

Southcentral Regional Plan RFP Questions & Answers

1. One of the deliverables of the project is to plan and implement a roll-out event (2.g. on page 4). Is it your desire that the contractor be responsible for all event planning and logistics? Should we estimate the (labor) cost of the event and include in our price proposal?

Answer 1: Yes. We anticipate a “public notice rollout” or “press conference” type of event. Your budget should be based on the level of planning and logistics relating to such an event.

2. What is the budget for this project?

Answer 2: We anticipate the total project budget to range between \$50,000 to \$70,000.

3A. In the Proposal Content section of the RFP, you request copies of prior work (3. on page 12). Can we make the documents available online and provide a link to them, rather than providing hard copies?

Answer 3A: Yes, provide a link in lieu of providing hard copies. Also provide one USB drive that contains the same information with your proposal.

3B. Page 12, Item 3. Prior Work indicates that we should "provide copies of work from not more than three projects....". We plan to include examples of some of our WIA and WIOA Plans. Because these are voluminous, it means that we will be mailing several thousand pages of documents through the mail in order to comply with the requirement to provide 5 copies. As a possible alternative, is it acceptable for us to provide website references to these documents in our written proposal narrative and to also provide an electronic copy on the USB drive?

Answer 3B: Yes, provide a link in lieu of providing hard copies. Also provide one USB drive that contains the same information with your proposal.

4. In the Proposal Content section of the RFP, you request a Letter of Transmittal and a Cover Letter. Are these the same?

Answer 4: No. The Letter of transmittal’s primary purpose is to summarize the proposal and to simply introduce your organization. The purpose of the cover letter is to provide detailed information about your organization along with information regarding the primary contact for the proposal.

5. In the Proposal Content section of the RFP, the Table of Contents and Executive Summary are the last two items listed. May we reorder the items listed in this section so that the TOC and Executive Summary are after the letter of transmittal?

Answer 5: No. The proposals need to be submitted in the order stated within the RFP

6A. The RFP requires the submission of audited financial statements (page 15), however our firm does not have audited financial statements. Are there other financials that are an equal substitution?

Answer 6A: For organizations that do not have audited financial statements, we will complete initial evaluations by reviewing the proposal, prior projects, and references. Prior to final selection, we reserve the right to ask for copies of prior year tax return or other key financial statements that will assist us in determining the organization's viability.

6B. Page 15, Item 5. Financial Stability requests a copy of the latest audited financial statement. Our organization is a single member limited liability company. We do not have audited financial statements. We are current on all taxes and have never had an instance of contract default or liability claim in our 11 year history. Is it acceptable for us to provide this statement in our proposal? (Other WDBs have been agreeable to this provision in similar RFPs.)

Answer 6B: Yes, you can provide the statement; however, the answer to 6A also applies to all organizations submitting a proposal.

7. Page 15, Question and Answer indicate that "all responses to questions and answers will be posted periodically on ohiomeansjobs.com/franklin. We have reviewed this website and we only see the links to job matching services. Can you please advise which tab we should use in order to find the answers to questions that are posed?

Answer 7: All information relating to this RFP is posted on the WDBCO section of COWIC's page of the Ohio Means Jobs – Columbus Franklin County website. The web address is as follows:

<http://cowic.org/about/workforce-development-board-central-ohio/>

8. Pages 21-37 appear to be required forms for proposers to complete. However, we do not see a reference to these forms in the RFP, nor are we able to fill them in on the format that is online. Can you please advise if we are required to complete these forms, and if so, can you please provide a version where we can input data?

Answer 8: Our apologies. Yes, the forms are required. A link has been provided on the Workforce Development Board of Central Ohio's page on the Ohio Means Jobs – Columbus Franklin County website. The web address is as follows: <http://cowic.org/about/workforce-development-board-central-ohio/>.

9. The posted answer to Question #5 states that, “The proposals need to be submitted in the order stated within the RFP.” So, per pages 12-13, does this mean the following order?

1. Letter of Transmittal
2. Narrative Items
3. Prior Work
4. References
5. Fee Proposal
6. Cover Page
7. Cover Letter
8. Signature for the Cover Letter
9. Table of Contents
10. Executive Summary

Answer 9: Yes

10. The posted answer to Question #8 indicates that we need to complete the forms that were included in the RFP. Do you want these forms included at the very end of the document; and do you want them attached to all 5 copies, or just to the original?

Answer 10: Attach only to the original and include in the USB drive.