

**Workforce Solutions South Plains
RFP 2018-60-2000
Question and Answer Document #1**

Question 1:

Is The South Plains Regional Workforce Development Board (Board) a political subdivision of the State of Texas and therefore eligible to use public contracts like cities, counties, school districts, GID's, etc.?

Answer: The South Plains Regional Workforce Development Board (Board) is a Quasi-Governmental Entity. The Board is able to use specified public contracts like state agencies, cities, counties, school districts, GID's. The Board is a member of several purchasing cooperatives.

Question 2:

Page 7

Under item 4, the RFP states that "indirect costs are capped at 5%." Our agency's approved indirect cost rate exceeds this amount. Please advise how this should be addressed in preparing the budget?

Answer: The proposed budget should be developed utilizing a federally-approved indirect rate. The indirect cost rate to be applied will be a part of the contract negotiations.

Question 3:

Page 13

Item 3 under Required Format states that the original submittal should be submitted as an "unbound complete original." Are the five copies to be submitted unbound as well, or would you prefer they be submitted in binders? On the unbound set(s), may we use binder clips to secure the documents?

Answer: All original proposals and copies should be submitted unbound. The use of binder clips and paper clips is acceptable.

Question 4:

Page 27

The total number of points for Offeror's Profiles is 142, not 145 as shown in the chart. Please clarify.

Answer: Please see RFP 2018-60-2000 Amendment 1.

Question 5:

Page 25

Does the requirement for submitting all external monitoring reports include monitoring for all programs our agency operates (~60 total programs) or just the Workforce programs?

Answer: This requirement refers to Workforce programs only.

Question 6:

The 20-page limit for Career Services seems quite restrictive: it was 30 pages last time, and now there are an additional 18 questions. Please confirm that the limit is indeed 20 pages.

Answer: Please see RFP 2018-60-2000 Amendment 1.

Question 7:

On item III.B.3.c – the question reads “If customer satisfaction was assessed by an outside entity, describe the process and results and provides as Attachment 6.” We assess this information ourselves; do we need to submit Attachment 6?

Answer: If customer satisfaction was not assessed by an outside entity then Attachment 6 is not required.

Question 8:

Please clarify what Attachment 14 is – as per page 26, it is Subcontractor Management, but on page 62, it is shown as Administrative Management Survey.

Answer: The Offeror creates Attachment 14. The Administrative Management Survey on page 62 is Attachment 15.

Question 9:

Please clarify the correct attachment number for the Administrative Management Survey – is it 15 (as per page 26), or is it 14 (as per page 62)?

Answer: The Administrative Management Survey is Attachment 15. Please reread page 26 and page 62 of RFP 2018-60-2000.

Question 10:

Please confirm if there is an Attachment 33. Attachments 32 and 34 are referenced in the RFP, but there is no mention of Attachment 33.

Answer: Please reread page 48 and page 53 of RFP 2018-60-2000.

Question 11:

Does Youth Services require Attachment 22 – Org Chart? It is not listed on the section checklist on page 45. Please clarify.

Answer: Please see page 42 section V.D.4.(a.) of RFP 2018-60-2000.

Question 12:

CCS checklist references Attachment 36 – Child Care Provider Assessment Instrument (see page 53), but it is not mentioned anywhere in the text. Please clarify. Additionally, the requested information exists online only; if it is required as an attachment, please advise as to how it should be submitted with the proposal.

Answer: Offerors must include Attachment 36 – Child Care Provider Assessment Instrument in their response. Please refer to page 12 and page 13 of RFP 2018-60-2000 for requirements regarding formatting.

Question 13:

Attachment checklist for CCS (see page 53) indicates there is a form for Attachment 28 – Letters of Collaboration or Agreements, but no form exists. Please clarify.

Answer: There is not a form for Attachment 28 – Letters of Collaboration or Agreements.

Question 14:

Can font size be reduced in tables that are included in our narratives, or does the 12-point minimum include tables, too?

Answer: Please refer to page 12 and page 13 of RFP 2018-60-2000 for formatting requirements. These formatting requirements apply to the Offeror’s entire proposal, including tables.

Question 15:

On the Cover Sheet form, there is no way to check the boxes in the sections for Legal/Tax Status and HUB Certification. May we delete the non-working boxes and submit ones that permit us to check the appropriate item(s)?

Answer: Submitting the Cover Sheet with checkable boxes is acceptable.

Question 16:

On Attachment 16, the box on page 2 that is intended to be used to provide additional information is inserted as a jpg, rather than a text box or a table, so there is no way to insert information. Can we substitute a table so that our information can be inserted?

Answer: Substituting a table for the explanation of any “N/A” response in Attachment 16 is acceptable.

Question 17:

On the Certification Regarding Texas Corporate Franchise Tax, the check boxes are inoperable. May we delete the non-working boxes and submit ones that permit us to check the appropriate item?

Answer: Submitting the Certification Regarding Texas Corporate Franchise Tax with checkable boxes is acceptable.

Question 18:

On the State Assessment Certification form, the check boxes are inoperable. May we delete the non-working boxes and submit ones that permit us to check the appropriate item?

Answer: Submitting the State Assessment Certification Form with checkable boxes is acceptable.

Question 19:

If we are permitted to replace the non-working check boxes and/or jpgs as outlined in questions 13-16, must we disclose these changes on the Proposal Language Change Certification form?

Answer: Please disclose any alterations to the original documents.

Question 20:

In the interests of the best use of the page count, may we reformat the chart on page 50 into 4 or 6 columns, instead of the two columns it is formatted it? And if we do reformat it, must we disclose these changes on the Proposal Language Change Certification form? Or can it be deleted from our response?

Answer: Please disclose any alterations to the original documents. Also note, that required attachments and the RFP 2018-60-2000 are not counted against page limits.

Question 21:

May the printed documents be printed on both sides of the pages, or must it be printed single-sided?

Answer: Please print all documents single-sided.