

- 1. Staffing – the RFP requires one full-time staff or FTE equivalent to serve as system coordinator. Can we use existing part-time staff (2) at the Center to meet this requirement? Or, will we need to hire additional staff?**

Yes you can use existing staff, two part time would be the FTE equivalent.

- 2. Explain further the role of One-Stop Center Operator in terms of being the “site” or location vs. service provider.**

Some of the LWIA’s are using the One-Stop Operator as the case management service provider as well. In our area we will continue to issue a separate RFP for Adult, Dislocated Worker & Youth Services under WIOA Title I and Trade. Part of the Case Management RFP will include that WIOA Case Management will be co-located on site at the One-Stop Center.

- 3. Who are the contractors that would be at the location?**

The only partners required to be physically located at the center are the Title 1 (estimate 2 offices) and IDES programs (Employment Services, Wagner Physer, Veterans, etc...) – which currently occupy 2 offices. All other required partners are linked with technology and referrals.

- 4. How much would we be responsible for services? We are responsible for the intake process. What happens after this? What would be “our” role?**

The role of One-Stop Operator in intake is the “Gate Keeper” to insure that the customers are being served. Operator provides a receptionist (billed with the MOU) who directs customers to the partner for service. The Operator is responsible for convening regular partner meetings to be sure that the partners are working together, track referrals and track center usage.

- 5. Is this a solo or joint application?**

The response can be either from a single entity or a group of partners. When we asked DCEO for clarification we received this:

From TEGL 15-16:

6. One-Stop Operator Eligible Entities. WIOA sec. 3(41) defines one-stop operator as one or more entities designated or certified under WIOA sec. 121(d). Such designation or certification must be through a competitive process. The one-stop operator must be an entity (public, private, or nonprofit) or a consortium of entities that, at a minimum, includes three or more of the required one-stop partners of demonstrated effectiveness, located in the Local Area. Entities selected and serving as one-stop operators are subrecipients of a Federal award and thus are required to follow the Uniform Guidance.

Such entities may include the following:

- Government agencies or governmental units, such as: Local or county governments, school districts, State agencies, and Federal WIOA partners;
- Employment Service State agencies under the Wagner-Peyser Act, as amended by title III of WIOA;
- Indian Tribes, tribal organizations, Alaska Native entities, Indian-controlled organizations serving Indians, or Native Hawaiian organizations (collectively referred to herein as “Indian Tribes”);

- Educational institutions, such as: institutions of higher education, nontraditional public secondary schools such as night schools, and area career and technical education schools (however, elementary and other secondary schools are not eligible to become a one-stop operator);
- Community-based organizations, nonprofit entities, or workforce intermediaries;
- Other interested organizations that are capable of carrying out the duties of the one-stop operator, such as a local chamber of commerce, other business organization, or labor organization;
- Private for-profit entities;
- Local WDBs, if approved by the Chief Elected Official (CEO) and the Governor as required in WIOA sec. 107(g)(2).

6. How does the money flow? Basically, whose grant is it? If we are billing LWIB, then who administers it? Who is responsible for audits?

First this is not a grant, it is part of the Memorandum of Understanding and a contract with the Southern 14 Workforce Investment Board will be issued. The Operator is “running” the center so in essence administers the funds. The Operator bills the partners directly, who are required by the WIOA act to participate and contribute to the One-Stop System. The Operator would be responsible for audits, but the cost should be included in the budget.

7. Are all the partners paying? What happens when a partner cannot pay? Where does that money get made up at? Are we guaranteed the amount of our budget?

In the PY15 (we have not billed for the PY16 yet) all of the partners paid – with the exception of some of the Adult Ed programs. In past years the Board picked up the cost of those partner that could not pay, but in the new legislation that is no longer an allowable cost. If a partner does pay they are taken to Court of Claims – this has happened a few times and then the payment was made fairly quickly after. With the exception of the allowed administrative line item, the MOU is a reimbursement agreement so the operator will bill for what was expended – so the budget is not guaranteed, since if the budget line item for signage was \$3,500 and the actual invoice was \$2,500 the Operator could not bill for the budgeted \$3,500. In past the MOU was billed once a year, but I would recommend that the Operator bill more frequently – at least once a quarter.

This RFP is for one year, with the option for two additional years. Each year’s budget will be approved or negotiated with the required partners prior to the MOU April 1st deadline each year.

8. What would be the hours of operation? Is there a minimum number of hours that the One-Stop has to be open (M-F, M-Th)?

The hours of operations are at the desegregation of the Operator, but should have required partner input before major changes. Currently the Center is open Monday - Thursday 8:30 to 5:00. We would prefer Monday - Friday hours if possible to provide more comprehensive service, but understand that budget just may not allow for expanded hours.

9. Let's review our obligations or deliverables as part of this grant? What would we be responsible for? Clearly articulate.

Something to keep in mind - the Southern 14 Board and therefore the 14 County CEOs are ultimately responsible for all WIOA activity in our area. Because of this responsibility Board staff will work closely with the One-Stop Operator to insure that the deliverables – such as goals, continuing quality improvement etc.. are met. Since this a new venture for us we chose to adapt an RFP utilized by other areas in the State. We anticipate some corrections and or additions as the first year progresses. Providing the Center location, staffing, coordinating required partners and mechanisms to collect Center's (as well as the Satellite locations) usage and referrals for reporting are perhaps the most important deliverables.