

ADDENDUM NO. 1

TO: All Vendors
FROM: Jason McGarry, Procurement/Contracts Administrator
SUBJECT: WIOA2025-01: Adult and Dislocated Worker Service Provider
DATE: January 22, 2025

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

1. Page 13, paragraph 6, Documents Required of Selected Respondents. The RFP says "selected respondents will be required to provide the following compliance documents as part of their response to this RFP...". However, later it seems like these documents would be requested during the contracting phase. Is the documentation list required now with our original proposal or is it requested by you at a later time? If required now, with our proposal, please provide the following forms listed on page 14 as they do not appear to be included in the RFP:
 - Evidence of signatory authority
 - Financial reporting signatory authority
 - Suspension and debarment certification
 - Certification of drug free work place
 - Certification of lobbying activities
 - a. Please disregard these requirements.
2. Page 15, paragraph 5, states the proposal must contain "narrative sections (described in the application packet)." However, I do not see an application packet included in the RFP or on bcdcog.com as indicated on RFP page 16. Can you please clarify this requirement? Is there another packet? If so, can you please provide this?
 - a. Please disregard this requirement.
3. Pages 16-18 of the RFP include specific sections and questions which will be used as an outline to inform our response. There is not a separate section heading relating specifically to program design elements. Is there a section where this information is preferred as part of our response?
 - a. Please disregard this requirement.
4. Page 16, paragraph 7, Budget Information Form. This says "Complete the requested information on the Budget Information Form and include it as part of the proposal.." I cannot locate this form, can you please provide? Is the Budget form available in Excel?
 - a. Yes, attached.
5. Page 16, paragraph 8, Certifications and Signatures. This says "Proposers should review, complete, and submit the Certifications and Signatures Form as part of the proposal." I cannot locate this form, can you please provide this and any other required forms not attached to the RFP document itself?
 - a. Please disregard this requirement.
6. What is the anticipated funding level for this program?
 - a. This is determined based on the local area allocation from SCDEW.
7. Are all the staff for this program currently funded 100% by WIOA grants? If not, what other grants/funds are used to supplement their salaries and what percentage of their time is charged to non-WIOA grants?
 - a. Currently, there is a grant from the Charleston Metro Chamber that is scheduled to end 06/30/2025.

8. Regarding the current contractor, how many WIOA staff are there in the Adult/DW training contract? What is their percentage of time charged to the Adult contract?
 - a. Two staff that are charged 66% to the Adult/DW contract.
9. What are the program staff job titles?
 - a. Career Coaches
10. Where are the staff based and what counties does each position serve?
 - a. The staff are based in Berkeley, Charleston and Dorchester Counties
11. What are the salaries/salary ranges for these positions?
 - a. This is left to the Service Provider
12. How many Adult and Dislocated Worker new enrollments are required for PY24.
 - a. Trident has a total served goal that includes carry-over and new enrollees.
13. How many rollover participants are anticipated next year?
 - a. This is yet to be determined
14. What is the individual anticipated funding for Adult and Dislocated Worker?
 - a. The Training CAP is \$10,000. This is always subject to change.
15. Are there projected service level goals for AD/DW If so, what are those for each program?
 - a. The projected goal is a total of 500 Adults & Dislocated Workers
16. What entity is responsible for operating and managing the SC Career Coach (mobile unit)?
 - a. The Center Operator
17. Would a Trident service provider have access to the Career Coach for programming or events in the Trident area?
 - a. Yes
18. Is there a budget form available?
 - a. Yes, attached.
19. What is the total funding amount available?
 - a. This is to be determined
20. What are the current staffing levels?
 - a. 8 Staff total between the Adult, Dislocated Worker, and Youth Programs
21. What are the goals for the number of clients to be served?
 - a. This fluctuates, but current goals are 500 Adult & DWs and 200 Youth
22. What is the BCDCOG's vision for the program if WIOA funding is further reduced or not authorized?
 - a. Discussions are ongoing

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.

Authorized Signature

Company

Date