



One-Stop Operator and/or Title I Career Services Provider Bidder's Conference Q&A

1. Please provide the projected funding amount for PY2021 for the One-Stop Operator.
Please see answers below for the PY 2020 funding amounts.
2. Please provide the projected funding amount for PY2021 for Title I Services.
Please see answers below for the PY 2020 funding amount.
3. What is the PY2020 funding amount for the One-Stop Operator?
The funding amount for One-Stop Operator was \$38,000.
4. What is the PY2020 funding amount for Title I services?
The funding amount for Title I Services is \$1,539,100.00.
5. What is the current staffing structure for the One-Stop Operator?
One person is the Operator reports WFWIB & CL Partners.
6. What is the current staffing structure by site for Title I services?
Please prepare your proposal based on the staffing levels listed in the RFP.
7. Please provide the job descriptions for the positions listed on page 14 of the RFP.
We will make these available to those that ask for this specific information.
8. Please provide the average monthly costs for each PA CareerLink® facility identified on page 15 of the RFP (utilities, phone systems, internet, copiers, janitorial services).
A.K. = \$12,033
Fay = \$11,061
West = \$13,472
9. Please describe the items covered in the monthly building costs for each site, listed on page 15 of the RFP (i.e. lease cost, utilities, etc.).
Rent (Shared), Security Services, Telephone, fax, State L.A.N. (CRC), Internet, Copier, postage, printing, office supplies (non-state), reasonable accommodations, community outreach.
10. Please advise if any of the current furniture at the PA CareerLink® sites will be transferrable to the awarded provider.
The current Title I Provider owns the furniture and would need to provide an answer to this question. The Private Industry Council is the current Title Career Services Provider.
11. Please confirm that the budget to be submitted for One-Stop Operator is for 1 year and the budget to be submitted for Title 1 services is for 2 years (page 20 of the RFP).
The RFP is incorrect and will be updated. The Title I Services budget should be 1 year.
12. Does the WFWDB have a preference that new PA CareerLink® sites be established or that continuity for the existing locations be maintained?
We would prefer to continue using the existing locations if feasible.
13. Will the current PA CareerLink® locations be available for lease from July 1, 2021 through June 30, 2025?
The Private Industry Council (PIC) and Westmoreland County Community College are the current property holders. The current lease holder is PIC. We can provide direct contact information if requested.

14. Will there be funding for start-up/transition prior to July 1, 2021?
[No, the funding will be provided as of July 1, 2021.](#)
15. What are the average monthly traffic counts for each of the three PA CareerLink® sites?
[Because of the Covid-19 Pandemic, these numbers are reflective of the PY 2019 but may be different for the current or upcoming years.](#)
[A.K. = 779](#)
[Fay = 517](#)
[West = 501](#)
16. What are the anticipated carryover levels for Title I for the upcoming program year?
[This is an unusual year due to the Covid-19 pandemic, so this is not something we can easily determine.](#)
17. How many Adults and Dislocated Workers are currently in occupational training, on-the-job training, apprenticeships, or other trainings for each PA CareerLink® center?
[Approximately 1,478 which includes RSEA, Youth, Adult & Dislocated Workers. For Adults & Dislocated Workers at each site breakdown is as follows:](#)
[A.K. = 38](#)
[Fay = 227](#)
[West = 126](#)
18. What are the current performance outcomes and deliverables for Adults and Dislocated Workers?
[See WFWIB Performance Negotiated Levels PY 20 – PY21 - Final document. \(On WFWIB website under Resources.\) The WFWIB just completed negotiations with the state for PY 2020 & PY 2021 performance outcomes.](#)
19. What were the performance outcomes and deliverables for Adults and Dislocated workers for PY2019?
[See Title I Performance by LWDA PY19 Q4 document. \(On WFWIB website under Resources.\)](#)
20. What is the file size limit and file type for email submissions?
[All documents should be sent as PDF files.](#)
21. Please confirm that question prompts may be truncated.
[Yes, they may be truncated.](#)
22. Please confirm that charts, graphics, question prompts, and tables are not subject to the 12-point typeface requirements. (page 5 of the RFP)
[Any charts, graphics, and tables are not subject to typeface requirement. Question prompts should follow the requirements.](#)
23. Please confirm three pages is allowed for each budget narrative for One-Stop Operator and Title I.
[Yes, three pages are allowed for each budget narrative.](#)
24. Please confirm requested resumes will be accepted as attachments and not part of the 12-page limit. (page 16 of the RFP)
[These can be sent as an attachment.](#)
25. Please confirm that requested organizational charts will be accepted as attachments and not part of the 12-page limit. (page 16 of the RFP)
[These can be sent as an attachment.](#)
26. Please confirm that staffing qualifications for open positions will be accepted as attachments and not part of the 12-page limit. (page 16 of the RFP)
[This information should be part of the 12- page limit.](#)
27. Please confirm that the requested timeline for One-Stop Operator will be accepted as an attachment and not part of the 12-page limit. (page 17 of the RFP)

This information should be part of the 12- page limit.

28. Please confirm that the requested timeline for Title I will be accepted as an attachment and not part of the 12-page limit. (page 20 of the RFP)

This information should be part of the 12- page limit.

29. Please confirm that respondents interested in providing One-Stop Operator and Title I services may submit one proposal response encompassing both.

Yes, but each section must be clearly identified and keep to the page requirements.

30. Please confirm if the 12-page limit is for both the One-Stop Operator and Title I Services Provider proposal or if the 12-page limit is for each proposal.

The 12-page limit is for each proposal allowing for 24 pages total if submitting a proposal for both the One-Stop Operator and Title I Services Provider.

31. Financial Capacity: is this section part of the 12-page narrative? 3-page fiscal narrative or totally separate? If totally separate, is there a page limit?

These questions should be addressed in the budget narrative. There is a 3-page limit for the budget narrative.

32. For the budget: if applying for the Title I Career Services Provider, to complete the three excel spreadsheets and a narrative that can't exceed three pages?

All budget forms must be completed, and the budget narrative is limited to 3 pages.

33. For the budget: if applying for the One-Stop Operator, to complete the one excel spreadsheet and also a narrative that can't exceed three pages?

All budget forms must be completed, and the budget narrative is limited to 3 pages.