

Response to Questions During Bidder's Conference

November 16, 2020

1. How will we know when changes are made to the RFP on the website?
 - We will send an email with any changes to the RFP to all who attended the conference.
2. How many staff are currently employed by the contract holder?
 - Due to confidential employment information of the current contract vendor, this will not be shared. It is incumbent upon applicants to define necessary staffing and costs to meet the region's needs.
3. Is the RFP intended to support an Operator?
 - Yes, the contract is for an Operator.
4. On Page 21, there is a reference to Cross Training of all staff? Is this a requirement as some current staff are more focused?
 - The term "Cross-Training for all staff" refers to career services delivery staff and does not include administrative or support staff. The intent is to support an integrated service delivery system
5. In the Evaluation Criteria attachment, are the submission of past two monitoring reports required or optional?
 - The submission of two previous monitoring reports is OPTIONAL for any applicant to whom this applies. If an applicant has provided services at another MassHire Career Center, samples of these reports can, but are not required to, be submitted. If the applicant chooses to submit previous monitoring reports, all MOSES IDs and any other personal identifying information needs to be redacted.
6. On page 53 of the RFP, there is a request for job descriptions, do I need to include all job descriptions for every staff?
 - Please include job descriptions for any staff that will be paid from WIOA funds.
7. What is the deadline for submitting questions?
 - Questions can be submitted up until 5:00 PM Friday, November 20th.
8. In the RFP, it states that there are \$870,000 Estimated WIOA Funds Available. FY21 total WIOA fund allocation is \$954,799 a 9.9% reduction from FY20, and the trend has been a

10-25% decrease annually since FY2017. Is it still reasonable to expected an \$870,000 estimated WIOA funds? When and how will bidders know?

- The Workforce Board is waiting on the State budget to be finalized and accepted. Once the WIOA funding is determined, an email will be sent out to all who attended the Bidders Conference and a notice on the website will be posted.