

ADDENDUM NO. 1

TO: ALL VENDORS

FROM: Jason McGarry, Procurement/Contracts Administrator

SUBJECT: WIOA2022-01: Adult & Dislocated Worker Operator Services

DATE: January 12, 2022

This Addendum No. 1 modifies the Request for Proposal (RFP) only in the manner and to the extent as stated herein.

1. Could you provide the current program performance?
 - a. Please see below. We are currently meeting all performance measures except the Youth overall program score.

WIOA TITLE I – ADULT	Program Year 2020 Goal	Program Year 2021 Goal
Employment Rate 2 nd Quarter After Exit	79.90%	80.40%
Employment Rate 4 th Quarter After Exit	73.00%	73.50%
Median Earnings in the 2 nd Quarter After Exit	\$6,200	\$6,250
Credential Attainment Rate	71.60%	72.10%
Measurable Skill Gains	49.50%	50.50%
WIOA TITLE I – DISLOCATED WORKER		
Employment Rate 2 nd Quarter After Exit	80.10%	80.60%
Employment Rate 4 th Quarter After Exit	76.00%	76.50%
Median Earnings in the 2 nd Quarter After Exit	\$7,700	\$7,700
Credential Attainment Rate	65.20%	65.70%
Measurable Skill Gains	48.00%	48.50%

Other Performance Measures:

- 80% Obligation
- 70% Expenditure Rate
- 70% Priority of Service
- 30% Participant Cost Rate

2. What are each of the enrollment goals for Adult and Dislocated Worker?
 - a. Current enrollment Goals are 900 for Adults and DLW; however, this depends on the allocations for the program year.
3. What is the proposed allocation? Or current allocation?
 - a. Proposed allocation depends on the allocations received from the Department of Labor (DOL) and SC Department of Employment and Workforce (SCDEW). Current allocation for the Adult & DW programs is \$1,263,000.
4. How long has the current provider provided these services?
 - a. The current Adult and Dislocated Worker Service Provider have provided services from PY2016 to the present.
5. Will you provide current staffing by job titles and salary ranges (for each center)?
 - a. The current Provider is the provider for the Adult, DW, and Youth programs. We cannot provide salary ranges; however, the current staff consists of An Area Manager, Program Manager, and six career coaches, 1 follow-up career coach, and 1 support staff. This varies from time to time.
6. How many Adult and Dislocated Workers were enrolled for the last program year/ (by location)?
 - a. PY20 Total of 562 Adults and 102 DWs were served. This total includes 28 from Berkeley and 38 from Dorchester. The majority are served at the comprehensive center, which is SC Works Charleston.
7. How many carry-ins into the new contract do you project (those enrolled who would still need services after July 1)?
 - a. We project 150 – 200 carry-ins. This number changes from program-to-program year.
8. What were the supportive services costs for the program year?
 - a. Approximately \$30,000. The Trident area allows for up to \$3,000 to be utilized for supportive service per participant per program year.
9. How much was spent on OJT last year?
 - a. Approximately \$59,000
10. What was spent on training last year?
 - a. Approximately \$484,000
11. Paragraph 6 on page 13 says “selected respondents will be required to provide the following compliance documents as part of their response to this RFP.” Some of the items listed below say “(Form Attached)” but the forms do not seem to be attached. Are these forms required to be submitted with our proposal or only if we are selected to provide the services? If they are required now, can you please provide the forms that say “Form Attached”?
 - a. These are forms that should be submitted with the proposal. No forms for Signatory authority; however, evidence should be submitted for signatory authority and financial reporting signatory authority.
12. On page 16, paragraph 8, it says “Proposers should review, complete, and submit the Certifications and Signatures Form as part of the proposal.” This form does not appear to be included. Can you please provide this form?
 - a. This requirement has been removed.
13. Does the MS Excel workbook titled “Trident WIOA RFP Blank Budget Forms Excel File” satisfy the

requirement of the "Budget Information Form" described in the RFP?

a. Yes

14. What is the 30% Participant Cost Rate amount based on the board's annual allocation for Adult & Dislocated Worker?
- a. This is a South Carolina State Workforce Board Performance Requirement, and It is based on the total Adult and Dislocated Worker program allocations to include funds for the operator. Please see State Instruction Letter 17-04 Change 2 for further guidance.
15. What is the amount per funding stream (Adult/DW) that will be potentially awarded to the contractor? Are separate budgets required for Adult & DW?
- a. Only one budget. Proposed allocation depends on the allocations received from the Department of Labor (DOL) and SC Department of Employment and Workforce (SCDEW). Current allocation for the Adult & DW programs is \$1,263,000.
16. Page 20, Section 11 states that the basis for determining satisfactory contract performance is shown in section 7. Was this intended to mention section 10 instead or is there a section 7 related to satisfactory contract performance missing from the RFP?
- a. Yes, this should be section 10 instead.
17. Page 18 of the RFP states "Indirect costs can only be charged to the contract if an approved indirect cost plan is included with the budget." Is the proposer allowed to charge a de minimis rate if there is no approved indirect cost plan?
- a. The proposer may charge the de minimis rate of modified total direct costs as allowable under 2 CRF Part 200, Uniform Administrative Requirements, Cost Principles, and audit requirements for federal awards.
18. On page 18, under Proposal Instructions, one of the questions under 'Capacity to serve as the primary Community/Partner Liaison' is "***Explain how the tasks and duties outlined under Community/Partner Relations in the Statement of Work in Section 4 will be carried out.***" However, there is no sub-heading title by this name, nor is there any mention of 'Community/Partner Relations' in the Statement of Work. To which exact part of the Statement of Work is this question referring?
- a. Please complete 1-3 and disregard #4.

OFFEROR SHALL ACKNOWLEDGE RECEIPT OF ADDENDUM NO. 1 IN THE SPACE PROVIDED BELOW AND RETURN WITH SUBMITTAL. FAILURE TO DO SO WILL SUBJECT PROPOSAL TO REJECTION.

Authorized Signature

Company

Date