



RESPONSES TO BIDDERS
for Request for Proposal for
One-Stop-Operator

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#	Document	Question	WSM Response
1	OSO RFP	What are the proposal submission instructions regarding email address and subject line content?	Submissions should be sent via email, with the subject line "OSO RFP Proposal {Organization Name}"
2	OSO RFP	Are all proposal documents required to be included in a single combined pdf file?	Yes.
3	OSO RFP	Is the past performance for a 5-year period?	Yes, references should be included for the past 5 years.
4	OSO RFP	Can we have multiple references from the same project?	No
5	OSO RFP	Is the young adult program included?	No
6	OSO RFP	Who is the incumbent?	Eckerd Connects
7	OSO RFP	How much was the previous award?	Funding for years has varied year-to-year, not exceeding \$200K.
8	OSO RFP	Is there any preference given for certified disadvantaged small businesses?	No
9	OSO RFP	Is there opportunity for a sole source award?	No
10	OSO RFP	A. What is the invoicing schedule? B. What is the invoice process?	A. Invoices should be submitted monthly, on the 10 th of the month. B. The invoicing process will be provided to the awardee.
11	OSO RFP	Is registration in another state sufficient, or is MD registration required?	Bidders from other states are welcome
12	OSO RFP	Section 6.4 indicates, "A statement documenting understanding and adherence of the guidance is required." What 'guidance' is this statement referring to?	Please refer to Section 6.4 of the RFP.
13	OSO RFP	Does this opportunity include services to support dislocated youth or adult workers?	No



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14	OSO RFP	Please confirm there is no rent for this contract.	There is no rent cost for this contract.
15	OSO RFP	Please explain the following bullet point on page 9, section 6.4: In reference to for-profit: For-profit Bidders are eligible to negotiate and earn a profit as a OSO as determined as allowable for the non-federal entity under Subpart E- Cost Principles (2CFR 200). Please confirm that this means some of the funds may be reserved for 'profit' of the total funds of the contract value, not in addition to the contract value.	Correct. For-profit organizations can negotiate a reasonable profit into the final agreement.
16	OSO RFP	What is the age range of the individuals receiving services through the One-Stop? Specifically, is it adults only or does it include services to minors?	One-Stop services in Montgomery County are available to all residents ages 16 and up.
17	OSO RFP	Are you able to share copies of the present MOU and RSA?	MOU and RSA agreements are available publicly by submitting a request under the provisions of the Freedom of Information Act (FOIA). However, WSM will provide copies of the most recent MOU and RSA to the awardee.
18	OSO RFP	Please provide additional information on the scope and functionality of the Community Workforce Network Portal.	The portal is a tool utilized to connect workforce partners through referral and communication mechanisms.
19	OSO RFP	Please provide a copy of the present grievance protocol	Please refer to the WSM website policies page.
20	OSO RFP	Please clarify what specific role, if any, is anticipated for the OSO to assist in coordination of Business Services Team Activities	Please refer to Section 2.1 of the RFP.
21	OSO RFP	Are you able to supply copies of the OSO reports for the last 12 months?	Relevant reports will be provided to the awardee.
22	OSO RFP	4. Section D states that the bidder should identify a minimum of three (3) full-time, dedicated personnel. It also requests the bidder supply "the percentage of time, committed hours of work, or other identification of level of effort." Please clarify staffing requirements.	Requirement Modified: WSM requires full time coverage for two facilities which requires a minimum of two FTEs (1) OSO and (1) assistant.



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23	OSO RFP	Will WorkSource Montgomery, Inc. (WSM) honor the indirect cost rate options per the Uniform Guidance [2 CFR 200.332(a) (4)]? In accordance with 2 CFR 200.332(a) (4), all pass-through entities in sub-awarding some or all of the Federal award to eligible sub-recipients must approve either: a. The Federally negotiated indirect cost rate, b. The 10% de Minimis rate, or c. Negotiate an indirect rate with the sub-recipient, which can be based on a prior negotiated rate between a different pass-through entity and the same sub-recipient. If basing the rate on a previously negotiated rate, the pass-through entity is not required to collect information justifying this rate but may elect to do so.	WSM will honor the 10% de Minimis rate.
24	OSO RFP	The RFP is password protected. Could you provide an unprotected version?	The password protection has been removed from the RFP and is available on the WSM website Procurement page.
25	OSO RFP	Could you provide an Excel version of Attachment C: Budget?	Attachment C is a WSM form required for completion as is. The password protection has been removed from the RFP and is available on the WSM website Procurement page to extract the forms.
26	OSO RFP	Is the proposal submission email the same as the email to submit questions, procurement@worksourcemontgomery.com?	Yes
27	OSO RFP	Could you please provide a current organizational chart?	No. The org chart for WSM and partners will be made available to the awardee. Feel free to visit our staff page at Meet Our Leaders WorkSource Montgomery
28	OSO RFP	Please clarify the \$200,000 cap. Is it an annual cap versus a limit for the combined project years?	The \$200,000 is an annual allotment.
29	OSO RFP	Is the Board willing to consider staffing alternatives?	We are willing to consider staffing alternatives if it provides adequate full-time coverage to both AJC centers in Wheaton and Germantown.



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30	OSO RFP	Do your workforce centers currently collect customer feedback?	Yes, however it is not as robust or consistent as we would like. We will look to the OSO to lead those efforts to get best practices in place.
31	OSO RFP	Do you have a formal approach to professional development of workforce center staff and or cross training?	Yes, we are currently working with Maryland Workforce Association, and through monthly AJC partner meetings.