included in the RFP. Should we use the forms that came with the previous RFP, and do they count towards the page limit?

See question number 8