

## Request for Proposal

### One-Stop Operator Services RFP Number OSO-17060

#### QUESTIONS & ANSWERS

1. The RFP identifies multiple due date for response: 3-1-2016 and 3-2-2016. Which is the correct due date?

RESPONSE: The response is due on 3-1-2016. An addendum will be published to correct typo in RFP.

2. It is presumed that CSCF has existing memorandum of understandings (MOUs) in place. Are you looking to create a new MOU? Or are you expanding upon current MOU based upon what is outlined in the One-Stop Operator deliverables section of the RFP?

RESPONSE: CSCF is currently working on developing MOU's with required partners; however, it is expected that the One-Stop Operator will continue working with the partners to update MOU's as appropriate and support the creation of new MOU's, if necessary. CSCF currently has new MOU's with the Division of Blind Services, Vocational Rehabilitation, and several community action agencies. MOU's with adult education partners are being reviewed.

3. Are you developing metrics for existing MOUs?

RESPONSE: Ideally, MOU's will have metrics that align with local Board metrics and performance accountability guidelines issued by the Employment & Training Administration, Department of Labor. Please reference Training and Employment Guidance Letter WIOA No. 10-16:  
[https://wdr.doleta.gov/directives/attach/TEGL/TEGL\\_10-16.pdf](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_10-16.pdf).

4. Regarding section 12.0 of RFP covering format for preparing proposal. Should a narrative be included within the response? If so, what is the maximum page count for narrative? Additionally, is there a specified font, font size or margin to be adhered to when preparing the response?

RESPONSE: A narrative must be provided and it is recommended that respondents offer clear, concise answers in the spirit of clarity and brevity. Although there is not a page limit, please refer to the rating sheet and ensure narratives respond to those areas identified and how the respondent will deliver on scope of work (Section 5, 6, 7, 9).

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5. Regarding Community Development Block Grant (CDBG) partners, every community has multiple CDBG partners including partners at the city and county levels etc. Does CSCF have to partner with every CDBG entity within its assigned region?

RESPONSE: CSCF does have relationships with each CDBG entity, but more work is needed to develop strategic MOU's, which includes metrics. CSCF will share those with the successful respondent.

6. Will CSCF assign a dedicated staff member to serve as the point of contact for interfacing with the selected one-stop operator? If so. Will the CSCF dedicated point of contact be available to meet weekly?

RESPONSE: This entity will work with the Chief of Operations and the Director of Planning and Policy. A regular schedule will be established with those individuals.

Note: Questions and answers numbers 1 through 6 resulted from Bidder Presubmittal Conference at 3:00 PM on February 15, 2017. The agenda is attached hereto, see page 3.



## SERVICES BID

Request for Proposal  
*for*  
One-Stop Operator

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### BIDDERS PRESUBMITTAL CONFERENCE

#### AGENDA

February 15, 2017  
3:00 PM

#### Welcoming Remarks:

1. Good afternoon, my name is William Warren, Contracts Management Specialist
2. This is a presubmittal conference intended for firms desiring to respond to the publicly advertised One-Stop Operator RFP No. OSO-17060.
3. The purpose of this meeting is to allow interested firms, the opportunity to ask questions for clarification regarding this competitive RFP.

#### Introductions:

1. Remarks and introduction of key CareerSource Central Florida personnel.
  - Ms. Nilda Blanco, Director of Planning and Policy.
2. Introductions of audience and company represented.

#### General Information:

- Sign-in sheet (business card) and hand-outs (agenda and if applicable Q & A )
- Meeting rules-
  - It is imperative that you respect the process of this procurement and not speak privately with staff members during this meeting or in regards to this RFP outside of this meeting. Time will be allowed for Q&A today. Answers will be given immediately for anything we can answer today.
  - Should you have any additional questions at the conclusion of the meeting, please field them following the instructions provided in the RFP and CSCF will reply by posting a response on our company website.

#### RFP Technical Overview:

- Scope of Work
- One-Stop Operator Deliverables
- One-Stop Operator Qualifications
- Other

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### Q&A Session:

- How to Address Questions
- Responses
  - Immediate
  - Delayed
  - Addendums

### Reminders:

- Final clarifying/technical due: February 24, 2017 by 3:00 PM EST
- Proposal due: March 1, 2017
- Proposal submittal instruction: Responses are to be emailed to: [procurement@careersourcecf.com](mailto:procurement@careersourcecf.com)
- Email subject line **MUST** clearly read “**BID: One-Stop Operator**”.

### Closing Remarks: