



2021 Bidders' Conference Response Youth 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 17 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.

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 Youth Participants: 153

Aroostook County Participants: 42

Penobscot County Participants: 77

Piscataquis County Participants: 7

Hancock County Participants: 13

Washington County Participants: 14

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

Total PY20 Youth Participants: 131

Aroostook County: 41

Penobscot County: 67

Piscataquis County: 3

Hancock County: 9

Washington County: 11

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. What is the total number of youth participants to receive the following in PY2019 and PY2020 program years?
- Occupational Skills Training
 - OJT
 - Transitional Jobs
 - Apprenticeships

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

Total PY19 Youth Participants to receive the following:

Occupations Skills Training – 45

OJT – 3

Transitional Jobs – Information unavailable at this time but will be posted as soon as possible.

Apprenticeships – 0

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

Total PY20 Youth Participants to receive the following:

Occupational Skills Training – 37

OJT – 3

Transitional Jobs – Information unavailable at this time but will be posted as soon as possible.

Apprenticeships – Information unavailable at this time but will be posted as soon as possible.

9. What is the maximum per participant for OJT, support services, and ITAs respectively?

NWDB Response: This information can be found on the NWDB website on the Strategic Plan page: <https://www.northeasternwdb.org/strategic-plan-1/strategic-planning/>.

Support Services Policy: <https://www.northeasternwdb.org/wp-content/uploads/2021/06/Appendix-4-NWDB-Policy-006-Customer-Support-Services-1.pdf>

ITA's Policy: <https://www.northeasternwdb.org/wp-content/uploads/2021/06/Appendix-18-NWDB-Policy-014-Individual-Training-Accounts.pdf>.

10. Please provide a list of the mandated and non-mandated partners occupying one comprehensive One-Stop CareerCenter in Bangor. (The RFP only states one center, but Tim referenced multiple. Timothy Foster, can you confirm how many there are or is it just one?)

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

11. 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 CareerCenter 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.

12. 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 policies to assist in their planning: https://www.maine.gov/swb/laws/policies/PY17-02_change1-amended_minimum_training_expenditure.pdf.

13. 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.

14. 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.

15. 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.

16. 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.

17. RFP page 10, 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 2 questions:

1. Page 20 of 40 “Each of the sub-sections below, clearly labeled A-G must be included”, clarification needed for Section E. What is expected in the narrative to meet the One Hour Bidder Interview section?

NWDB Response: The NWDB will provide interview questions prior to the interview and will conduct the interview via Zoom. Bidders will receive the interview questions no later than Friday, November 5, 2021. Questions will be the same for all bidders. The bidder will not be expected to address the interview within the narrative.

2. There is a requirement for work experience, what is that percentage for the WIOA Youth Service provider, it is known it is 20% of allocation, in order to meet that what is percentage the provider needs to meet for the NWDB allocation? Is staff time included in that percentage when time is spent developing and monitoring paid work experiences? Is that personnel time to be budgeted in operating costs under personnel or included in the Work Experience line item?

NWDB Response: The service provider is required to provide 20% of their Youth funding towards work experience. Staff time spent on work experience is charged to salary and fringe under Operations. To avoid duplication of costs, we ask bidders to note only calculated staff costs under the Work Experience line item, see **red font in chart below.**

DIRECT PARTICIPANT SERVICES COSTS			
A. Direct Training			
a. Occupational (Training/Tuition/Books/Fees)			-
b. OJT Training			-
c. Customized Training			-
d. Literacy in conjunction w/ Occ. Trng.			-
e. Entrepreneurial Training			-
f. Job Ready in conjunction w/Occ. Trng			-
g. Transitional Jobs			-
h. Work Based Trng w/related instruction			-
i. Work Experience (STAFF COSTS NOTED HERE)			-
j. Support Services			-
B. Career Services			-
TOTALS	-	-	-
GRANT TOTALS	-	-	-