



northeastern
WORKFORCE DEVELOPMENT BOARD

**2021 Bidders' Conference Response
Adult & Dislocated Worker Programs
Combined with the One Stop Operator
RFP Questions and Answers**

The Northeastern Workforce Development Board hosted a Bidders' Conference on August 23, 2021, from 2:30pm – 4:00pm. **Attendees were required to submit all questions in writing no later than 4:00pm, August 23, 2021 to Joanna Russell.**

Arbor E&T, LLC dba Equus Workforce Solutions submitted the following 15 questions:

1. Please confirm the "1.5 spacing between sentences" is applicable to spacing between lines throughout the narrative and not spacing after each period.

NWDB Response: 1.5pt spacing between sentences is applicable between lines throughout the narrative and not after each period.

2. To best ensure compliance with the identified page limits, please confirm question prompts may be truncated or removed. If not, may they be single spaced?

NWDB Response: Question prompts may be truncated and single spaced but not removed.

3. May charts, tables, and graphics be single spaced?

NWDB Response: Yes, however, charts, tables and graphics must still adhere to the margin requirements specified within the RFP.

4. May charts, tables, and graphics be a smaller, legible font size?

NWDB Response: No, bidders are required to use a 12 font throughout their proposal.

5. Please provide any specifics bidders should include in the headers/footers.
Example: page numbers, bidder name, etc.

NWDB Response: There are no specifications to headers/footers.

6. Please provide the 2019-2020 and 2020-2021 participants served for each county.

NWDB Response: (Program Year 2019 – Participated between July 1, 2019 – June 30, 2020)

Total PY19 ADULT Participants: 257

Aroostook County Participants: 62
Penobscot County Participants: 113
Piscataquis County Participants: 13
Hancock County Participants: 33
Washington County Participants: 36

(Program Year 2020 – Participated between July 1, 2020 – June 30, 2021)

Total PY20 ADULT Participants: 239

Aroostook County: 67
Penobscot County: 109
Piscataquis County: 8
Hancock County: 27
Washington County: 28

(Program Year 2019 – Participated between July 1, 2019 – June 30, 2020)

Total PY19 DISLOCATED WORKER Participants: 86

Aroostook County Participants: 26
Penobscot County Participants: 38
Piscataquis County Participants: 5
Hancock County Participants: 11
Washington County Participants: 6

(Program Year 2020 – Participated between July 1, 2020 – June 30, 2021)

Total PY20 DISLOCATED WORKER Participants: 111

Aroostook County: 19
Penobscot County: 65
Piscataquis County: 2
Hancock County: 15
Washington County: 10

7. Are there established affiliate sites? If so, please provide.

NWDB Response: All affiliate sites are listed in the RFP and can be found on the NWDB website: <https://www.northeasternwdb.org/about/one-stop-partners/>. There are no additional affiliated workforce sites.

8. Please provide a list of the mandated and non-mandated partners occupying one comprehensive One-Stop CareerCenter in Bangor.

NWDB Response: One-Stop CareerCenter in Bangor occupants include:

MDOL –

Bureau of Employment Services, (BES) – Wagner Peyser

Bureau of Unemployment Compensation (Including Call Center)

Bureau of Rehabilitation Services

Division of Vocational Rehabilitation Services

Division for the Blind and Visually Impaired

Jobs for Maine Veterans

Trade Adjustment Assistance

WIOA Title 1B – Adult, Dislocated Worker, Youth Programs

9. What is the current staff to participant ratio and what is the current staffing structure? If possible, please provide a salary range for each position?

NWDB Response: The NWDB has provided information related to the comprehensive one stop center and the number of affiliate sites. Bidders are encouraged to review current labor market information and consider potential virtual services to estimate staffing needs. The NWDB encourages innovative planning and expects all bidders to develop their own staffing plan.

10. What percentage of the current operational funds are dedicated to training?

NWDB Response: The NWDB is seeking proposals based on the provider's experience and knowledge related to operations and training. Further, the NWDB encourages all bidders to review the State Workforce Board's policy to assist in their budget planning:

https://www.maine.gov/swb/laws/policies/PY17-02_change1-amended_minimum_training_expenditure.pdf.

The State Workforce Board (SWB) mandates 70% of program funds to be dedicated to training. Bidders are encouraged to review Policy No. "PY17-02 Change 1" in detail.

Specifically, refer to page one where all examples are listed with directions to calculate salaries, etc. for staff delivering career services. Salaries and fringe

will be calculated with operational costs and noted only in direct training, and not repeated as costs under direct training.

11. Please provide a floor plan and/or other facility descriptions for the current comprehensive center and affiliate sites.

NWDB Response: Please see link to the Bangor Comprehensive One Stop CareerCenter – <https://www.northeasternwdb.org/wp-content/uploads/2021/08/Tri-County-CC-Floor-Plan.pdf>. For all affiliate sites, the NWDB suggests requesting virtual tours from site managers.

12. How many additional sites are current providers offering that aren't listed on www.northeasternwdb.org?

NWDB Response: Innovative planning related to the delivery system is strongly encouraged. There are no additional sites.

13. Who owns current lease of the Comprehensive Center and affiliate sites and will they be available to the awarded provider?

NWDB Response: The Maine Department of Labor (MDOL) owns the current lease of the Comprehensive One Stop CareerCenter in Bangor, the Machias CareerCenter, and Presque Isle CareerCenter.

Eastern Maine Community College (EMCC) oversees the workforce sites in East Millinocket and Dover-Foxcroft.

Eastern Maine Development Corporation (EMDC) leases the office in Ellsworth from the Ellsworth Mill Mall.

Aroostook County Action Program (ACAP) oversees the ACAP sites in Presque Isle and Houlton.

14. What are the costs associated for the Comprehensive Center and affiliate sites? Should bidders include costs related to leases, equipment, furniture, utilities, and other facilities costs in their proposed budgets?

NWDB Response: The award recipient would need to negotiate rent for each site. Bidders are encouraged to research and investigate costs. Bidders should include costs related to leases, equipment, furniture, utilities, and other facilities costs in their proposed budgets.

15. RFP page 13, please clarify what the term "space" refers to? Rent?

NWDB Response: On page 13, the term "space" refers to office space and rent.

Goodwill Northern New England submitted the following 5 questions:

1. Submitting two different annual budgets so a total of 4 pages for proposed LIBs? Is there a required percentage of funding to be budgeted for Direct participant services? Is it meant for personnel to be included in Direct Participant Services Costs section B. Career Services or is it to be budgeted in Operating costs?

NWDB Response: The NWDB is seeking proposals based on the provider's experience and knowledge related to operations and training. Further, the NWDB encourages all bidders to review the State Workforce Board's policy to assist in their budget planning:

https://www.maine.gov/swb/laws/policies/PY17-02_change1-amended_minimum_training_expenditure.pdf

The State Workforce Board (SWB) mandates 70% of program funds to be dedicated to training. Bidders are encouraged to review Policy No. "PY17-02 Change 1" in detail. Specifically, refer to page one where all examples are listed with directions to calculate salaries, etc. for staff delivering career services. Salaries and fringe will be calculated with operational costs and noted only in direct training, and not repeated as costs under direct training.

2. How will bidders know what to anticipate for carry-in numbers when developing the implementation plans?

NWDB Response: The NWDB recognizes that including carry-in numbers is critical when calculating new program budgets. The NWDB expects bidders to use their experience to estimate carry-in numbers for both programs.

3. Page 13 of 39 #9. Budget Narrative (maximum 8 pages...not count towards statement of work narrative) and Page 16 of 39 under section iv. Narrative Component up to 30 pages section F Financial Component (up to 8 pages). Clarification on if the budget narrative is meant to be imbedded in the statement of work narrative or separate from the 30 pages.

NWDB Response: Please refer to page 13 and see the following:

"Budget Narrative- (Maximum 8 pages- please attach to the budget template when submitting the proposal- the budget narrative will NOT count towards

the statement of work narrative): Provide a budget narrative to accompany the budget.”

4. Page 13 of 39 “a copy, or copies, of the bidder’s Adult and Dislocated Worker Programs Year 2019 WIOA Annual Report”, could you clarify if this is the report that is provided to LWDB and Providers from the state?

NWDB Response: The NWDB is requesting the annual program and fiscal monitoring reports conducted by the State Department of Labor. Bidders can request a copy of the PY19 monitoring report from their local workforce board. Note: If there is not a report available, a one-page document stating there is no report available will suffice.

5. Is there a minimum expected number of bricks and mortar affiliate sites? Could virtual environments be considered affiliate sites? Example partners collaborating to make staff accessible in their locations through technology rather than the costs of occupancy?

NWDB Response: The NWDB recognizes the value of providing virtual services. If virtual environments are considered as the only affiliate site, please describe how you would provide career services to an individual without access to broadband or technology. The NWDB’s requirement is the service provider demonstrate services in all five counties within the Northeastern Region.