



Request for Proposals Questions & Answers Workforce Innovation and Opportunity Act Title 1B One-Stop Operator

WORKFORCE INNOVATION AND OPPORTUNITY ACT TITLE 1B

Q: Can a proposal be submitted for only Adult and Dislocated Worker services, without also bidding on Youth services?

A: No. Proposals must include all three WIOA Title IB programs—Adult, Dislocated Worker, and Youth—to be considered responsive. The Board is seeking integrated service delivery across all funding streams, and partial proposals that exclude Youth services will not be accepted. However, proposers may choose which regional service area(s) they apply for by selecting the appropriate checkboxes at the front of the RFP (either Lincoln & Benton Counties or Clatsop, Columbia & Tillamook Counties—or both, with separate submissions).

Q: Is there one award per county, or is it by region?

A: For WIOA Title IB services, two regional awards will be made: one for Lincoln and Benton Counties, and one for Clatsop, Columbia, and Tillamook Counties. Each awardee must serve all counties in their designated region.

Q: Can a proposer apply for both regional awards?

A: Yes, a proposer may apply for both regional service areas, but must submit a complete and separate proposal for each region.

Q: Can someone submit a proposal only for the One-Stop Operator (OSO) role and not the WIOA Title IB services?

A: Yes. Proposers may choose to respond only to the OSO RFP without applying for WIOA Title IB services.

**Q: Question #17 is incomplete: “Q17: List all partnerships that result in leveraged resources...”
Can you please provide the remaining information for this question?**

A: Thank you for identifying this omission. The full text of Question #17 is as follows:

List all partnerships that result in leveraged resources. Include contact person information, a brief description of their role or service in your program, and the amount of financial/in-kind resources and/or leveraged funds that result from the partnership(s). Include the total amount of projected leveraged funds in your program design.



Proposers should respond to this question in the narrative section of their proposal, referencing both committed and anticipated partners.

Q: What performance metrics will be prioritized beyond the required WIOA indicators?

A: In addition to federal and state WIOA indicators (e.g., employment rates, credential attainment), Northwest Oregon Works prioritizes metrics such as participant engagement, successful co-enrollments, staff coverage at all centers, and integration of services that reflect employer and community needs.

Q: Is Sexual Abuse and Molestation Liability Insurance required for WIOA Title 1B proposals?

A: Sexual Abuse and Molestation Liability Insurance is required if any staff or volunteers funded under this contract will have unsupervised, in-person interaction with vulnerable populations, including youth, elders, or individuals with disabilities.

If the proposing organization does not anticipate unsupervised, in-person contact, this insurance may not be required. In such cases, the organization must include either:

- A written policy stating that staff and volunteers will not engage in unsupervised, in-person interactions with vulnerable persons,
- or
- A signed statement of intent affirming that such a policy will be developed and implemented prior to the start of the contract period.

This documentation should be included with the Administrative Capacity materials. Final determinations regarding insurance requirements will be reviewed during contract negotiations.

Q: What are the expected employment placement outcomes for the Dislocated Worker Program (DWP)?

A: Placement expectations for the Dislocated Worker Program align with the federal WIOA performance indicators. These include employment in the 2nd and 4th quarters after exit, as well as credential attainment and measurable skill gains. Final negotiated performance targets will be established during contract negotiations with awarded providers. Proposers are encouraged to review the WIOA performance framework and propose service models designed to meet or exceed these expectations.

Q: Are there any additional statistical benchmarks required beyond the standard WIOA performance indicators?

A: Yes, additional special statistical rules are expected by program providers. First, not less than 25% of funds spent on training for Adult and Dislocated Workers; and second, not less than 20% spent on work experience for Youth. No other requirements established in this RFP beyond the federally required WIOA indicators. These include:

- Employment during the 2nd and 4th quarters after exit
- Credential attainment
- Measurable skill gains
- Median earnings
- Effectiveness in serving employers (measured at the state level)

Proposers are welcome to include additional performance benchmarks that align with their proposed service model and objectives.

Q: What are the expectations regarding staffing coverage at the WorkSource Oregon centers?

A: The RFP does not prescribe a specific staffing configuration. However, proposers must describe how



they will ensure consistent and effective service delivery across all WorkSource Oregon centers within the selected service region. This includes coverage for WIOA Adult, Dislocated Worker, and Youth programs. Proposers are responsible for developing staffing plans that align with their program design, budget, and performance goals, while ensuring accessibility and coordination across all sites.

Q: Are administrative salaries and supervisory personnel costs allowable under this grant?

A: Yes. WIOA funds may be used to support allowable direct personnel costs, including salaries for staff involved in program and administrative delivery, supervision, and oversight. However, costs classified as administrative that are not direct costs are subject to a 10% cap and must comply with federal cost principles outlined in 2 CFR Part 200. All proposed expenditures must be necessary, reasonable, and properly allocated to the program.

Q: Can WIOA funds be used to support curriculum development?

A: WIOA funds generally are not used to support the creation development of educational curriculum. However, WIOA funds may be used to develop curriculum for employability skills when the activity is reasonable, necessary, and allocable to the program. Curriculum development costs must be clearly described in the proposal and justified within the budget narrative. All expenditures must comply with the applicable federal cost principles set forth in 2 CFR Part 200.

ONE-STOP OPERATOR (OSO) RFP

Q: Is the One-Stop Operator role designed for a single individual? Must that person be located in a WorkSource center?

A: The One-Stop Operator role is typically filled by one individual operating under an organization, though the proposer may suggest a different structure. This person does not need to be located in a WorkSource center but must be actively engaged with all six centers across the region.

Q: What are the expectations of the OSO beyond general coordination?

A: The OSO will be expected to: coordinate service delivery across partners, facilitate meetings and action planning with the Local Leadership Team, monitor implementation of the WSO Operational Standards, support continuous improvement, and foster a customer-centered service environment. Specific deliverables are listed in the OSO Scope of Work.

Q: What is the monthly time commitment for the OSO?

A: The OSO should anticipate a minimum of 25 hours per month.

Q: Is Sexual Abuse and Molestation Liability Insurance required for OSO applicants?

A: This insurance is required if any staff or contractors fulfilling the OSO role will have unsupervised, in-person interaction with vulnerable populations at WorkSource Oregon centers or other sites.

If such interactions are not expected to occur, the proposing organization may submit either:

- A current organizational policy prohibiting unsupervised, in-person contact with vulnerable persons,
- or
- A signed statement of intent confirming that a policy will be in place prior to the start of the OSO contract period.

Include this documentation as part of your Administrative Capacity materials. Northwest Oregon Works will verify final requirements during contract review.



Q: Are attachments, in addition to those requested in the RFP, allowed in the proposal? If yes, will the contents be viewed as part of the evaluation?

A: Additional attachments are allowed but not required. They will only be evaluated if explicitly requested in the RFP or if they directly supplement a required section. Otherwise, they may be reviewed for context but will not be scored.

Q: Is the OSO contract amount (\$25,000) sufficient for the expected scope?

A: The OSO contract is designed for a part-time coordination role. The Board believes the current budget is appropriate for the expected deliverables but is open to innovative proposals that maximize efficiency.

GENERAL, BUDGET AND TECHNICAL

Q: The RFP states that to be responsive, we must indicate the question number and summarize the prompt before answering. At the bidder's conference, it was stated that we should also rephrase the question into our answer. Do we need to do both to be compliant?

A: To be compliant with the RFP instructions, proposers must indicate the question number and summarize the prompt before providing their response.

Q: The RFP requires proposals to be written in 12-point font with 1.5 spacing. May tables, charts/graphs, and graphics be single-spaced and in a smaller font as long as legible?

A: Yes. While the narrative portions of the proposal must follow the formatting requirement (12-point, 1.5 spacing), tables, charts, graphs, and graphics may be single-spaced and use a smaller font as long as the content remains clear and legible. This is consistent with standard formatting allowances for visual elements.

Q: Are attachments, in addition to those requested in the RFP, allowed in the proposal? If yes, will the contents be viewed as part of the evaluation?

A: Yes, additional attachments are allowed, but they are not guaranteed to be reviewed or scored unless they are specifically requested in the RFP. Evaluators will focus on the required narrative and attachments as outlined. Supplemental documents may be reviewed at the discretion of the evaluation committee but will not be scored unless required.

Q: Are there specific budget line items that have historically been questioned or disallowed?

A: Disallowed costs generally include lobbying, union dues, fines, and other non-programmatic costs as outlined in 2 CFR Part 200. Proposers should follow the budget template carefully. Any unusual or uncommon cost items should be clearly justified.

Q: Will the funding amount change during the program year?

A: While initial contract amounts are listed in the RFP, additional funding may become available (e.g., from the state or DOL), and contract modifications may be issued accordingly.

Q: Are there proposal sections that typically receive greater scrutiny during evaluation?

A: Sections related to program integration, past performance, partnership strategy, and innovative approaches to service delivery receive particular attention. Clear demonstration of understanding of



WIOA requirements, customer-centered service delivery, and fiscal accountability is essential.

Q: As a College, our service area is only Lincoln County. But all five counties in the NOW region are served by a local CC. Could a consortium of the five colleges (with one College as the lead applicant) apply? Or would it need to be a single entity capable of serving all five counties?

A: NOW will accept bids with community colleges as a consortium or more than one within a joint partnership, as long as one college is designated as the fiscal/admin agent.

Q: Do budget forms allow flexibility in how line items are presented?

A: Yes. However, proposers must use the provided templates and adhere to formatting instructions. Additional lines may be added with care to maintain alignment with evaluation criteria.

Q: Who should be contacted with technical questions or clarification requests?

A: All program questions must be submitted in writing to: info@nworegonworks.org. Responses will be posted publicly to ensure fair and equal access to information. Technical questions related to forms, formatting or website access are welcome.

WIOA Title 1B: Aylee Rhea, aylee@nworegonworks.org, 541-921-9048

One-Stop Operator: Katrina Gasser Sturgeon, katrina@nworegonworks.org, 541-921-4420

Q: What is the timeline for the RFP process?

A: The timeline for the updated RFP process is located on the website:
<https://www.nworegonworks.org/procurements-and-rfps/>

Q: Where can I find the RFP Packets?

A: The packets are listed under each section on our RFP webpage:
<https://www.nworegonworks.org/procurements-and-rfps/>

Q: Is this opportunity suitable for new or smaller organizations?

A: **Yes.** New and smaller organizations are encouraged to apply. Technical assistance is available to help navigate the process. Demonstrated commitment to collaboration, community engagement, and capacity building will be considered positively during evaluation.

For more information, please visit:

<https://www.nworegonworks.org/procurements-and-rfps/>

Or email: info@nworegonworks.org

This document will be updated if additional questions are received by the deadline.

