

Questions and Answers to One Stop Operator RFP

Posted January 2, 2019

1. Are the written past performance references to be submitted by the reference directly to WSM? Or are we to collect the references and submit them with our proposal?
2. Please collect the references and submit them as attachments to your proposal.

Q. Can you provide an editable Excel file for the submission of the Budget Summary of Cost Worksheet?

A. You are welcome to create your own Excel worksheet as long as it includes all information included in the budget summary of cost worksheet included in the RFP.

1. On page 7-8, where proposers are to “document all the following information,” are attachments of the following documents required? Or are we only to narratively address that we have each of the following?
	1. Written personnel policies with table of contents
	2. Written conflict of interest for staff and board
	3. Written grievance procedures for customers/clients
2. Please include these documents from your organization as an attachment to your proposal

Q. Should office space be included as a cost in our budgets or is space provided in-kind at each of the locations outlined within the RFP. If space should be included can you provide information as to the cost per square foot and the amount of space currently utilized by the One-Stop Operator. Additionally, are the costs of utilities, cleaning, etc., the responsibility of the respondent and if so, do you have an average monthly rate of these things?

 A. Cost for office space, utilities and cleaning, etc. DO NOT have to be included in the budget for bidders. These costs are covered by WorkSource Montgomery.