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**CAMW! Bidders' Conference Questions
March 1, 2019**

Request for Proposal (RFP) Part A Questions and Responses

Funding Levels (pg. 8)

1. Will Learn to Earn be funded out of the available PATH estimate? If not, is it expected that Learn to Earn will be funded during the proposed period fiscal years, or should bidders consider structuring a program that down not have access to Learn to Earn services? **Response:** Learn to Earn will not be funded out of the available PATH estimate included in the RFP. Funding for this program will be released under a separate, unique RFP for the fiscal year beginning October 1, 2019.
2. To clarify, if the ES and program bidder are not the same entity, which bidder would be responsible for proposing space to operate? Would the program bidder or the ES bidder include space costs in their bid? **Response:** The Adult program bidder is responsible for proposing space able to accommodate WIOA Adult, Dislocated Worker, PATH, FAE&T programs, as well as space for operation of Learn to Earn, ES, WIOA Youth programs in Eaton and Clinton counties. Space costs for all programs should be included in the bid for these counties.
3. Will funding be prescribed by CAMW! and allocated by county under separate contracts? Will the selected sub-recipient determine how to allocate funds at various locations? **Response:** Funding will be awarded by county by CAMW! and separate contacts will be in place for programs by county.

AJC Lease Amounts (pg. 10)

1. Please clarify the differences between a full service and satellite AJC with respect to programs, services and hours of operation. **Response:** *A comprehensive (full-service) Michigan Works! Service Center (MWSC) is a physical location where job seeker and employer customers can access the programs, services and activities of all One-Stop partners. This model must have at least one WIOA Title 1 staff person physically*

present. The comprehensive MWSC must provide: career services, access to training services, access to employment and training activities, access to programs and activities carried out by One-Stop partners, include Wagner-Peyser Employment Services. An *affiliate site (referenced as a satellite AJC in the RFP)* is a site that makes available to seekers and employer customers one or more of the One-Stop partners' programs, services and activities. An affiliated site does not need to provide access to every required One-Stop program. The frequency of the program staff's physical presence at the affiliated site will be determined at the local level. Affiliated sites are also access points in addition to the comprehensive MWSC(s) in each local area. More information can be found on these definitions can be found outlined in TIA/WDA Policy Issuance 15-30, Change 1. The bidder should propose in alignment with these definitions.

2. What is the CAMW! vision be for a satellite office? **Response:** The bidder should refer back to the definition noted above. Proposals should be submitted that would allow for alignment with definitions for comprehensive MWSC and affiliate sites.
3. An operational target of 7/1/19 is indicated with possible extension to 10/1/19 for Charlotte and Clinton. Under what circumstances might this occur? **Response:** In the event that new space and relocation of an AJC occurs, an extension to 10/1/19 may be permitted.

Performance (pgs. 18-21)

1. If operating under more than one contract in a program (multiple counties), would you like a separate chart for performance in each contract? **Response:** A separate performance chart should be completed for each program and each county in which program implementation has occurred.

RFP Integrated Services Program Description

Assessments (pg. 8)

1. What is the currently approved assessment from TIA/WDA? **Response:** The Test for Adult Basic Education (TABE) is currently approved for use at CAMW! as it is the only assessment approved by the State of Michigan Department of Education that offers the full battery of tests. CASAS is an approved assessment but only is approved for the English assessment component and thus is not utilized at this time at CAMW!.
2. Does CAMW! have a preference for on-site TABE training, or is the web-based training acceptable for assessment administrators? If web based training is acceptable, can multiple proctors attend the online training session for the single cost? **Response:** CAMW! does not have a preference as long as the testing format is allowable under TIA definition of approved assessments. Bidder should propose training needs based on their anticipated assessment implementation and budget.

Workforce Innovation and Opportunity Act Adult and Dislocated Worker (pgs. 11-27)

1. What are the anticipated costs/participant TABE 11 & 12 testing? **Response:** Bidder should build in anticipated costs to the proposed budget.
2. Is staffing for Core services being requested in Ingham County under WIOA AD Core? For Clinton or Charlotte? **Response:** A core services position should be built into the budget for Ingham County but is not required for Clinton and Eaton Counties.
3. How many hours per week or day do the Career Coaches spend on the AJC floor at this time? **Response:** In Ingham County, the expectation is that the WIOA Adult and Dislocated Worker staff will spend a total of up to 12 hours between all Career Coaches in the resource room. The expectation is that the PATH staff will spend a total of up to 40 hours between all Career Coaches in the resource room in Ingham County. CAMW! reserves the right to negotiate these hours in the future.
4. The expected WIOA Career Coach caseload will be no less than 50. Does this number include cases in follow up? **Response:** The expectation is that WIOA Career Coaches will serve no less than 50 ACTIVE cases.
5. If a Career Coach has a roster consisting of WIOA Adult, DW, and Youth participants and the combined total of the three rosters is at least 50, will this meet the CAMW! roster size expectation? **Response:** Because the WIOA Adult and DW programs will be tri-county, the expectation remains that at least 50 active cases per Career Coach will be in adhered to. WIOA Youth could be factored into active caseload numbers if proposing to bid for this program as well. If submitting a WIOA Youth only proposal, CAMW! may allow for follow-up participants to be included in the total overall cases per Career Coach. CAMW! Reserves the right to negotiate these numbers for WIOA Youth purposes.
6. Performance Measures Correction: "Average Earnings" reference on page 10 should be corrected to "Median Earnings" in the first statement regarding performance.
7. Performance Measures Correction: "Average Earnings" reference on page 26 should be corrected to "Median Earnings" in the second paragraph, first sentence, regarding performance.

Workforce Innovation and Opportunity Act Youth (pgs. 27-44)

1. What is the current number of youth being served in Clinton County? **Response:** 12 are currently being served in Clinton County as of 3/8/2019.
2. Can bidders propose serving in-school youth in Clinton county? Or just out-of-school youth? **Response:** The dropout rate for Clinton County to date has not supported an in-school youth program in Clinton County but could be proposed if information is provided to support this request. Reminder, a minimum of 75% of WIOA youth funding must be spent serving out-of-school youth.

3. Is there a requirement to dual enroll youth in WIOA and JMG? Could youth be enrolled in JMG only? **Response:** Yes, the expectation is that WIOA Youth and JMG participants will be dual enrolled given JMG is model for which CAMW! Delivers WIOA Youth services.
4. Can a sub-recipient change WIOA Youth Out-of- School to an In-School program? **Response:** A proposal would need to detail and provide supporting evidence in order for this to be considered, given that a minimum of 75% of WIOA youth funding must be spent serving out-of-school youth.
5. Performance Measures Correction: The performance chart included on page 44 includes a “Medium Earnings- 2nd Quarter After Exit” metric of 70.0%. This is incorrect, as the “Medium Earnings” metric is still in the benchmarking phase at this time for WIOA Youth. Instead, it should indicate that the “Credential Attainment” percentage is 70.0% for performance planning purposes.

Partnership. Accountability. Training. Hope. (pgs. 44-63)

1. To clarify supportive services, current policy does not allow transitional support payments. Will we continue to operate under that policy or is a change anticipated? **Response:** The TIA/WDA does not currently allow transitional support payment, nor does CAMW! In our local policy. It is not anticipated that this will change unless TIA/WDA changes their policy stance.
2. The expected PATH Career Coach caseload will be no less than 35. Does this include AEP cases? Those in retention with case closed? **Response:** The expected caseload number does not include AEP cases. While it was stated initially that those in retention would be included, CAMW! has decided these should not be included in the total caseload number for active cases. CAMW! reserves the right to negotiate and increase the caseload per Career Coach numbers in the future.
3. ? regarding part time employment. **Response:** The question is not clear and thus, a response can not provided.
4. How many AEP people came through the Ingham, Eaton and Clinton AJCs? **Response:** According to the TIA/WDA FY18 Welfare Reform Report, Table AEP1.1, there were a total of 476 AEP people that began the program. The APEX Query for our region list the breakdown of AEPs as follow:

Clinton County AJC	Eaton County AJC	Ingham County AJC
AEP 26	AEP 44	AEP 406

Food Assistance Employment and Training (pgs.63-73)

1. Is TABE the designated assessment tool for FAE&T or can a bidder select alternative tools? RESPONSE: Currently, TABE is the designated assessment. It is anticipated that for the fiscal year beginning October 1, 2019, the Individual Service Strategy (ISS) will be an allowable assessment tool for FAE&T with those seeking training required to complete the TABE.
2. What are the proposed performance outcomes for FAE&T? Response: The benchmarks highlighted on page 71 are the current performance measures for FAE&T at this time.
3. FAE&T is not currently being provided in Clinton County. Can a bidder opt to provide or not provide the service there? Response: TIA/WDA has opted not to have FAE&T programming in Clinton County at this time. This is subject to change depending on funding and availability of need in this county in the future.

RFP Integrated Services

A.9.a.ii. Service Integration – Services to Job Seekers

1. Should bidders include a structured plan for having program staff on the Resource Room Floor at all locations? Ingham only? Response: Please see above response included in the RFP Program Description, question 3, for this information.

A.9.b. Collaboration with Business Services Team (pg. 10)

1. How will BST members be assigned to cover Clinton and Eaton counties? Will ES staff have responsibilities there? Response: There will be no expectation that a sub-recipient will serve in a BST role in Clinton or Eaton Counties. ES staff will perform ES functions and services in all three counties.

C.1. Operational Structure (pg. 11)

1. Are office furniture, office equipment and computers at the Clinton AJC owned by CAMW!? Or the current contractor? Response: Yes, the items noted are owned by CAMW!.
2. How much square footage is expected to be needed for Employment Services for Clinton and Eaton Counties? Response: See RFP Section A, question 2 response.

III.A. Budget Format/Definitions

1. How does CAMW! want subcontracting services to be reported when submitting the RFP? See options listed below.
 - a. Have Subcontracting Services listed in the Budget Line Items that are found in the RFP on Page 17.

- b. Have sub-recipient create a separate Subcontracting Services Form and include this document when submitting the RFP.

Response: Option A, which aligns with information on page 17, should be submitted.

Miscellaneous

1. Will carry over participant numbers be available for WIOA AD, DW and Youth? Are there any expected costs (i.e. training funds) that are already committed that would need to be included in a proposal? **Response:** A chart below has been provided which shows the current enrollment levels in WIOA Adult, DW, and Youth (by county) at this time for planning processes. Expected costs (i.e. training funds) for carry over participants will be provided to those awarded program agreements and added to the program agreements. Current WIOA (AD,DW and Youth) enrollment numbers for Program Year 2019 to date (July 1, 2018 through March 8, 2019) are as follows:

WIOA Adult	WIOA DW	WIOA Youth
Total Enrollments: 144	Total Enrollments: 99	Total Enrollments: 193
Clinton County: 16	Clinton County: 18	Clinton County: 12
Eaton County: 36	Eaton County: 25	Eaton County: 12
Ingham County: 92	Ingham County: 56	Ingham County: 169

2. What is the current square footage, lease amount and annual occupancy cost for the current space in Clinton County? What percentage of space is allocated to each program? **Response:** It is not anticipated that the current Clinton County AJC space will be available. Bidders are encouraged to visit current AJC locations and propose a location based on program implementation structure.
3. Can we provide visuals (flow charts) in our response to the RFP? **Response:** Yes, visuals/flow charts can be provided in your response to the RFP.
4. Can a Career Coach serve participants from all adult programs (PATH, WIOA Youth, Adult and DW) in any combination to offer cross training? If so, could the minimum caseload expectation be adjusted for training purposes? **Response:** Proposals should be submitted based within the framework outlined within the RFP. The expectation is that caseload totals per Career Coach should correspond with the number of program cases predominantly served by the Career Coach. CAMW! always reserves the right to negotiate Career Coach numbers served.
5. How much space is needed for IT equipment (Server, etc.) for Clinton and Eaton Counties? **Response:** Bidders should structure their IT related space (include server)

based around the location being proposed. Upon selection of a sub-recipient, CAMW! may negotiate costs related to IT equipment as needed.