



County of Orange
Orange County Workforce Investment Board



ADDENDUM 3

**Request for Proposals
Comprehensive One-Stop Center and Business Services
PY 2008-2009**

The following questions were submitted between January 3 - 10, 2008:

(29) Why is there such a specific educational requirement for a bachelor's degree in Public Administration for the senior management team?

It is recommended that Senior management staff possess a four year degree in Business or Public Administration *or a related field*. This is one of the factors that the Evaluators will consider in scoring this section of the respondent's proposal.

(30) Will a proposed bidder be eliminated if their senior managers do not hold a degree in this major?

No.

(31) What are allowable administrative expenses?

Administrative costs are limited to 3% and include those costs associated with performing the following functions:

- Accounting, budgeting and cash management functions
- Procurement and purchasing functions
- Personnel management functions including payroll
- Audit functions including the coordination and resolution of findings
- General legal services
- Developing systems, including informational systems related to administrative functions.

Refer to 20 CFR 667.220 for more information.

(32) If my agency has an approved indirect cost rate of 10%, are we able to bill for those expenses?

Indirect costs are any costs shared among multiple programs for which a definitive amount can not be directly attributed to a specific grant. In order to utilize grant funds for indirect costs incurred, the applicant must obtain an Indirect Cost Rate Agreement with its Federal Cognizant Agency.

As discussed in Addendum 2, Question 5, total administrative costs, *including indirect costs*, are limited to 3%. Administrative caps supersede an approved indirect cost rate. Due to the decreased amount of funding available, as well as an increase in fiscal accountability, administrative and indirect expenses must be kept to a minimum. The OCWIB encourages respondents, to the greatest extent possible, to identify direct charges that might have otherwise been allocated as indirect expenses.

(33) The RFP appears to move the One-Stop in the direction of an Integrated Model of Services. In reading all the material related to this integration, it is obvious that business is not as usual. While the county appears to know about the transition taking place, it does not appear that your prescriptive direction allows the flexibility to easily move into this new direction. For example, by providing many of the services up front, would we not be getting into significant staff time immediately working with clients and need to enroll all clients if using this method? If that is the case, wouldn't the performance requirements be negotiated differently as they are in the pilot groups in California and not as you have them listed? Would there be a need for individual accountability in case management numbers (80-1) versus providing an overall number you are trying to achieve and letting the operator decide how best to meet those numbers?

Performance is and will continue to be negotiated with each contractor on an annual basis. The integrated service delivery system is still in early development. When it is actually implemented, the One-Stop operator shall be required to comply with EDD directives and OCWIB Policies and Procedures as they are implemented. Performance measures and caseload levels referred to in this RFP are reasonable estimates at this point in time and are subject to change as this new system evolves.

(34) The narrative templates on your website limit the length of my response. Is there a limit to the length of each question?

The narrative templates on the ocwib.gov website have been revised as to not limit the length of your response for any individual question. As the previous versions did not have this feature, they should not be used. While there is not a limit to the length of any particular question, the overall page limit for narrative questions and answers remains at 29 pages, as noted in Addendum 1.