

## ADDENDUM NO. 1

**TO:** All Vendors  
**FROM:** Jason McGarry, Procurement/Contracts Administrator  
**SUBJECT:** WIOA2025-03: One-Stop Operator Services  
**DATE:** January 22, 2025

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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. Who is the current provider for the One-Stop Operator services? If there is no current provider, could you please share the name of the previous provider?
  - a. Ross IES.
2. When is the next One-Stop Certification due?
  - a. June 30, 2025.
3. What is the estimated budget allocated for the One-Stop Operator contract?
  - a. Estimated budget is \$300,000.
4. Does the One-Stop Operator need to include a budget for supplies?
  - a. Yes.
5. Who is the currently awarded entity for the One-Stop Operator contract, or will the local area be covering supply costs?
  - a. Ross IES/ The Operator provides supplies, but it is split with partners through the MOU/IFA agreement.
6. Does the comprehensive One-Stop location have kiosks for customer check-ins?
  - a. Yes.
7. Is there an active mobile unit being used in your local area?
  - a. Yes.
8. What is the expected staffing model for this contract?
  - a. This is up to the Operator and Service Provider. The expectation is that staffing levels cover the services required through WIOA.
9. Can you provide an estimate of foot traffic at the Comprehensive One-Stop site and each affiliated site?
  - a. Comprehensive center served over 24,000 in PY23 and a little over 5,000 for the two affiliate sites.
10. Will there be a bidder's conference? If so, could you please provide the date and location?
  - a. There is not a bidder's conference.
11. What is the individual anticipated funding for OSO?
  - a. See question 3.
12. Does the One-Stop utilize VOS greeter?
  - a. Yes.
13. Will shared costs be similar to this year? If not, can you provide a list of those costs?
  - a. Yes.

14. Are there any signature forms required? If so, please provide.
  - a. This Addendum.
15. Is there a budget form available? If so, can please provide (preferably in Excel)?
  - a. Attached.
16. Is there a page limit for our entire proposal or for individual sections? If so, can you please describe?
  - a. No page limit defined.
17. Are the One-Stop staff 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. Yes.
18. Are there any center related costs on behalf of the region that the OSO is expected to pay from the OSO contract (rent, utilities, security costs, supplies, etc.)? What is the current budgeted amount for any such costs?
  - a. The Operator determines the budget. The Operator will be responsible for some supplies and contractual services such as security.
19. Regarding the current contractor, how many WIOA staff are there in the OSO contract? What is their percentage of time charged to the OSO contract?
  - a. Two staff 100% charged to the contract.
20. What are their job titles, where area they based and what counties each position serve.
  - a. Workforce Specialist and primary they are located in the Charleston Office. They serve Berkeley, Charleston, and Dorchester Counties.
21. What are the salaries/salary ranges for these positions?
  - a. This is determined by the Contractor.
22. How long is the lease on 1930 Hanahan Rd #200, North Charleston, SC 29406?
  - a. Currently through 2026.
23. What entity is responsible for operating and managing the SC Career Coach (mobile unit)?
  - a. The Center Operator.
24. What contracted building services is the operator responsible for?
  - a. Security, Janitorial, and there may be an additional contract service.
25. What are the current operating costs of the SC Works Center?
  - a. This fluctuates.
26. What are the specific responsibilities of the One-Stop Operator?
  - a. There is a Training and Employment Guide (TEGL) that gives insight on the functions of the Operator. The expected responsibilities include the day-to-day operations that includes a variety of services such as managing inventory, managing partner invoices, managing the resource room, and managing the MOU/IFA agreements. This is not an exhausted list.
27. The One-Stop Operator must ensure the delivery of services for other related programs managed by the BCD Council of Governments (BCDCOG). What related programs have historically been assigned?
  - a. The Van Pool program. This involved making customers aware of the program.
28. What is the total funding amount available?

- a. This is to be determined.
- 29. What are the current staffing levels?
  - a. 2 full-time staff.
- 30. What are the goals for the number of clients to be served?
  - a. No goals have been set for the number of customers to be served.
- 31. What is the BCDCOG's vision for the program if WIOA funding is further reduced or not authorized?
  - a. This is an ongoing discussion.

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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**