

**ALAMEDA COUNTY WORKFORCE INVESTMENT BOARD (ACWIB)
RECOVERY ACT – CAREER TRANSITION SERVICES**

RFP BIDDER’S CONFERENCE

QUESTIONS & ANSWERS

July 1, 2009

Questions and Answers

1. Are ITAs separate from this RFP?

Yes, a separate training pool is available for Individual Training Accounts (ITAs) and On-the – Job Training (OJTs).

2. What is the Dislocated Worker definition that applies to this RFP?

Individuals must meet the following criteria to be eligible to receive services:

- Be 18 years of age or older; and
- US citizen or eligible to work in the US; and
- Comply with Selective Service registration requirements when appropriate; and
- Comply with local or state residency requirements when imposed.

(In addition to establishing eligibility, the individual must be assessed and selected for participation.)

Individuals must meet the requirements cited above and one of the following:

- Unemployed due to a plant closure within the last 2 years (includes pending closures) or
- Unemployed due to a lay off within the past 2 years or received a notice of layoff, and is unlikely to return to his/her previous occupation, or
- Self employed but business has failed or is failing, or

(In addition to establishing eligibility, the individual must be assessed and selected for participation.)

Note: Documents that confirm an individual's eligibility for WIA services will be required during the application process. Examples include but are not limited to: birth certificate, social security card, layoff notice, etc. Not all eligible applicants are entitled to selection for the WIA program. Selection is based on availability of funds, the individual level of need, and the appropriateness of the individual's circumstances to receive services.

3 Are workers that have received notice of layoff but are still employed eligible for services under this RFP?

Yes, they may be enrolled up to 6 months prior to layoff with a bona fide notice or their names must appear on a layoff list from the employer.

4. How are individuals moved to the next level of services?

The career counselor in conjunction with the participant will determine levels of service. A customer moves from core to intensive services based on assessments, skill level, one-on-one counseling and an agreed upon individual employment plan (IEP). Under this RFP design, we anticipate that WIA participants will receive “core-like” activities generated out of the Rapid Response activities, then move into intensive services if appropriate.

5. Will the ACWIB's OJTs and ITAs limits apply?

Yes. (See attached Action Bulletin #74)

6. Define transferable skills

Transferable skills are known by a variety of terms - *key skills, core skills, soft skills, generic skills, generic competences*. Transferable skills may be defined as "*skills developed in one situation which can be transferred to another situation*". They are the kinds of skills which are necessary for effective performance by individual in the workplace. Some examples of such skills include team working, communication skills, problem solving and planning skills.

They are skills that work and careers have in common. They serve as a bridge from one career to another.

*Adapted from Nelson Bolles (1996)

7. Which assessment tools will be used?

Currently the one-stop career centers are using Wonderlic, TABE, and any others necessary to prepare a participant for his next job or career. Therefore assessment tests may vary. WIB staff must approve any assessment tool contractor may want to use as part of a group process and when it the decision requires a particular employers input.

8. Would there be a conflict of interest if an employer also hires the selected private for profit job placement firm?

It depends. Also there should be no solicitation while the contractor is being paid with public funds.

9. Is only one contract being awarded under this RFP?

Yes, at this point only one contract is being awarded.

10. How is the electronic copy of the response to the RFP expected?

Word or PDF file emailed to rbertuccelli@acgov.org

11. Explain matching funds?

For the Career Transition Services RFP “matching funds” refers to any non-Recovery Act, non-WIA funds to be used to operate the program activities & services as described in the proposal. These may be in-kind or cash funds/resources directly applied to the ongoing operation of the program. The use of “matching funds” is not required for the Career Transition Services RFP proposal.

12. Page 18, Records Management required by the Eden Area One Stop Career Center Manager, does that apply?

No, “Eden Area One Stop Career Center Manager” was a typo. On page 18 under “Records Management” second paragraph, last sentence, should read “ Service provider will submit all State of California required Management Information (MIS) documents, other reports, and records required by WIB staff”

13. Which One-Stop are we required to work with?

You may be working and coordinating with all six (6) One-Stop Career Centers. You should have working knowledge of the centers in Alameda County and their role in Eastbay Works.

14. Will the contract's performance be the same as Common Measures?

Yes, contract performance will be the same as Common Measures.

15. How are you publicizing the answers to Frequently Asked Questions?

Attendees will be notified of the RFP Response Document. It will be posted on our website <http://acwib.org> in the "Bulletins and Forms" under "Forms" in the "RFP" section. An email or hard copy will be transmitted upon request.