



**NORTHWEST REGIONAL
WORKFORCE INVESTMENT BOARD**
FIRST JOB | NEXT JOB | BEST JOB

WIOA Career Services and JFES First Employment Services Bidder's Conference
FAQ: Part 2 – Updated December 16, 2024

1. **If the current provider is submitting an application, do they still need to include two references?**
NO

2. **The PowerPoint presentation states that "the selected provider must agree to retain all line staff currently delivering services." However, a review of the org chart provided in the RFP shows several positions that are not funded by WIOA or JFES dollars - e.g. several positions under the Special Grants team. Are these positions included in the mandate to retain all current staff? If so, can we have a breakdown of additional funding available for these positions?**

NO - staff funded through dollars outside of WIOA and JFES are not included in this requirement. At this time the breakdown of additional funding to support the retention of those in positions funded outside of WIOA /JFES is unclear. It is the board's intent to engage in conversations with the successful bidder on what funds will be available to support those staff funded through special grants and projects.

3. **In Section b on page 13 of the RFP, there is a reference to "staff resumes or position qualifications if staff are not year hired." Please clarify if we should submit resumes for all staff positions or for those employees in management/supervisory positions.**

Proposers, apart from the current provider, will not have access to the resumes of the current staff. All proposers should submit position qualifications (job descriptions) for management level staff.

4. **Considering the change in contract budget from \$2,550,000 in the first version of the RFP to \$2,350,000 in the most recent version, is the requirement that the provider hire all existing line staff going to be adjusted to reflect this reduction in available funding? Or are providers required to still hire the same number of staff even though the budget has been reduced by \$200,000?**

The requirement to retain all frontline staff will be contingent upon the final funding levels of WIOA and JFES as well as the impact of any changes to the current WIOA legislation that may affect the delivery of frontline services.