

2015 Policy and Procedural Manual RFQ Answers to Emailed Questions

Q: Does the proposer need to have insurance in-force, now, at time of proposal submission or is it acceptable to have the required insurance at time of selection and contract signing?

A: The proposer needs to have insurance in-force at time of selection and contract signing.

Q: Is there an anticipated budget for this work? If so what is the ballpark range you are looking at?

A: You need to indicate in your proposal how much it would cost to write the manual.

Q: The term of this work is stated to be October 1, 2015 through September 30, 2016. Is the WDB looking to secure personnel for this task through that time or simply the end product of the manual? That is, if we developed a schedule and cost plan that could accomplish this task in six months, would that satisfy the WDB's needs?

A: You will need to indicate in your proposal how long it would take and how much it would cost to write the manual.

Q: There's a long list of items in the Scope, followed by a procedure for how the work will be conducted. We already employ the procedure and can use it to produce what the WDB is looking for, but we don't have specific experience with many of the items on that list, particularly the nuances of how they're used in the WDB. It seems learning that information would be part of the work - do we still need to address each one in the proposal?

A: Meeting with the staff and reading the WIOA law would be necessary to write the manual. You need to address the design, development, exploration phase and compiling of documents for the entire manual and not for each separate program in the manual.

Q: Essentially, is the WDB looking for any competent contractor that will get the job done or are they really looking for someone who is already working with the WDB?

A: The WDB is looking for a competent contractor.

Q: Please explain Schedule A. Explanation needed for need for contract agency and what would qualify as a contract agency?

A: Schedule A in this case represents a cover sheet to your proposal. Your company would be the contract agency.

Q: Please provide website address for completed list of questions.

A: <http://westchesterputnamonestop.com/about/doing-business-with-the-county>

Q: Please provide explanation for abbreviation WCDSS

A: Westchester County Department of Social Services

Q: Please provide assistance as too minority owned business that are not currently certified through the small business association

A: Please follow the instructions in the RFQ

Q: Is there a template or format from previous P & P Manuals to follow?

A: You could look up a template online but we don't have one

Q: The RFQ lists Board Activities, One Stop Operations and Youth Programs as the general areas of the P & P Manual; what are the others?

A: The manual includes all three areas. We may not have listed all of the activities under each department but there are only 3 departments

Q: Will you consider collaborations between two or more respondents?

A: Yes, under one proposal.

Q: I am a solo practitioner so I don't pay salary and benefits to employees. My administrative and overhead costs are minimal. Do I need to use Schedule B. Previously I've provided one inclusive cost of developing / writing a grant. Is that allowable here?

A: You have to include in your budget what it would cost to write the manual. Please follow the instructions in the RFQ.

Q: Will you be hosting a pre-proposal meeting?

A: There will be no pre-proposal meeting.

Q: How many manuals need to be created?

A: there will be only one manual and it will contain 3 sections on Workforce Development board, the One Stop, and the Youth Program.

Q: Do you have existing content that can be customized and rewritten to address portions of the manual? OR does all the content need to be generated from “scratch?”

A: Other Workforce Development Boards could already have manuals you could look at and get ideas from. You will be collecting the information from the staff.

Q: Approximately how many pages is one manual?

A: There is not set number of pages. We need a written process for everything we do.

Q: Do the manuals need to be printed, once completed? If yes, how many manuals need to be printed and bound? And what type of binding is required?

A: You would be responsible for writing the manual not binding it.

Q: the final completed manual will be provided to you via electronic file, not a hardcopy

A: Correct but during the process you may be asked for a hard copy file of the work in progress

Q: Are graphics, infographics, graphs, charts, and other images need to designed/created as part of the manual?

A: No

Q: Are you looking to have one dedicated Technical Writer available full time (i.e., at least 40 hours per week) for the one year term period to work on generating the manual? If so, does this dedicated person need to be on-site or can the individual work in his/her office remotely?

A: This is about someone writing a process for everything we do. You will interview staff and write down the process then verify it with them to make sure it is correct. The period is a year but it may not take a year to complete the process depending on your knowledge of what we do and how often you meet/interview the staff to gather information.

Q: What is the budget that the Westchester/Putnam Workforce Development Board has set aside specifically for this project?

A: You need to tell us how much you charge per hour and how many hours you think it would take to complete the manual.

Q: Will we have full access to cooperating staff? That is, will staff be available to provide input when requested so that we can successfully perform our work?

A: Yes

Q: If proposer is a small, disadvantaged, minority business, does the firm need to meet the exact dollar amounts of insurance as indicated in the RFQ in order to perform the work?

A: Yes