

Adult and Dislocated Questions and Answers

1. Who is the current provider?
 - EQUUS Workforce Solutions – Adult and Dislocated Worker Program
 - Arizona Western College – Adult Program
2. Could you provide the current program performance?
Please see the link [Adult and Dislocated Performance PY 20-21](#) for the current program performance.
3. What is the proposed enrollment level for Adult and Dislocated Workers (or the enrollment slot level if there is no proposed slot level)?
The estimated enrollment levels are as follow:
 - Adult – 826
 - Dislocated Workers – 101These numbers may change depending on the funding allocation.
4. Will you provide current staffing by job titles and salary ranges (for each center)?
We are requesting that the proposers provide their current staffing by job title and salary ranges. We **will not** be providing this information from our current provider. Salary ranges will be negotiated with final proposer.
5. Are working computers/phones available for use? If not, please provide estimated budgeted amount.
Proposers located at the Suncrest complex will have computers and phones available for use.
6. How many customers do you anticipate as carry-overs into the new contract year?
Estimated Carry-over numbers are as follow:
 - Adult – 201
 - DW 24 (These numbers are based on the current contract July 1, 2020)
7. What is the ITA ytd spending?
ITA's total spending: \$278,000.
8. How much has been spent on incentives ytd?
Incentives total spending: \$12,500.
9. What are the current average OJT wages?
OJT reimburses organizations 50% of the cost. Hours cannot exceed the 1040.
10. What were the supportive services costs for the program year?
Support Services total spending: \$29,550.

11. Will the use of the following resources be included in the Adult/DW Contract and thus do not need to be included in the bidders budget? Example: Computers, Copiers, Internet, Desks, Telephone, Other equipment, Printer, Rent, Waste Disposal, Technology Services, Alarm Service, Electricity, Pest Control Services, Water and Sewer, Fire Sprinklers Maintenance, Maintenance of copiers, Cleaning Services, Building repairs, Fire Equipment Maintenance.
Proposers located at the Suncrest complex will include resources.
12. Please advise whether or not bidders should show proposed profit as part of the Total Cost on the budget forms/narratives
Yes, please show proposed profit as part of the total cost on the budget forms/narratives. Profit must be a separate from the proposed budget and negotiated separately.
13. Nationwide, companies are experiencing shipping issues outside their control due to COVID-19 related challenges. Will YCLWDB consider receipt of the Bid Proposal via email (by the submission deadline) should there be a shipping issue? A hard copy can still be delivered with a post-mark prior to the due date.
Email submissions will not be considered. Please take Covid-19 delays into consideration when submitting your proposals. Hard copies must be received prior or on the due date and time.
14. RFP page 6, section 1.6 Contracts states: “There are two contract options; proposers may opt to submit proposals for any of the categories listed below. Separate proposals must be submitted for each of the categories.” The narrative questions on RFP page 30 instruct a combined narrative response (“If you are proposing to serve both adults and dislocated workers, you should address the needs of each.”) Please confirm the following structure is desired:
 - a. One 30-page proposal narrative addressing both Adults and Dislocated Workers
Yes, one 30-page proposal narrative must be submitted separately for each proposal.
 - b. Two separate budgets, one for Adults and one for Dislocated Workers
Yes, two budgets must be submitted separately for Adult and Dislocated Worker.
15. Please confirm that the 30 letter-size page limit is applicable to only Appendix C – Narrative Response/Scope of Work and Agency Capacity.
Yes, the 30 letter-size page limit is applicable only to appendix C.
16. In order to not take up valuable narrative space when responding to questions, may questions be truncated or smaller than 12 point?
Please follow the RFP instructions.
17. Please confirm questions are not subject to the RFP formatting requirements.
Proposer needs to follow the formatting instructions in the RFP.

18. Please confirm charts, graphics, and tables are exempt from the 12-point typeface and double spacing requirements as long as they are legible.
Charts, graphics, and tables are exempt from the 12-point typeface and double spacing requirement as long as they are legible.
19. Due to the size of our annual financial audit, is it acceptable to provide the requested five years on a USB?
Yes, must be delivered with the RFP by the required due date and time.
20. Can you please share the current staffing plan in place for the Adult & Dislocated Worker program?
We are requesting that the proposers provide their current staffing by job title and salary ranges. We **will not** be providing this information from our current provider. Salary ranges will be negotiated with final proposer.
21. Will there be facility costs we will need to budget for (lease, utilities, etc.). If so, how much monthly or annually should we budget for this?
Proposers located at the Suncrest complex will include lease and utilities.
22. What current methods of virtual service leveraging technology do you currently have in place?
All services can be provided virtually or onsite.
23. Will there only a single contract awarded or will there be multiple contracts?
The YCLWDB may award single or multiple contracts.
24. Please clarify if the finalist proposer will be providing a presentation?
This will depend on the review committee, if a presentation is requested, it can be done virtually.