

**ADDENDUM NO. 1**

**TO:** ALL VENDORS

**FROM:** Jason McGarry, Procurement/Contracts Administrator

**SUBJECT:** WIOA2019-04: WIOA OneStop Operator Services

**DATE:** March 13, 2019

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This Addendum No. 1 modifies the Request for Proposal (RFP) only in the manner and to the extent as stated herein.

- 1. Could the BCDCOG provide an estimated funding level for the WIOA OneStop Operator for Program Year 19?**
    - Not at this time, but please refer to the WIOA Program Allotments for PY18 link <https://www.scworks.org/wioa.asp> for an estimate. Those figures would be minus administrative and other operational costs.
  - 2. Is there a page limit for the proposal? If so, how many pages?**
    - Yes, 40
  - 3. Is there a limit on the budget narrative? If so, how many pages?**
    - No
  - 4. What are the expected sections of the Business Plans or Business Plans for the Region?**
    - We will use TEGL 16-16 as the guide to for Business services expectations.
  - 5. What is the current staffing model of the One-Stop portion of the career center?**
    - It is up to the contractor to establish the appropriate staffing pattern based on the center's needs.
  - 6. Is there a business services representative as part of the One-Stop?**
    - The Business Service representative is currently a part of the Program services.
  - 7. Is there a budget allocated for the One-Stop Operator contract?**
    - No
  - 8. Is a fidelity bond needed for this contract? If so, what is the amount needed?**
    - No
  - 9. Where is the comprehensive One-Stop located?**
    - SC Works Charleston, 1930 Hanahan Road Suite 200, North Charleston
- Are there affiliate sites?**
- Yes, 2 affiliate sites at the present time.
- If so, how often should these sites be visited?**
- These centers should be staffed by the Operator during operation hours.
- 10. What is the estimated travel rotation to each affiliate site per month?**
    - We do not have this information.
  - 11. Who are the mandatory partners including technical colleges in the area?**

- Please see TEGL 16-16 and 19-16

**12. Is the contractor responsible for purchasing office supplies?**

- Yes

**13. Will an office/cubicle space, phone, computer be provided?**

- Yes

**14. Do we need to submit an intent to bid on this project?**

- No

**15. Is there a bid conference for this project?**

- No

**16. Is the One-Stop provider expected to provide a staff member for the resource room? Or is this provided by the WIOA staff?**

- The Operator provided functional supervision and the resource center is a part of this. Whereas the Wagner-Peyser staff provides coverage of the Resource Centers, the operator may need to provide coverage as needed.

**17. Is there a specific budget template that must be used for this RFP response?**

- Yes, See attached.

**18. Please share the most recently completed PY performance including (at a minimum): # served at the one-stop (duplicated and unduplicated), # registered/enrolled in 1A & 1D, training participation /ITAs issued, job placement, wages , retention**

- See attached Center Report

**19. Does the Trident Workforce Area have a mobile unit?**

- No

**20. How does the Trident Workforce Area currently capture customer data?**

- The current Operator tracks the information using their system.

**21. In the RFP, information about current staffing by location is provided. Can you clarify the structure and that the positions provided in the RFP are all currently funded with WIOA Title 1 funds?**

- The Operator of the Center is responsible for ensure the Centers (Comprehensive and affiliate) are staffed. The Operator positions are funded with WIOA funds based on the allocated amount.

**22. The RFP provides information on expected performance; can you tell us how the region is currently performing against those standards?**

- The Region is currently passing all Performance Measures.

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**OFFEROR SHALL ACKNOWLEDGE RECEIPT OF ADDENDUM NO. 1 IN THE SPACE PROVIDED BELOW AND RETURN WITH SUBMITTAL. FAILURE TO DO SO WILL SUBJECT PROPOSAL TO REJECTION.**

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**Authorized Signature**

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**Company**

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**Date**