

Business Services RFP
Bidder's Conference Questions & Answers
09/19/2011

1. What is the maximum anticipated number of vendors for each of the subsections of the scope of work?
 - a. Job Orders -2 (although 1 is more than acceptable)
 - b. Job Fairs - 2 (although 1 is more than acceptable)
 - c. Improved Outreach & Brand Recognition – 1
 - d. Entrepreneurial Programs - 2 (although 1 is more than acceptable)
 - e. Employer Business Summit – 1
 - f. Business Focused Surveying – 2 or more (although 1 is acceptable)

2. In a collaborative effort of more than one business and organization will you pay benchmark attainment to 2 or more organizations?

No – a contract where two or more organizations are working together will designate one organization to receive payment – distribution of payment beyond that is the responsibility of the organization and their internal agreements.

3. In the Job Orders section – how will the lump sum for ratio attainment be paid if there are two or more vendors?

The lump sum will be rolled into the other benchmarks because ratio would be nearly impossible to manage and measure with more than one vendor.

4. If a job fair does not meet the 21 employers or 37 open positions will the benchmark still be paid?

No – only the \$1,500 in expenses will be paid if a job fair does not make the required criteria.

5. Does the vendor have to offer its Entrepreneurial Program for free to the general public?

No – only for WIA customers

6. Can an organization choose to bid on only one section as opposed to all?
Yes

7. Should the board choose to contract with more than one bidder for increase in job orders, how will the board assure that proper credit is given to the correct provider? –
Mostly by Zip Code & Geographic Location

8. On Page 3, please clarify "lump sum payment of 2.5% of the activities' funding". Will this be derived by averaging the job orders from the respective agency or by including all agencies?

Job Orders Credited to the Provider will be averaged

9. If a Board Member is a subcontractor to an entity that has a contract with the board, does that create an issue with the Member being on the board?

The revised WFI policy effective 8/18/11 does not require that board members resign from the board. It prohibits certain contracts; not board membership. If a member has "any relationship with the contracting vendor", the contract is prohibited unless an exemption applies. A subcontractor would have a relationship with the vendor. Thus, the board cannot enter the contract unless an exemption applies. See II)a-d) of the WFI Revised Contracting Policy.

If the contract was in place before 8/18/11 when the revised WFI contracting policy was adopted, the previous WFI policy, and the s. 445.007, F.S. and WIA conflict of interest provisions apply. The federal procurement requirements in 29 CFR 97.36 (USDOL) and 45 CFR 74.42 (DHHS) also apply. If all of these provisions were followed, the contract may continue and the board member may remain on the board. However, if legal requirements were not followed, you should consult your legal counsel about appropriate steps to take.

10. If Board Member's Employer is responding to a current RFP, does he or she need to step off the board before sending in a proposal?

See answer above. Employment is a relationship with the vendor. Contract is allowable only if an exemption applies. If exemption a), b) or d) apply to allow the contract, the board member could not personally benefit financially from the contract. The board member would need to disclose the relationship, abstain, and refrain from any participation in the procurement.

11. How does a Workforce Board establish a "board member does not personally benefit from" a contract?

We recommend a sworn certification from the vendor and the member that the member will not personally benefit from the contract.