



One-Stop Operator RFP Questions and Answers

The following are official responses provided to questions submitted in person or via email during the Bidder's Conference held on December 18, 2018.

1. The term of the RFP is 16 months (March 1, 2019 to June 30, 2020). Is the stated amount of \$200,000 for an annual term of 12 months or for the 16 months?

The WSM Board has allocated a maximum of \$200,000 for the 16-month term of this RFP. The 2019-2020 budget is set at this amount due to anticipated start-up costs that will be one-time expenses incurred by the new One-Stop Operator (OSO). In July 2020, a new budget would be created. Please note Section D: Staffing and Management Requirements in which bidders are required to identify at a minimum, one full time individual dedicated and housed at the American Job Center.

2. May RFP bidders tour the Job Center locations?

Our American Job Center locations at Wheaton and Germantown are open to the public. Please feel free to visit during the operating hours of Monday-Thursday, 8:30 a.m. to 5:00 p.m. and Fridays, 8:30 a.m. to 3:00 p.m. For more on the locations, visit <https://worksourcemontgomery.com/career-support/where-to-find-us/>.

3. Is there an incumbent OSO?

Under WIOA, local boards select a One-Stop Operator to coordinate service delivery across the American Job Center partner programs and service providers. The One-Stop Operator can be a single organization or a consortium of the mandated partners. Initially, the Montgomery County Workforce Development Board chose the consortium model, which was composed of valued community partners. In November, the Board chose to move to a single entity One-Stop Operator model.

4. Is there a limit on indirect costs?

Yes. The contractor agreement will follow WIOA formulas that limit indirect costs to no more than 10%.

5. Can the copy of the approved Certificate of Indirect Costs be authorized by a state other than Maryland?

Bidders may submit either 1) a Certificate of Indirect Costs that indicates a federally negotiated indirect cost rate agreement or, 2) a Certification of de Minimis Indirect Cost Rate. Note that, for the purposes of this contractor agreement, indirect costs will be limited to no more than 10%.

6. Per the Corporate Proposal requirement, do we need to provide a budget amount for all contracts?

There is no need to share detailed contractual information; however, bidders should elaborate on corporate experience in order to reflect qualifications commensurate with this RFP. The requirement of an annual budget of \$100,000 or more is firm, in order to indicate the capacity to implement service delivery on a reimbursable basis.

7. Will the awarded entity be required to have a business license from the State of Maryland? If so, will time be allowed to secure the license prior to the start of the contract?

Yes, the OSO will be required to have a business license from the State of Maryland and will have time to secure one between the selection date of February 1 and the start of operations on March 1. WSM can assist the successful bidder in navigating this process, if necessary.

8. Do non-Maryland based entities require a Certificate of Good Standing for the State of Maryland?

Out of state bidders should provide a Certificate of Good Standing from at least one state in which they do business.

9. Is there flexibility for the annual budget of \$100,000?

No, the requirement of an annual budget of \$100,000 in the most recent year is firm. The Bidder's financial solvency will be evaluated. Bidder's ability to demonstrate adequate financial resources for performance of the contractor agreement or the ability to obtain such resources as required during the performance under this RFP will be given special emphasis. All business/organizations must meet a minimum level of administrative and fiscal capacity in order to contract with WSM. Therefore, all Bidders must provide their Documentation of Qualifications, listed in Section F.

10. For small business enterprises and/or sole proprietorships (no employees), are personnel policies with table of contents required?

Yes, all bidders should provide their personnel policies with a table of contents included.

11. Is WSM amenable to eligible entities that seek and incorporate subcontractors for specific RFP tasks if this arrangement improves task performance and benefits to the community served?

The selection of an OSO will be based on the evaluation factors outlined in Section G.

12. Are there affiliate sites alongside with the Comprehensive One-Stop?

Yes, please see the presentation which highlights our locations to include the American Job Center in Wheaton, an affiliate Job Center in Germantown, and our HIRE Center.

13. Do we have to have a copy of a federally approved indirect cost or can it be the de minimus rate of 10%? If you need a de minimus document, can it be from Georgia?

Bidders may submit either 1) a Certificate of Indirect Costs that indicates a federally negotiated indirect cost rate agreement or, 2) a Certification of de Minimis Indirect Cost Rate. Note that, for the purposes of this contractor agreement, indirect costs will be limited to no more than 10%.