

CWA RFP QUESTIONS

UPDATE 3/2/2018

1. What is the extent of the allowable range of consulting and training services that can be proposed?-pg 3

A list of training topics can be found under the "SEARCH CTI" tool in a dropbox labeled "Training Topics"

2. Are the 14 Regional Training Plans available to review? What role will the Training Coordinators have in working with the approved consultants?-pg 3 and 5

No, the Regional Training Plans are not available for review. The "Training Topics" were developed using the Regional Training Plans. The RTCs will work directly with the Local Workforce Development Boards to schedule and implement their Regional Training Plans.

3. To what extent should the CWA vision be used as guidance in developing proposed training and other consulting services such as technical assistance? Maybe use as an overarching framework?-pg 3

Yes, this is precisely what we are looking for when we review these RFPs. When reviewing the RFPs, we are specifically looking for those who aligned with the CWA vision and mission.

4. Can both per hour and per diem rates be included?-pg 4

Yes.

5. Is there a limit on number of sub-contractors proposed?-pg 4

There is no limit. However, CWA retains the right to refuse the sub-contractors you have selected.

6. Please clarify the 10% add on for registration pages rather than a single billing for a flat rate.-pg 4

Please refer to Bidder's Call Notes Feb. 28, 2018

7. Please clarify the CTI contract negotiation vs. individual contract terms negotiated with members.- pg 4

Typically, the CWA member will review the CTI webpage and select a training (or consulting service). CWA will then put that member in contact with the trainer to discuss training date, curriculum, location, and negotiate cost. CWA will then contract separately between the CWA member and the CTI trainer.

8. Can you clarify difference between regional organizing and regional training work?-pg 4

The 14 Regional Organizers' scope of work consists mainly of implementing regional workforce plans, and partnership development between WIOA required partners. They also ensure that their Regional plans are in accordance with incorporating the State workforce plan. Regional Organizers work with the Regional Training Coordinators; who's primary scope is to work with their local workforce development boards to develop, and coordinate implementation of their regional training plans.

9. Can you clarify consulting, capacity building, technical assistance and training as well as provide examples of what falls under each?-pg 5

The training topics are listed on the CTI webpage. Please list all consulting services including long term and short term. Our goal is to offer a wide range of consulting services to meet the needs of all 45 Local Workforce Development Boards. These can be long term or short-term consulting services, best practice models, Program design, content or process facilitation, etc.

10. Is there a list available of the wider variety of potential organizations that could require consulting and training assistance?-pg 5

Consulting and Training services through CTI are only available to CWA Members and Affiliate members. A full list of CWA membership can be found on the CWA Webpage under the "About Us" dropdown menu.

11. What are the RTC's capacity building topics and the list of standardized training core curricula developed by AJCC and others? Who is AJCC?-pg 5

A full list of the topics can be found on the CTI webpage. AJCC stands for America's Job Centers of California.

12. How detailed should estimated travel budgets be? How should this be budgeted given it is not known now how many trips or length of stay will be necessary for clients? Can travel costs be built into the hourly and/or per diem rates?-pg 6

Please refer to Bidder's Call Notes Feb. 28, 2018

13. To clarify should workshop logistical needs and costs be included in the budget, given it appears these costs for a particular training session and facility will be separately worked out with the provider?-pg 6

Please refer to Bidder's Call Notes Feb. 28, 2018

14. How many references are required?-pg 7

There is no qualifying number. These are typically workforce boards or other agencies related to workforce whom have utilized and would recommend your services.

15. Is the "Purpose" statement and the "Objective" on page 5 the same as the "Goal" and "Objectives" [Section 10] reference mentioned on pg 7?

This is correct.

16. For "Organizational Overview and Experience", can you provide clarity regarding the design of the consulting work plan? The only reference for consulting services is training sessions. What about other consulting services such as capacity building technical assistance?-pg 7

This would be a summary of your service. What does it involve? We are requesting a full description to make a more informed decision when scoring the RFP. This also includes capacity building services. Please identify ideal class size, only if applicable.

17. Is there a SOS boiler plate available to assist with development of this section and are the OOE and SOS synonymous?-pg 7

The Scope of services and the consulting workplan are synonymous.

18. Under the OOE, how are c) and f) different?-pg 7

Section c) define any follow-up services to your consultation, if applicable. CWA will not refuse a proposal based upon the availability of follow-up services.

Section f) define any tools used to determine client satisfaction. I.E. survey's of satisfaction, follow-up TA, or other.

19. For OOE h) should past clients be listed separately or together for the consultant and subs?-pg 7

You may choose to list them within your RFP, or as an attached document.

20. Regarding the budget should travel be listed? Why would they be excluded?-pg 8

Please refer to Bidder's Call Notes Feb. 28, 2018