ADDENDUM NO. 01
2022 REQUEST FOR PROPOSAL – 20221021
DENVER WORKFORCE SERVICES – WIOA ONE-STOP OPERATOR AND SERVICE PROVIDER

The above referenced RFP is hereby addended as follows:

The following questions and their answers are hereby incorporated into and made part of this Request for Proposal:

(Q) Questions and (A) Answers

Q1: Do the funding levels on page 7 of 24 represent the amount the board will receive, or the contractor will receive?

A: The $4,240,000 is the amount of current known funding that will be awarded to the contractor(s).

Q2: Does the $4,240,000 include or exclude training/supportive resources?

A: The $4,240,000 includes training/supportive services and are expecting budgets that include these costs.

Q3: Is there a limit on indirect and/or profit?

A: The city allows the 10% de minimus to all contractor(s), however if you do have a federally approved indirect cost rate above the 10% de minimus CCD is open to discussing a rate that may exceed the de minimus 10%.

Q4: Do we need to budget for any of the following:
   a. Participant Expenses (support, training, incentives, etc.)
   b. Facility Rent; if yes, will we get the current lease information or do we look for new spaces.
   c. Communications
   d. Utilities
   e. Furniture
   f. Equipment
   g. Facility personnel – office manager, security, and maintenance staff

A: Yes, we would expect to see money obligated to participant expenses. The budget expenses listed in (b) through (g) would depend upon expenses you will incur to administer the program.
Q5: Is the transition budget separate from the main program cost budget? If yes, is there a budgeted amount?

A: Yes, the transition budget will need to be a separate budget from your primary program budget to administer the program. There is no set transition budget at this time and would be looking to you to provide a budget that includes anticipated startup expenses needed to begin service delivery starting July 1, 2023.

Q6: Is DEDO the current lease holder for the offices? Will site control transfer to a new provider? Will a new provider need to secure new leases?

A: A new provider will not have to secure new leases and will operate out of City facilities. However, if an operator would also like to offer services in additional locations, we would be willing to take this into consideration.

Q7: Can you provide the current staffing/org chart? If not, can you provide a list of key positions that we’ll need to include in our staffing plan?

A: We would encourage organizations to provide us with the anticipated staffing plan to administer their proposed program design.

Q8: Can you share service volumes?

A: Yes, we can provide 2021 Dashboards as part of the published addendum.

Q9: Will there be carry over caseloads, and what is the predicted volume?

A: Yes. Due to WIOA rules, carry-over estimates occur approximately 45 days prior to the end of the program year, and are adjusted in contracts after the 1st quarter of the next program year once fully determined.

Q10: What is the current performance attainment of the WIOA measures?

<table>
<thead>
<tr>
<th>PY22 WIOA Performance Indicators</th>
<th>Adult Standard</th>
<th>Dislocated Worker Standard</th>
<th>Youth Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment Rate (Q2)</td>
<td>72.00%</td>
<td>74.00%</td>
<td>68.20%</td>
</tr>
<tr>
<td>Employment Rate (Q4)</td>
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<td>$10,500.00</td>
<td>$3,750.00</td>
</tr>
<tr>
<td>Credential Attainment Rate</td>
<td>80.00%</td>
<td>70.00%</td>
<td>64.00%</td>
</tr>
<tr>
<td>Measurable Skill Gains Rate</td>
<td>64.00%</td>
<td>65.00%</td>
<td>58.00%</td>
</tr>
</tbody>
</table>

A:
Q11: May we use data and performance-tracking software as a complement to Connecting Colorado?

A: All official program tracking will be reported through the Colorado workforce system of record which is currently going through a modernization. Any tracking outside of the state system of record will not be considered official for reporting purposes and may result in duplication of entry into systems for program staff.

Q12: If proposing for both the One-Stop Operator and WIOA Service Provider, should each be submitted as a separate proposal or are they to be submitted together as one proposal?

A: The OSO and WIOA Service Provider should be submitted as one proposal

Q13: With regards to experience required; Is the proposal required to have overseen the listed WIOA funding streams or could the proposal have experience worked with WIOA service providers as a subrecipient of funding.

A: The organization could have experience working as a WIOA subrecipient.

Q14: I have a follow-up question around system separation of responsibilities. Does the Workforce Center contractor ever play a role in engaging new businesses? Or is that function exclusively limited to the DEDO Business Services team?

A: The contractor will partner with the Denver Employer Services team to engage business and industry.

Q15: Is there a desired limit for participant costs?

A: We do not have a stated limit for cost per participant.

Q16: One more question. Thank you. Does DEDO require the full WIOA individualized enrollment mostly for customers utilizing a services with expenditures (ITA, supportive service, OJT, etc.) or are new customers more comprehensively and fully enrolled in WIOA?

A: Eligible customers should be enrolled into WIOA based on need and suitability, and services should be offered based on an individual employment plan that provide a path forward to employment. It is not required for “most” customers to utilize and expenditure service.

Q17: To ensure services are not duplicated, can you outline the activities of the Board’s business services team versus the provider’s business services team?

A: The Denver Workforce Services Employer Services team will focus on the convening of employers to stay current on the shared workforce needs of Denver’s key industries. The team will focus on high-level conversations regarding need and will rely on the contracted vendor’s business services team to respond in a timely manner to referrals to work-based learning and direct placement opportunities. It is expected that the contracted vendor will align their internal business outreach on behalf of enrolled customers to avoid confusion within the business community.
Q18: What is the current frequency of the DWIN meetings?

    A: **DWIN meetings are held once a month, special meetings are held as necessary.**

Q19: On the WIOA Service Provider Response Form under “Program Design”, what is meant by “loading plan” (part b of question 1)?

    A: **Loading plan for customer orientation and intake process.**

Q20: If there are charts/graphs/tables that would help to illustrate a response to a question, is it allowable to include those as attachments at the end of the corresponding Response form?

    A: **The response form section of the application only allows for one upload, please include your response form and any charts/graphs/ tables as one PDF.**

Q21: For forms that are required (i.e. have an asterisk next to them in the portal) but are not applicable to an organization (Form 990 and the tax exemption letter for example), should we upload a document that simply states that form is not applicable?

    A: **Yes, however if it is determined upon technical review the organization is required to submit the requested form your proposal may be considered non-responsive.**

Q22: The Optional Demographics Information section of the provider application form in the portal has asterisks next to most of the items. Does this mean these questions are in fact required?

    A: **While there is an asterisk next to the optional demographic questions indicating a response is required, the applicant does not have to provide any identifying information. If the applicant does not want to provide an answer, select the option “Prefer not to answer.”**

Q23: For the transitional budget, are we to use the same Excel file as the program year budget, or is there a different file to be used?

    A: **Yes, you will need to submit the transitional budget on the template provided.**
Q24: On the budget Excel file, there is a signature line on the Budget summary page. Since we are to upload an Excel file to the provider application form, does the spreadsheet need to include an electronic signature, or is the signature line only for future use should the contract be awarded?

A: Correct, the signature line of the budget will only be required if awarded a contract. As stated in the online application “BY SUBMITTING THIS PROPOSAL YOU CERTIFY THAT THE INFORMATION YOU PROVIDED IS ACCURATE TO THE BEST OF YOUR KNOWLEDGE, AND THAT YOU ARE DULY AUTHORIZED/EMPOWERED TO SIGN CONTRACTS ON BEHALF OF THIS ORGANIZATION.”

Q25: Also on the budget Excel file, the Non-Personnel tab references a Budget Narrative but there is no place on the provider application form in the portal to upload a budget narrative. Should this be added as another tab to the spreadsheet, or will a budget narrative field be added to the portal?

A: The Non-Personnel tab Column “F” should be used to provide budget narrative.