

**Piedmont Workforce Network
PD-10 One Stop Operator
Bidders' Conference – 2:00 pm May 13, 2009
Questions/Answers Discussed**

Attendance was not required at the Bidders' Conference to submit a proposal.

Attendees: There were no attendees. There were questions submitted by PVCC before the conference. See questions and answers below.

Schedule for proposal review

Proposals are Due: Monday, June 1 at 12 p.m.

Review Team meeting: Thursday, June 4 at 1:30 p.m. **We will be interviewing representatives from the agency submitting proposals between 2 and 4 p.m. If you are submitting a proposal, please hold this time on your calendars.**

Contracts Approved: Thursday, June 18 at 3 p.m. at PWN Council and Board meeting

Contract Start Date: July 1

Questions Received prior to Bidders' Conference from PVCC

1. Please clarify the due date of the RFP. On page 2, the due date is 12 p.m. on Monday, June 1, 2009. On page 12, the due date is 4:00 p.m. on Friday, May 29, 2009.

The due date is 12 p.m. on Monday, June 1, 2009. There was a data entry error on page 12.

2. Page 15, Question 16: The One Stop occupies leased space. Should the response include the number of offices needed for FY10 or the square footage?

This question is void from the RFP. The leased space for the One Stop has already been determined.

3. Page 15, Question 16: Does the award amount include funds for the lease or will the cost of the lease be handled by the fiscal agent?

The award amount includes funds for the lease for the WIA offices. Any bidder should put in their budget \$2,301 a month for July to February and \$2,365 a month for March to June for a grand total of 27,868. This includes rent for 1,325 square feet including 3 private offices and 1 storage area. The storage area could potentially be used as an office.

4. Pages 17-24 Certifications: Will the satellite sites be required to complete these documents? If yes, will this be handled by the staff to the Board, or by the Operator?

No, these documents only need completed by the agency applying to become the Operator.

5. Pages 25-28 Part IV General Terms and Conditions: There were references to "Western Virginia Workforce Development Board" throughout this section. Is this a sample or will it become the Memorandum of Understanding between the Board and the new Operator?

This is a sample of the items that may be included in a contract between the Board and Operator, but this is not the contract.

6. Page 27, Paragraph 24 refers to the VEC having right of access. Should this be the Virginia Community College System (VCCS)?

Yes, it should be VCCS.

7. Page 29, Paragraph 39 refers to an independent audit performed annually. Is this an item that should be included in the Operator's budget, or will it be provided by the fiscal agent?

The independent audit is referring to the audit performed for the agency representing the Operator. It will not be provided by the WIB fiscal agent.