



One-Stop Operator and/or Title I Career Services Provider

Bidders Conference Questions & Answers | Tuesday, October 29, 2024 at 2:00 p.m.

Q1: Is this a new contract or renewal of an existing contract?

A1: The Westmoreland-Fayette WIB is required to procure Title I Career Services and One-Stop Operator services every 4 years.

Q2: If there is an existing contract, could you please share the names of the current vendors and their pricing?

A2: The Private Industry Council of Westmoreland/Fayette Counties. Their Title I Career Services are priced at \$1,852,289 and their One-Stop Operator services are priced at \$39,690.

Q3: In order to be considered responsive for this solicitation, is it mandatory to bid on all positions?

A3: Yes, all applicants must bid on all positions.

Q4: What is the estimated budget for this contract?

A4: No estimated budget is set – Contract(s) will be awarded to the lowest responsible bidder.

Q5: Is it mandatory to subcontract?

A5: The Westmoreland-Fayette WIB will award contracts for complete service to either one entity or contracts may be awarded to two separate entities – one contract for Title I Career Services and one contract for One-Stop Operator.



Q6: Could you please provide information for daily duration of shifts required for the necessary professions? For example, the number of hours per day?

A6: Please refer to Page 7 of the Request for Proposal as to hours of operation that Title I and One-Stop Operator are required to be on duty. Eight (8) hours per day is considered the average shift.

Q7: Are we to submit two separate Appendix A's if applying for both the One-Stop and Title I opportunities?

A7: Yes, one Appendix A for both the Title I Career Services and One-Stop Operator.

Q8: Is there a page limit for additional attachments?

A8: No, there is no page limit for additional attachments.

Q9: Can we include additional attachments not mentioned in the RFP?

A9: No, only attachments listed on Page 21 of the RFP should be submitted.

Q10: What entity should we refer to in our narrative – the WFWIB or WFWDB?

A10: Please use WFWIB as the entity in your narrative.

Q11: Pep page 15, please provide copies of the job description?

A11: WFWIB will email job description upon request.



Q12: What is the combined (A, DW, Y) active (including participants in follow-up) for each office?

A12: The combine active for the offices are the following: Fayette PA CareerLink®: 187, Westmoreland PA CareerLink®: 236, and Allie-Kiski PA CareerLink®: 152

Q13: Given the minimum required staffing stated on Page 14, what are the enrollment goals for Title I PY25 by funding stream?

A13: Enrollment goals for PY25 (7/1/25 start) will be established after the Title I subrecipient contract is awarded.

Q14: Should TANF EARN and TANF Youth be included under Title I services for this RFP (for staffing purposes)?

A14: Please refer to Page 1 of the RFP stating WIOA Adult, Dislocated Worker, and Youth.

Q15: Noting that when you click the hyperlink on page 5 of the RFP, the email address of Director jward@westfaywib.org appears. Please confirm the email address to submit, listed on page 5 of the RFP, should be jward@westfaywib.org. What is the file size limit of your email inbox?

A15: Email address to submit proposals to is jward@westfaywib.org. Hyperlink on Page 5 email address is corrected to jward@westfaywib.org. Email size limit is 35 MB.

Q16: If our proposal response exceeds the limit of your email inbox, may we send multiple emails labeled 1 of X, 2 of X, etc.?

A16: Yes, you may submit multiple emails, IF the proposal exceeds the size of the inbox.



Q17: Will questions answered during the bidder's conference be documented and distributed as an Addendum?

A17: Questions answered during the bidder's conference will be posted with answers on the Westmoreland-Fayette WIB website under resources > procurement > Q&A.

Q18: Can you please provide a copy of the Disclosure of Conflict of Interest Form requested on page 7 of the RFP?

A18: The Disclosure of Conflict of Interest Form can be opened [here as a PDF](#).

Q19: The Career Services budget form provides a separate line item for Administration. If we have a member of our staffing plan that is considered administrative, would it be acceptable for proposers to include wages for that employee on the Salaries form and their full salaries and fringe on the appropriate lines on the budget form?

A19: Please list the total administrative budget under line item titled 'Administration – 10% of Total Budget'. A detailed breakdown of the administrative costs will be required by the selected bidder at a later time.

Q20: Page 15 of the RFP provides estimated price per month and square footage of the current space in Northern, Central, and Fayette. Can you please confirm these facilities are available and acceptable? If yes, can you please clarify what the monthly cost includes (i.e. cleaning, utilities)?

A20: These facilities are under lease with the current Title I provider. All utilities are included and rent is listed. Please refer to page 15 "Facilities" as to all facility requirements, all items listed are the bidder's responsibility.



Q21: Will the selected provider be expected to provide computer equipment for One-Stop Operator Staff and Career Services Staff?

A21: Yes, the provider would be expected to provide computer equipment for One-Stop Operator Staff and Career Services Staff.