

WIOA Bidder's Conference Q&A and Updates

January 13th, 2023

January 12, 2023

1. Can an organization provide links to documents such as the Personnel Policy. Etc.?
 - a. Yes

2. The page that requires the notary does not contain the notary statement; can this be updated in order to be notarized?
 - a. Yes, this has been updated and posted.

January 13, 2023 (Bidders Conference)

1. Can an organization bid on other programs individually (aside from Operator)?
 - a. One-stop operations can be bid on individually, all other WIOA programs must be bid on together.

2. If an organization is not bidding on operations, do they need to put anything in that section? Should they include how they would partner with the operator if they do not bid on that?
 - a. Any of that specific partnership information should be included in other responses. If not bidding on Operations, points will not be awarded for any responses in that section.

3. Can we get a copy of the final ARPA grant proposal to review the proposed service levels and budget?
 - a. There are two ARPA Grants awarded; one focusing on Work-Based Learning (WBL) for small employers (25 or fewer employees), the other for Substance Use. The enrollment goals and important budgeting amounts are as follows:
 - i. ARPA Substance Use: overall awarded \$200,000
 1. Staffing: salaries \$66,350 fringe \$29,640
 2. Local Area (WDB): \$10,000
 3. Program: \$94,010 – to serve approximately 35 customers with supportive services/wrap-around services
 - ii. ARPA WBL: overall awarded \$500,000
 1. Staffing: salaries \$77,392 fringe \$33,730
 2. Local Area (WDB): \$25,000

3. Program: \$363,878 – to serve approximately 14 WEX participants, 15 OJT participants, 4 IWG, and limited supportive services for the ARPA WBL participants
- b. *Please note these grants will span over a 2-3 year period; annual contract amounts will vary.*
4. For agency travel policies, if our policy does not state a reimbursement rate for mileage how should that be addressed?
 - a. Please include the current agency policy which may or may not include the reimbursement rate. In general, the rate should not exceed the federal reimbursement rate.
5. What do the staffing levels look like for current providers?
 - a. Avery/Mitchell/Yancey: 4 full-time & 1 part-time – they serve as operator and provide all services.
 - b. Alleghany/Ashe/Watauga/Wilkes: 7 full-time staff and does not serve as the Operator. DWS is the current operator.

Please also see Career Center Analysis.

6. Can we review policies or budget info/caps?
 - a. Policies are located on our website.

January 23, 2023

7. On page 5, the total PY2023 funding outlined on the chart equals \$1,230,000. Should we continue with the funding outlined per program, or should we reduce \$15,000 overall? Please advise.
 - a. Total estimate was miscalculated and has been corrected in RFP document and reposted as updated 1.23.23. Please follow the funding outlined per program.
8. I read the answer in the Bidder's Conference Q&A document regarding the ARPA funds, and I assume that the staffing costs referenced cover 2 program years. Is there a maximum amount that can be allocated to administrative staffing costs for this program year for the ARPA funds? We were going to divide the total amount referenced for staffing and fringe in half but did want to seek clarity.
 - a. Amount listed for staffing in the Q&A, #3, is over a two-year period; please adjust accordingly for a single program year budget.

9. Is there a page limit and font minimum?
- There is not a defined page limit. Recommend font size 12.
10. What costs are dedicated to Center Operations? Is that also for the salary of the One-Stop-Operator? Can this be a shared position?
- Funds available for Operations can be designated for staffing, travel, training, etc. This can be a shared position.
11. Due to the waiver, should in-school youth be budgeted at 50%, or should out-of-school funds remain at 75%?
- Budgets should be based on your anticipated program design for serving youth. Currently, youth programs follow the 75% minimum towards out of school youth. If providers demonstrate a program design/plan that would require the waiver request for an increase for in-school youth, this will be determined/requested after contract awards.
12. On page 56, number 8, what does Category 13 refer to?
- Category 13 refers to the state defined category of dislocated workers who have been long term unemployed for 13 weeks or more.
13. How many Adult, DW, In-School and Out-of-School Youth per category, per county, received case management services, attended occupational training and participated in work based learning during the last contract year?
- Last contract year (PY21) total served:
 - 184 Adults, 91 Dislocated Workers, 76 Youth (4 of which in-school)
 - 28 Youth participated in work-based learning activities; 27 attended training.
 - 22 Adults/DW participated in OJT; 182 attended training.

| PY21 Served | Adult | DW | Youth |
|-------------|-------|----|-------|
| Alleghany | 0 | 1 | 2 |
| Ashe | 4 | 3 | 3 |
| Avery | 9 | 5 | 3 |
| Mitchell | 18 | 10 | 18 |
| Watauga | 21 | 26 | 5 |
| Wilkes | 93 | 30 | 14 |
| Yancey | 39 | 16 | 31 |

*Per NCWorks report Enrolled Individuals by Office for PY21

14. Do we need to budget for facilities costs at the Job Centers? If so, is there an estimate of operational costs and what expenses are included?
- Please refer to the Center Cost Analysis document for costs currently covered by the WDB. At this time the WDB/DWS provides operational costs.
15. Are working computers/phones available for use? If not, please provide estimated budgeted amount.
- Current WIOA computers would be available for staff use. If phones are anticipated as a need in addition to office land lines, this would need to be included in budget.
16. Will programs be all housed in existing space?
- At this time, we foresee current leases to remain in place; however, this may be evaluated by the WDB as needed.
17. How many carry-ins into the new contract do you project?
- Please refer to chart on page 10 for current enrollments. This number may increase or decrease depending on service delivery the remainder of the year.
18. What were the supportive services costs for the program year?
- Approximately \$12,200 was spent on supportive services with WIOA funds in program year 2021.
19. How much was spent on OJT last year?
- Approximately \$100,250 was spent on OJT with WIOA funds in program year 2021.
20. Will we be allowed to use the de minimis indirect cost rate of 10% as indicated in the Uniform Grant Guidance?
- The 10% de minimis is allowable.
21. Will these answers be updated on the website and/or sent directly to me?
- Please see updated Q&A posted on the website.

January 26, 2023

22. Can you provide WIOA performance results for centers?
- a. PY21 WIOA Final Performance report and PY22 Quarter 1 performance have been added with the other documents on the RFP page.