

Compilation of the questions received for OPS & MGMNT RFP	
Question	Per RFP proposed budget form note, Profit is not applicable to the CIS program. What is the CIS program?
Response	Per RFP pages 6 and 21, the CIS program refers to the Communities In Schools program, a nationally-recognized dropout prevention program. Per the RFP, the Board contracts with the service provider to implement CIS services in the Golden Crescent according to the staffing chart (organizational) provided. By statute, profit is not an allowable expense to the Communities In Schools program.
Question	On RFP Staffing Plan form, there is line time named EAP/Wellness/Tuition Reimb. Please provide description of type of expense allowed.
Response	Disregard that line item if not applicable.
Question	On RFP Proposed Budget Line Item, is proposer allowed to add additional expense line item that are not listed on the excel file?
Response	YES
Question	Will the board consider shifting a portion of the profit percentage to the management fee since we predict additional administrative support provided by headquarters staff?
Response	No. Profit is a separate consideration and is negotiated at a rate of up to 8% of the Modified Total Direct Costs (MTDC), based on meeting/exceeding contracted performance measures. Costs associated with Administrative support provided offsite, or by corporate staff, can be addressed in the proposer's Management Fee or Indirect Cost (IDC) categories.
Question	What does the 8% profit share consist of, and what performance measures or conditions must be met to be awarded profit?
Response	Profit is awarded at a rate of up to 8% of MTDC, based on meeting/exceeding contracted performance measures as well as meeting additional goals such as meeting negotiated localized targets for # of Work Experience and OJTs. Targets, Conditions, as well as method of payment (quarterly or annually), would be addressed in the negotiation phase of the award. (Reference page 11 of RFP).
Question	Can we exceed the \$2,900,000 for the contractor's budget?
Response	Yes. However, keep in mind that Section Seven of the RFP, "Budget/Cost Effectiveness" is a consideration in determining overall value to the Board.
Question	How many center locations does the contract include?
Response	There are five (5) locations: Victoria (Victoria), Port Lavaca (Calhoun), Gonzales (Gonzales), Hallettsville (Lavaca) and Goliad (Goliad). The Goliad office is open one day a week. The Board is working on securing a center in Cuero (Dewitt) and Edna (Jackson). Schedules for the latter sites will vary.
Question	Reference 1: On p. 16, the RFP states, 'Proposer shall submit to the GCWDB one (1) original and one (1) duplicate copy with all attachments; three (3) duplicate copies with budget attachments only; and one (1) electronic copy of the complete proposal (with all attachments) on a thumb drive. Any proposal lacking sufficient copies may be considered non-responsive. Please include original signatures.'
	Question 1: Should additional attachments/exhibits that support the narrative responses be included in the 3 duplicate copies with budget attachments only?
Response	Yes, additional attachments/exhibits that support the narrative responses may be included in the 3 duplicate copies. Please mark them accordingly for consideration, and denote if they contain information considered "proprietary".
Question	Reference 2: Section 2, question 1, p. 19 states, "Have any of the proposer's contracted programs been subject to negative monitoring findings in the last three years? (Specify details and indicate if they were resolved within the contract period, were subject to repayment, or were part of a federal audit investigation)
	Question 2: Is this limited to negative findings on state and federal agency monitoring reports? In several workforce systems that we operate, Board monitors and 3 rd party monitors issue multiple reports per year that are very similar.
Response	In instances where both reports contain the same information, submit the state report. If the issue(s) or finding(s) are non-duplicative, submit both the state and federal reports.
Question	Reference 3: P. 17 of the RFP states, "Do not submit items which are not specifically requested."
	Question 3: Are additional, not explicitly requested, attachments/exhibits to support narrative responses allowable?
Response	Yes, additional attachments/exhibits that support the narrative responses are allowable and may be included. Please mark them accordingly for consideration, and denote if they contain information considered "proprietary".
Question	Reference 4: RFP Performance reports for the last two years and the year-to-date report for the current year
	Question 4: Are the performance reports for Texas only?
Response	Yes, if the proposing entity operates in multiple states, performance reports for the last two years and the year-to-date report for the current year, may be restricted to just Texas-based contracts/operations.
Question	Reference 5: RFP Do not bind proposals. One staple or binder clip will be sufficient.
	Question 5: With audited financial statements, we will be close to 800 pages. May we use multiple binder clips/rubber bands?
Response	YES
Question	The RFP indicates that administrative costs must not exceed 3% of the funds requested. Please confirm that this 3% limitation is applied to the total program funding identified - approximately \$14.7M.
Response	The 3% limitation is based on the responding amount of the proposer not the approximately total funding for the local workforce area services.
Question	RFP p. 27 states, "Include a detailed description of previous monitoring concerns and corrective action taken by the agency." Please confirm that it is acceptable to limit the details provided about monitoring concerns and corrective action to our Texas contracts.
Response	Yes, if the proposing entity operates in multiple states, "monitoring concerns and corrective actions" may be restricted to just Texas-based
Question	Please provide the current mobile unit deployment schedule and service expectations.
Response	While our goal is to have the mobile unit on a predetermined schedule, there are times when internal (staffing availability, conflicting duty assignments) or external factors (inclement weather, decreased site availability) prohibit us from maintaining a "set" deployment schedule. For purposes of responding to this RFP, please consider a monthly schedule to include; one staff (driver-no special licensure) departing from/returning to Victoria, to a rotating list of counties in our WDA, at an average of one site (county) per week. When not driving the mobile unit, the assigned staff would be responsible for other duties and based out of the Victoria Center.