

Bidders Conference

15 April 2016

List of preliminary questions submitted from Crowe Horwath:

1. **Are you able to provide the most recent audited financial statements and tax return?**

RESPONSE: The NWIWB will not provide the most recent audited financial statements or tax returns, but please note the last audit was clean and had no findings.

2. **Are there specific portions of the RFP that do not need to be responded to if we are only bidding for the fiscal agent portions? Or how should we respond to the questions that do not appear to be applicable for the fiscal agent proposal only?**

RESPONSE: Only respond to the sections of the RFP that are applicable to your bid for fiscal agent services. If a section or question is not applicable then indicate that on our bid proposal.

3. **Why is the RFP being issued at this time? It appears that the Board has used the same provider for several years.**

RESPONSE: The Northwest Indiana Workforce Board is required to issue an RFP as our existing contract for services is set to expire with our current provider on June 30, 2016.

4. **What would be the key decision points that would result in the regional operator and fiscal agent work being awarded to two separate vendors?**

RESPONSE: Ideally they would be the same operator. However, it will ultimately come down to the bid chosen for board staffing services and one stop operator services. The NWIWB may decide to select a separate fiscal agent based upon criteria outlined in the RFP.

5. **How should fiscal agent respondents respond to the budget portion of the RFP? There appears to be several pieces of this section that would apply to regional operator respondents only.**

RESPONSE: If there are portions of a section that only apply to a regional operator respondent, then indicate in your proposal that the particular section is not applicable.

6. **The RFP mentions an on-site presence. Is this likely to be required for the fiscal agent? If so, what percentage of time is anticipated for on-site presence?**

RESPONSE: Ideally, the fiscal agent would have an on-site presence, but it is not required. Please address in your proposal how you would fulfill the obligations of fiscal agent services remotely.

7. The RFP mentions the contract being cost-reimbursement. Would the fiscal agent contract be fixed fee?

RESPONSE: The NWIWB would consider a fixed fee contract for fiscal agent services.

8. If separate contracts, do you anticipate that the fiscal agent will receive and sign grant fund contracts in the Board's name?

RESPONSE: At this time, the NWIWB would expect the fiscal agent to be generally responsible for the acceptance and maintenance of WIOA and all other grant funds for the board. The NWIWB will have to get back to you about actually signing grant fund contracts in the board's name.

List of preliminary questions submitted from CWI:

1. Will only the questions submitted and received by Tuesday April 12, 2016 be addressed at the April 15, 2016 mandatory bidders' conference? Will any other questions not formally submitted in advance be allowed at the bidders' conference?

RESPONSE: The goal is to be able to respond at the bidders' conference to all questions submitted, as well as, those raised during the conference. However, some questions may require additional time to research. Answers will be distributed in writing to all bidders.

2. It is unclear what the expectation is for 'Update and maintain the eligible training provider data'. DWD has taken over the process and providers, along with determinations. This is now done directly online with DWD. The IN training list is maintained by DWD and customers desiring school must research this list.

RESPONSE: This is true. However, the NWIWB wants to make sure you partner with the state DWD on this.

3. In the 4th bullet under the Fiscal Agent Responsibilities it refers to 'assist the Workforce Board and One Stop Operator (if different) with their objectives.....'. Does the notation "(if different)" refer to the Workforce Board (staff) and One Stop Operator, or does "(if different)" refer to One Stop Operator and Fiscal agent?

RESPONSE: The reference is to if the one stop operator and the fiscal agent are different entities.

4. We find no reference to an audit in the responsibilities under the Fiscal Agent. What are the expectations for an annual audit?

RESPONSE: The NWIWB would expect an annual audit to be completed.

5. On pages 7 and 8 does this mean the fiscal agent is only 100% liable for any funds it grants to lower tier sub-recipients that are a questioned cost, not any questioned expenditures of those funds?

RESPONSE: The intent is for the fiscal agent to be liable only for funds that are dispersed that are disallowed. The fiscal agent would not be liable for how a lower tier sub-recipient spent the funds.

6. For Bidders Background item #5, how far back should we list contracts the bidder has entered into?

RESPONSE: Please keep to the last 3-5 years depending upon number of contracts. The NWIWB wants to get a sense of bidder's qualification through previous work. Based upon bidder's past experiences 3-5 years should be sufficient.

7. Under NWIWB Support – Do you desire to have a website that is standalone and independent of WorkOne or is this a continuation of the website which is currently in place which includes both the NWIWB and the Work One functions and services?

RESPONSE: The NWIWB would desire to maintain a continuation of the website which is currently in place for both the NWIWB and Work One functions.