

# Berkshire WIOA Career Center Operator RFP

## Questions and Answers

Updated 11/19/20

Posted 10/23/20

Q1 – received 10/22/20

*On page 20 of the RFP under format requirement, under pages it says to use a 12 point font but under page limit it says to use an 11 point font. Please clarify?*

A1 – Bidders can utilize no less than 11 point font.

Posted 10/30/20 – No questions this week.

Posted 11/12/20

### Bidder's Conference Questions

Q2 - *Should we use the approximate \$650K in core funding for the budget?*

A2 - Bidders should budget for the overall administrative and direct services to be provided by the One Stop Center. Include WIOA and non-WIOA funding that will be utilized.

Posted 11/12/20

Q3 – received 11/5/20

*On the RFP budget sheet under youth, it is labeled Framework Services but the entire FY21 allocation of \$317,052 is listed. Are you looking for a budget of just frame work services or all WIOA you services under that category? Could you please clarify?*

A3 – Bidders should include a budget for both Framework and Direct Services for WIOA Youth in the Youth Framework Services column. Please specify Framework vs Direct Services in the budget narrative.

Posted 11/19/20

Q4 – received 11/19/20

*Please clarify Which number is to be used on the **Excel** Budget Detail Spreadsheet Column labeled Youth Framework Services. It is different than the RFP documents.*

- *The excel spreadsheet sent shows \$317,052*
- *Page 13 of Request for Proposals Appendices shows \$150,000*
- *Page 45 of RFP shows \$150,000*

*All 3 of these documents are labeled Framework services. Need to clarify your last response to my question in which you replied all service should be reflected under framework on the spreadsheet . I am assuming we are to use the total of \$317,052 as a heading for the narrative but separate framework and direct service??*

A4 – Bidders should budget for the overall Administrative, Framework Services and Direct Services expected to be needed for the One Stop Center to provide services. The amounts listed throughout the RFP are for initial budget planning purposes only to use as a guide. Each of these items should be explained in the budget narrative (amounts for Admin, Framework and Direct).

The amounts listed on page 13 are the FY21 WIOA allocations to use as a reference for establishing a budget; therefore, bidders should take into account that between \$150K-\$170K is expected to be budgeted for financial oversight/management (approx. \$85-\$105K for fiscal officer) and administrative oversight by the BCREB (currently \$65K); therefore, should be included in the overall budget of the bidder.

The budget form on page 45 is provided as a sample only. The youth services column should include both framework and direct services. The budget and budget narrative should outline the costs expected to be needed and associated with Administration, Framework, and Direct Services.

**The Excel Spreadsheet on the MassHireBerkshire.com website has been modified. A Framework Services budget item has been added and the auto summary has been eliminated. Please use the version posted on 11/19/20.**