

Crater Regional Workforce Development Board  
RFP for WIOA Title 1 Adult/DW/Youth Services

Questions & Answers

Last updated: 4.7.2022

1. Will you please provide the current staffing structure for the WIOA Youth program?  
*The current program is run through a State waiver for In-House services provided by the Board. There are 3 youth case managers on staff with oversight from the Board's Program Coordinator. Based on current enrollment, shared staff or less than 3 FTE direct service staff dedicated to the Youth clients will be considered.*
2. The RFP states no less than three (3) full-time equivalent (FTEs) direct-service-provision staff (case managers) are required to provide services across the nine CRWDB localities. Are other supporting positions, such as program management, employment specialists, and/or instructors allowable as part of proposed service delivery?  
*The Board is open to accept and any all staffing structure for service delivery. We anticipate the need for at least 3 FTE case managers based on historical enrollments and provision of services, however, consideration will be made for other staffing structures that ensure all 9 localities receive services for customers.*
3. Is there an anticipated minimum service level for the region during program year 2022?  
*Contract negotiations will include a range of expected service level. We anticipate that range to be 15-20 Adult/DW customers per month to be enrolled and 3-7 youth per month enrolled.*
4. Can you provide an estimate of how many participants are projected to carry-over as well as how many will be receiving follow-up services as of the contract start date (December 1<sup>st</sup>)?  
*The anticipated contract start date is July 2022.  
Anticipated carry-over for Adult/DW is approximately 100 customers  
Anticipated carry-over for Youth is approximately 25 customers.  
Anticipated number of customers in Follow-Up at contract start date is approximately 200 customers.*
5. Will you please provide the historical service levels for the region during program year 2019 and PY2020?  
Service Level Information:  
*PY 2019 – 88 Adult Enrollments, 15 DW Enrollments, 34 Youth Enrollments  
PY2020 – 184 Adult Enrollments, 62 DW Enrollments, 49 Youth Enrollments*

6. Will you please provide regional WIOA Youth performance data for program year 2019 and PY2020?

*The Board will provide performance data only for PY2020, see below:*

<b>Youth</b>	<b>PY 20 Negotiated Level</b>	<b>Actual Performance</b>
Employment 2nd Quarter after Exit	72.00%	58.10%
Employment 4th Quarter after Exit	62.80%	53.80%
Median Earnings 2nd Quarter after Exit	\$3,500.00	\$1,984.00
Credential Attainment within 1 year	70.00%	20.00%
Measurable Skills Gain	55.00%	42.60%

7. Will you please provide the budget template in MS Excel?

*Yes, budget template has been posted on the website, [vcwcraterregion.com](http://vcwcraterregion.com) in the Public Documents section.*

8. How many Adults, Dislocated Workers and Youth were served over the past two Program Years and year to date?

*See question #5 for historical data. Year to date service levels:*

*136 Adults enrolled*

*9 DW enrolled*

*16 Youth enrolled*

9. How many Adults, Dislocated Workers, and/or Youth received training via ITA's, in OJT and/or Work Experience?

*No OJT or Work Experience activities have occurred with Adults or Dislocated Workers*

*Adult ITAs YTD: 112*

*DW ITAs YTD: 12*

*Youth ITAs YTD: 14*

*Youth WEX YTD: 12*

10. What are the top five career paths individuals were placed with fulltime employment?

*The Board can provide information regarding the most common career paths, however a Business Services Coordinator has just be hired so future placement information will be available:*

- 1. Commercial Driver's License (CDL A&B)*
- 2. Healthcare*
- 3. Trades (Carpentry & Electrical)*
- 4. Information Technology*
- 5. Logistics*

11. Are there any fixed operational costs a new provider should budget (i.e. copiers, sub-contracted services, etc.)?

*The Board encourages a new provider to build in a fixed operational cost for subscription/use of The Work Number for follow up & employment related information. Copiers & other sub contracted services are covered by the Board IFA.*

12. Page 28, Attachment D – Proposed Budget. This page is blank. Do you have a budget template available to use? Is it available in MS Excel format?

*See question #7.*

13. Page 11 says “the preferred proposal format is electronic in PDF format.” If we submit our proposal in a PDF file format to [ttaylor@vcwcraterregion.com](mailto:ttaylor@vcwcraterregion.com) then no paper copies are required, correct? Is there a size limit to files received at this email address (i.e. 15MB)?

*Correct, if proposals are sent via electronic means, no paper copies are required. The maximum limit receivable is 20MB.*

14. Page 2 says “VCCS Virginia Workforce Letter (VWL) 14-17, Change 1 (November 4, 2016) requires 40% of funds to be spent on training activity elements.” Does that apply to this particular contract? If not, can you please provide the amount that we will be required to or expected to spend on participant training services?

*VWL 14-17 does apply to the Adult & Dislocated worker award, but not to the youth award. Please keep in mind that the 40% training expenditure requirement can include staff time and the anticipated budget should reflect that staff time accordingly. For more details regarding which staff activities count toward the 40%, please visit [https://virginiacareerworks.com/current\\_virginia/vwl-14-17-change-3-minimum-training-expenditure-requirement/](https://virginiacareerworks.com/current_virginia/vwl-14-17-change-3-minimum-training-expenditure-requirement/)*

15. Is equipment for staff available to transfer to this contract? If not, should equipment be part of the proposal budget?

*Equipment and basic supplies will be made available to staff upon start of the contract. At minimum, laptops will be provided to each staff member, but as technology upgrades are currently in process, desktops may be available as well.*

16. Does the Board cover the rent and utilities for the Comprehensive and Affiliate centers? If not, are facilities and/or other costs available for a Resource Sharing Agreement?

*The Board & mandatory partners participate in an Infrastructure Agreement (IFA). The Board's operating costs cover rent and utilities for the contracted service provider.*

17. Please indicate most recent client service levels by type (Adult, Dislocated Worker, Youth).

*See #8 and #5 above.*

18. Please indicate current staffing.

*Currently, there are 3 FTE & 1 PTE (case managers) for the Adult/Dislocated Worker program. One PTE is offsite and provides supervision. Additionally there are 3 FTE for the Youth program. As the youth program is currently in-house, the Board Program Coordinator provides supervision.*

19. Please confirm Attachment B Cover Page should be the first page of the proposal.  
*So confirmed.*
20. Page 11 of the RFP indicates “The preferred proposal format is electronics in PDF format. IF paper submissions occur...” Other directions indicate hard copies (1 original, 2 copies, for 3 total, plus a data stick) should be sent. Please confirm that an electronic copy only is preferred. If so, should proposals be emailed to the contact? Are there any file size limitations? Is there a preferred format for file name?  
*The preferred format is electronic in PDF format. The maximum receivable limit is 20MB. No preferred format file name and submissions should be emailed to [ttaylor@vcwcraterregion.com](mailto:ttaylor@vcwcraterregion.com). Upon receipt, confirmation will be emailed to the sending party.*
21. If hard copies are required, please confirm UPS or FedEx shipping is a suitable option to certified mail.  
*This is permissible.*
22. Is there a preferred format or a specific form for Attachment D Budget? If so, is the form available in Excel?  
*See question #7.*
23. Please confirm what content should be included for Attachment E Other Required Documents/Information.  
*Attachment E should include any other documentation relevant to proposal that is no otherwise specified.*