



Workforce Innovation and Opportunity Act
Request for Proposals
Questions and Answers
As of February 10, 2025

1/27/25 – Bidders Conference Questions:

Question: The RFP lists two sections of required documents (the forms and items such as the Organization chart). Can all required attachments be included at the end of the proposal?

Answer: Yes, all required attachments may be submitted as attachments to the proposal and they do not count toward the page limits. [Note: this question applies to Youth, Adult/DW, and One-Stop Operator RFPs.]

1/29/25 – emailed Questions:

Question: Is there a cap on administrative or profit costs?

Answer: If organizations have federally negotiated indirect cost rate agreements for administrative costs, LWP will accept the rates and reserve the right to negotiate based on the costs included in the base of the Indirect Rate Calculation. Additionally, the 15% de minimus rate is allowable for organizations that don't have a federally negotiated indirect cost rate agreement.

All profit will be negotiated at the time of contract award and based on a performance.

Question: If bidder intends to respond to all 3 RFP, does it require 3 separate proposals, with corresponding documentation requirements for each, or is bidder able to condense into a single response with 3 distinct narratives?

Answer: If a respondent chooses to submit a proposal for each of the RFPs, they must submit three separate proposals with all required attachments. Each proposal will be evaluated by a separate Evaluation Committee and judged independently of any other proposal submitted.

Question: Can you please share your most updated performance metrics?



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Answer: The current PY 2025 Performance Metrics are located in the Adult and Dislocated Worker RFP and the Youth RFP – see section E. Program Overview, III: Performance Expectations – the second table identifies the common performance measures and PY 2025 goals.

Question: Can you please share the current staffing plan for AD/DW and One Stop Operator?

Answer: In 2024-2025, the total AD/DW Program has a \$1.4 Million Dollar Budget with over \$750,000 in Staff Wages/Fringe. The 2025-2026 planned total budget is only \$835,000 due to estimated reductions in both WIOA Formula Grants and Other Funds.

The One Stop Operator role is currently filled by a part-time contracted position.

Question: To confirm, the Application Cover Sheet (II.), Program Narrative (III.), and Organizational Administrative/Fiscal Qualifications (IV.) are the only three required documents that count towards the 25-page limit?

Answer: The Application Cover Sheet does not count toward the 25-page limit. The Program Narrative and the Organizational Administrative/Fiscal Qualifications do count toward the 25-page limit.

Question: Is LWP open to working with more than one sub-contractor, or do you intend to contract with one provider?

Answer: There will be only one Service Provider selected for the Adult/DW Program, one Service Provider selected for the Youth Program, and only one One-Stop Operator will be selected. There may be a successful respondent that is awarded all three contracts. However, there will not be multiple service providers for each program. Note: If a Consortia applies as a group, they must designate a lead applicant and ensure the requirements addressed in the RFP under Section D IV are met.

Question: RFP section “IV. – Staffing Plan” lists specific job positions, are these suggested titles or the exact positions you expect to see?

Answer: These are a list of functions for which staff must be assigned, LWP does not dictate the actual job title of the Service Provider’s staff.

1/31/2025 - emailed Questions:



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Question: Are we to narrate / design how we would use the Training and Support Services and indicate that in the proposal narrative and budget shell?

For instance,

- if we wanted to partner with an employer to do X# of OJTs, would we narrate that and enter the funds in the budget shell?
- If our plan is to offer X# of Training scholarships to rural areas only, would we narrate that and enter the funds in the budget shell?

Answer: Yes, please describe your direct participant training plan in the program and budget narrative.

Question: Are any of the funds in the A/DW RFP available non-federal that could be matched with other funds?

Answer: All of the funds allocated to the Adult/DW, Youth, and One-Stop Operator RFPs are either federal Workforce Innovation and Opportunity Act funds or other federal funds. We are not planning for any non-federal funding sources at this time

2/9/2025 - emailed Questions:

Question: Can you please explain the difference in the staffing plan questions in section IV and VI? Is VI the staffing plan for the organization's administrative/fiscal staff only?

Answer: The Staffing Plan in Section IV addresses the positions and activities that are minimum expectations of program staff. We do not require a resume of these staff. Section VI goes a bit deeper in that we need to know who the key staff are that will be responsible for the program, organizational, and fiscal operations. A resume of these key staff must be attached to the proposal.