

Greater Memphis Workforce Development Board Questions and Answers | One-Stop Operator, WIOA Title I Adult & Dislocated Worker and Youth Workforce Development Services

1. The RFP states on page 38 that proposals are due no later than the due date and time shown in the Procurement Timetable of this RFP. The Process and Timeline on page 8 of the RFP lists the due date as June 18th, 2024. Could you please provide the time that the RFP is due?
 - **Proposals are due by 12:59 p.m. on June 18th.**
2. The RFP states on page 38 that one original and an electronic version should be submitted. Page 6 of the RFP states that applicants can apply for Option 1, 2, or 3. If selecting to apply for more than one option, are proposers able to submit separate proposals?
 - **Yes, proposers should submit separate proposals.**
3. Is the submission only 15 pages and double spaced?
 - **Yes, that is the submission limits.**
4. Is the scope of work included in the 15-page limit?
 - **Yes, that is included in the 15-page limit.**
5. One of the prompts for Organizational Experience/Capabilities reads as follows: "Describe your organization's experience in managing and delivering each of the workforce development programs and services outlined in this RFP. Be sure your response clearly articulates which services were managed and delivered. (Sections D-J)" Where are Sections D-J located in the RFP? (question prompt is on pg. 39 on the RFP, for reference)
6. Is there a due time for the RFP? We see the date.
 - **Proposals are due by 12:59 p.m. on June 18th.**
7. Key Provisions: Administrative Cost: Is the sentence, "Entities are eligible to receive profit" a complete sentence? (page 18)
 - **Yes, the entities are eligible to receive profit.**
8. Response Submittal: Do the Cover Page, Organizational Background and Abstract/Executive Summary count towards the 15-page proposal narrative maximum? (page 38)
 - **No. These are not included in the 15-page narrative.**
9. Response Submittal: Where should the questions for the Scope of Work Strategy Narrative be answered? Should it be in its own section following the budget narrative and is it subject to the 15-page maximum? (page 46)
 - **Yes, the scope of work strategy should be answered within the 15-page maximum, aside from the budget narrative.**
10. Response to Submittal: Item 6. Transition Plan: Is the stated "investment" a requirement of all Contractors or does it only apply to One-Stop Operators? If a Contractor only provides Youth Services, should Item 6 be included in the Proposal Narrative? (page 41)
 - **The term "investment" refers to all contracted services. All proposals should include item 6.**

11. Response Submittal: Item 9. Budget Narrative: Please define the acronym “SLPG”. Will “SLPG” invoice indirect expenses separately from other allowable expenses? What percentage of indirect costs are allowed against the total budget? (page 41)
 - **Please disregard the typo “SLPG” and replace with GMWDB.**

12. Attachment D: Resumes: Please define “key staff”. (page 56)
 - **Key staff are all identified roles that will support the proposal's work.**

13. Attachment L: “Provide a statement to the extent that this coverage is in place” - if the coverage dates and minimums/maximums are evident on the face of the document, do the policies still require an explanation of coverage? (page 66)
 - **No, if coverage is evident from documentation provided then an explanation of coverage is not required.**

14. For the Youth Career Services, can programming be during out-of-school time? Page 29 of the RFP mentions both, so just wanted to confirm.
 - **Yes, it can be during out-of-school time, including outside of regular school hours and summer.**

15. Can you please provide additional information about how to submit, especially the meaning of "electronic documents"? Is this a thumb drive included with the paper copies of our application? Or, is there an email address that needs to be used for all the required documents?
 - **Yes, and email submission only will suffice. Please submit to procurement@tpma-inc.com before the deadline.**

16. Page 5 says the contractor must be authorized to do business in Tennessee and must have been doing this business for at least three (3) years before the date the proposal is submitted. Do you need proof of our authorization to do business in Tennessee? Regarding the 3 year requirement, does business outside of the State of Tennessee suffice? Or are we required to have conducted business within Tennessee for the last 3 years?
 - **Authorized only. The 3-year requirement can be outside of the state of Tennessee.**

17. The eligibility requirements on page 9 indicates nonprofits need to be “community-based”. Please provide a definition of a community-based nonprofit.
 - **A community-based nonprofit operates mainly to serve the specific needs of a local community or region. These nonprofits are typically focused on addressing social, economic, environmental, or cultural issues within a defined geographic area. Key characteristics of community-based nonprofits include:**
 - **Local Focus: These organizations concentrate their efforts on a particular community or region, tailoring their programs and services to meet the unique needs and challenges of that area.**

18. The eligibility requirements on page 9 indicates eligible types include “Workforce intermediary”. Please provide a definition of “workforce intermediary.”
 - **An organization or entity that performs those duties of connecting and developing workforce development services.**

19. Page 38 says one (1) original proposal and an electronic version must be received by the Greater Memphis Workforce Development Board Administrative office. There is no address listed for this office. Can you please provide a physical address that a courier can deliver the proposal to?
- **100 Peabody Place, Suite 1000, Memphis, TN 38103**
20. Do you prefer the electronic copy to be on a “thumb drive”? If not, please specify.
- **The preferred electronic copy method is via email procurement@tpma-inc.com.**
21. Page 39 says the limit for the Proposal Narrative section is 15 pages regardless of number of programs being proposed? Does this include just sections 4-9 or does the limit also apply to scopes of work sections as well?
- **Yes, the limit including scope of work is 15-pages. If proposing for more than one option, please submit separate proposals.**
22. Would the Scope of work be included as section 10 after the budget narrative?
- **Yes, the scope of work is section 10 after the budget narrative.**
23. Is there a separate page limit for the scope of work section?
- **Yes, the limit including scope of work is 15-pages.**
24. Is there a page limit for the entire proposal to include all attachments?
- **No, only the proposal narrative which includes scope of work is limited to 15-pages.**
25. How many points is the scope of work section worth in the evaluation matrix?
- **25 Points.**
26. Page 62 at the end of Attachment H says any “no” answers are required to be explained on “Attachment D-1”. Is this supposed to be H-1?
- **Yes, it should be Attachment H-1.**
27. If we are applying for Option #2 and Option #3 are we required to submit two completely separate proposals, once for each of these service options, or simply separate scopes of work and budgets in the same proposal package?
- **Yes, you will submit separate scopes of work and budgets.**
28. What is the current approved ratio of ISY/OSY?
- **Currently, 75% of youth funding is allocated toward out-of-school youth. 25% is allocated toward in-school youth.**
29. Can you please provide the current staffing breakout by A/DW and Youth per center?
- **We cannot provide our current staff breakout. Under WIOA, we are contracted to have staff in every center. Please use your discretion.**
30. Can you please provide salary ranges for current staffing by position.
- **We cannot provide these salaries but encourage you to consider market rate salaries for the Greater Memphis region.**

31. Do you have budget forms/attachments in Excel and if so, can you provide them?
- **We do not have budget forms in excel.**
32. Please confirm proposal submissions should be sent via email to procurement@tpma-inc.com.
- **Yes, confirmed.**
33. Please provide the time proposal submissions are due June 18th.
- **Proposals are due by 12:59 p.m. on June 18th.**
34. RFP Page 8 states proposal submission is to be email only, while page 37 requests for “original proposal and an electronic version.” Please confirm a single proposal document submitted via email is compliant.
- **Yes, and email submission only will suffice. Please submit to procurement@tpma-inc.com before the deadline.**
35. Please confirm headers, footers, tables, charts, and graphics are exempt from the formatting requirements (12 point and double spaced).
- **Yes, they are exempt from formatting requirements.**
36. To abide by the Proposal Narrative 15-page limit, please confirm tables, charts, and graphics may be smaller than 12-point font so long as legible.
- **Yes, confirmed.**
37. Please confirm question prompts may be truncated/removed.
- **Question prompts may be truncated, exempt from double spacing, and/or smaller than 12 font as long as they are legible.**
38. To abide by the Proposal Narrative 15 page limit, please confirm question prompts are exempt from the double-spacing requirements.
- **Question prompts may be truncated, exempt from double spacing, and/or smaller than 12 font as long as they are legible.**
39. Please confirm question prompts may be smaller than 12-point font, so long as legible.
- **Question prompts may be truncated, exempt from double spacing, and/or smaller than 12 font as long as they are legible.**
40. If an applicant is bidding on Option 2 and Option 3, is a full proposal required (including all supporting documentation) per option?
- **Yes, a separate proposal is required for each option.**
41. Please provide any file size limitation for the email address applicants are submitting proposal responses to.
- **Files should be no larger than 150MB.**
42. Should applicant's responses for the "Proposal Narrative" include both sections labeled Proposal Narrative and Scope of Work? If yes, are both sections included in the 15-page limit?
- **Yes, the Scope of Work is included in the 15-page limit under the Proposal Narrative section.**

43. If applicants bid on both Option 2 and Option 3, should the Proposal Narrative include both sections labeled Proposal Narrative and Scope of Work per Option?
- **Yes, each proposal narrative must be labeled with the appropriate Scope of Work related to the option applying for.**
44. Please confirm whether the budget narrative is included in the 15-page limit.
- **No, the budget narrative is not included in the 15-page limit.**
45. Please confirm the Proposal Abstract/Outline is not included in the 15-page limit.
- **No, the proposal abstract/outline is not included in the 15-page limit.**
46. Can an applicant apply for just Out-of-School Youth Services or does the youth contract include both ISY and OSY?
- **The contract includes both out of school youth services and in school youth services.**
47. Please provide a breakdown of the funding for Option #3 – WIOA Youth Service Worker Provider (ISY and OSY). Are applicants allowed to bid these separately?
- **The contract includes both out of school youth services and in school youth services. Currently, 75% of youth funding is allocated toward out-of-school youth. 25% is allocated toward in-school youth.**
48. RFP page 41 references "SLPG". Should SLPG be replaced with GMWDB?
- **Please disregard the typo "SLPG" and replace with GMWDB.**
49. Please confirm the budget should be submitted for the period October 1, 2024 through June 30, 2025.
- **Yes, confirmed.**
50. RFP page 11 provides Title I Adult/Dislocated Workers Service Provider Funding. For each, 45% of the total amount is reserved as a pass-through line item for Direct Participant Costs. RFP page 27 states GMWDB will award direct participant funds to the successful bidder for payment to vendors, training providers and participants as provided in this RFP. The Direct Participant line item will be increased/decreased via contract modification based on available funds and training needs as determined by the GMWDB. As pass-through funds, Direct Participant funds are not a required bid item. Please confirm applicants should not include pass thru funds in the budget(s) and therefore the approximate amount of funding available for the Title I Adult/Dislocated Workers proposal budget is \$1,650,000 and the approximate amount of funding available for Title I Youth Services proposal budget is \$1,155,000.
- **Please include pass-through funds in the budget.**
51. Will the Title 1 WIOA providers be responsible for purchasing staff equipment through the award funding, or will the local board provide the team with equipment?
- **The Greater Memphis Workforce Development Board will provide equipment.**
52. Can a provider serve as a one-stop operator and service provider?
- **No.**

53. What are the flexibilities around integrating organizational culture into the AJC system? Will a provider be able to host their agency-wide meetings weekly offsite and quarterly full-day meetings with staff funded under this grant?

- **No, this would not be allowable.**

54. Regarding the single audit requirement, does the single audit need to be submitted by 12/31 each year based on a 6/30 program year end date? Our agency completes a single audit every year with our fiscal audit for our 9/30 fiscal year end, and the single audit is usually complete within four months of the close of our fiscal year (by 1/30). Is that acceptable, or do we need to conduct a separate single audit for these funds?

- **Please not we are awaiting guidance on this question and will post it ASAP.**

55. Will the Local Workforce Board fully fund the rent and utilities for the facility we use?

- **Yes, rent and utilities are funded for the American Job Centers.**

56. If we are going for options 2 and 3, do we submit two different applications with potentially 3 different budgets?

- **Yes, each option requires a separate application, proposal, and budget.**

57. For option 3, are we able to serve out of school youth ONLY, or must we serve In-School and Out of School youth together?

- **You must serve both.**

58. Are letters of commitment required or allowed?

- **Letters of recommendations are allowed.**

59. Where does the strategy narrative go within the application?

- **The strategy narrative (scope of work) is included in the proposal narrative.**

60. Is the budget narrative part of the 15-page maximum? Also, do we create separate budget narratives for each option?

- **The budget narrative is not included in the 15-page limit. A separate budget narrative is required for each option.**