

Southwest Georgia Workforce Development Board
Request for Proposals – WIOA One Stop Operator Services
Commonly Asked Questions and Answers

1. Q: If utilizing existing service locations is included in the proposal, should rent be included as part of the proposal budget?

A: Proposers will not need to include rental costs within the proposed budget. Costs for the current service locations within the One-Stop Center and One-Stop Affiliate locations are handled by the Board through the One-Stop MOU/Infrastructure Agreement. If determined that other spaces should need to be secured the costs for such facilities and the need for additional funding will be further negotiated with the successful proposer.

2. Q: Does the Letter of Intent require any specific format or contents?

A: The Letter of Intent will need to be a formal letter on the organization's letterhead, dated and signed by an official authorized to contractually bind the organization and should state the intent of the organization to submit a proposal regarding the 2025 WIOA One Stop Operator Services RFP. The Letter of Intent is due by 4 pm EST on Monday, March 3, 2025.

3. Q: Does the RFP allow award for multiple contracts or just one awarded contract?

A: A single contract will be awarded for the services identified within the RFP (Ref. RFP page 5)

4. Q: Who is the current service provider?

A: The current service provider is Arbor E&T, LLC dba EQUUS Workforce Solutions.

5. Q: Can you please clarify the difference between Attachment I and Attachment J?

A: Attachment I – Subcontractor (Proposer) Affidavit is required to be completed on behalf of the Proposer organization. Attachment J – Sub-Subcontractor Affidavit is only applicable if the Proposer plans to subcontract any services. Attachment J would be completed by the contractor of the subcontracted services.

6. Q: The first criterion in Section A of the Program Narrative (Attachment D) asks us to describe how our proposal connects with the WDB mission and goals. Where can we find the WDB mission and goals?

A: It is referenced in our local regional plan. The current plan is posted to the website at <https://www.worksourcesouthwestgeorgia.org> under the 'About Us' tab and link to the '2024-2027 Local Plan'.

7. Q: On Attachment D, Page 5, Question 7.. Can this question be restated differently for clarity, or can an example be used to clarify what this question is trying to convey?

A: Question 7 states, “Show how the proposing organization allocated the overhead cost of this proposal as compared to all other programs the organization operates”. For example, does the Proposer have an approved indirect cost rate and if so how will the rate be applied to this project as well as other programs operated.

8. Q: Can you please advise if the service provider would be responsible for handling the payroll and procurement responsibilities for the operation?

A: Yes, the awarded service provider will be the employer of record and responsible for handling all staff payroll and procurement responsibilities as required for expenditures incurred.

9. Q. Is a fidelity bond required at the time of RFP submission? If so, what amount is required?

A: Per the RFP on page 22, Each party shall be responsible for the negligence of its own employees or agents in the performance of this contract. The successful Contractor is required to maintain in full force during the term of this contract and any renewals thereof and/or additional or new contracts respecting future similar grants a policy of insurance in an amount not less than \$1,000,000.00 insuring the agreement of the Contractor to indemnify the City of Colquitt as provided in this paragraph. Such policy shall name the City of Colquitt as an insured or protected party and shall provide that it may not be canceled without ten days’ notice to the City of Colquitt. A copy of such policy or bond shall be furnished to the City of Colquitt within 30 days of contract start.

10. Q: What amount of worker’s comp is required?

A: Worker’s Compensation should be provided according to the requirements of Georgia law and the Georgia State Board of Worker’s Compensation.

11. Q: Is a copy of an audit required for a non-profit?

A: Yes; Per the RFP on page 11, Proposers must provide two years of audited financial history. Adequate documentation could include recent audit reports, the entity’s comprehensive annual financial report (CAFR), an independent CPA review, tax records, or another recognized review of accounting process and procedures. Bidders who fail to provide this information will be deemed non-responsive. This can be included in the Proposer Attachments Section.

The audits must be conducted in accordance with auditing standards set forth under the Single Audit Act Amendment of 1996 and in compliance with State of Georgia requirements and 2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. This requirement will be met by providing the City of Colquitt/SWGA Workforce Development Board with a copy of the annual audit according to 2 CFR 200. Indicate if this organization is subject to the Single Audit Act.

12. Q: Should Attachment H Georgia Illegal Immigration Reform and Enforcement Act 2011 (Read only) be included in the submitted proposal package?

A: No, Attachment I is a read-only document and not required to be submitted in proposal package.

13. Q: Should Attachments R-Proposal Responsiveness Checklist, S - Financial Capability Checklist, and/or T-Proposal Rating Form be included in the submitted proposal package?

A: No, Attachments R, S and T are for informational purposes and are not required to be submitted in the proposal package.
