

**Employers' Training Resource  
Kern, Inyo and Mono Workforce Development Board  
Request for Proposals – One-Stop Operator  
Respondent's Conference (Orientation) Questions and Responses**

Michael Saltz, Contract Administrator conducted the Respondent's Conference (Orientation) for the Request for Proposals (RFP) for the One-Stop Operator which was issued by Employers' Training Resource (ETR), the fiscal and administrative agent for the Kern, Inyo and Mono Workforce Development Board (KIM WDB).

The purpose for this RFP is to solicit competitive proposals to identify qualified providers as the Comprehensive One-Stop Operators under Title I of the Workforce Innovation and Opportunity Act (WIOA) of 2014. Responses to this RFP will be evaluated, ranked, and one Operator will be selected by the Executive Committee of the KIM WDB. KIM WDB views this solicitation as an opportunity to further implement the reforms of the WIOA. The Respondent selected as the Comprehensive One-Stop Operator will be expected to assume the position when approved by KIM WDB with (3) additional one-year periods upon the Board's approval.

The Kern, Inyo and Mono Workforce Development Area ( KIM WDA) presently is a consortium of three counties which administers program funds under the WIOA. These three counties include: Kern, Inyo and Mono.

This RFP solicits a comprehensive One-Stop Operator for the three comprehensive AJCC One-Stop Centers located in the KIM WDA identified as Delano - AJCC located at 1816 Cecil Avenue in Delano, California; Ridgecrest – AJCC located at 5401 Perdew Avenue, Suite B2, Ridgecrest, California; and SE - AJCC located at 1600 E. Belle Terrace in Bakersfield, California.

Funding awarded under this RFP is not to exceed \$50,000 per program year. Respondents should be aware that the One-Stop Operator is contingent upon appropriate and sufficient funding.

**Important Dates to Remember:**

- Required Notice of Intent to Submit Proposal due electronically to: [saltzm@kerncounty.com](mailto:saltzm@kerncounty.com) is due on or before Friday, March 18, 2021 by 4:00 p.m. (PST).
- Proposals are due on April 14, 2021 by 4:00 p.m. (PST)
- The Executive Committee of the KIM WDB Meeting – May 27, 2021
- Notification of the results will be on Wednesday, June 2, 2021
- Appeal Deadline – Wednesday, June 9, 2021
- Contract Period – July 1, 2021 through June 30, 2022.

**Question 1.**

**What is the relationship between Employers' Training Resource and the One-Stop Operator?**

**Answer:**

Employers' Training Resource (ETR) is the fiscal and administrative agent for the Kern, Inyo and Mono Workforce Development Board (KIM WDB). ETR will be overseeing the One-Stop Operator while it implements its roles and responsibilities under the Agreement between ETR and the One-Stop Operator as required by the Workforce Innovation and Opportunity Act and its implementing regulations. ETR expects to generally limit the role of the One-Stop Operator to the minimum requirements of "coordinating the service delivery of required one-stop partners and service providers" (20 CFR § 678.620), ensuring the implementation of partner responsibilities and contributions agreed upon in the Memorandum of Understanding Phase II (EDD Directive WSD18-12), reporting to the KIM WDB on operations, performance, and continuous improvement recommendation, implementing policies established by the KIM WDB, and adhering to all applicable federal and state guidance (EDD Directive WSD 19-13).

**Question 2.**

**What type of line of authority would be between Employers' Training Service and the One-Stop Operator?**

**Answer:**

Employers' Training Resource will be implementing the terms of the Agreement between Itself and the One-Stop Operator, and ensuring that all of the terms of the Agreement are enforced.

**Question 3.**

**What is the term of the contract?**

**Answer:**

*ETR shall enter into a one (1) year contract with the One-Stop Operator. Thereafter, ETR will have the option to renew the Agreement without further solicitation of bids, contingent on appropriate and sufficient funding, for three (3) additional one (1) year terms, with thirty (30) days prior written notice to the One-Stop Operator before the expiration of the initial term or the current renewal term of the Agreement, as follows:*

- *Optional Renewal One - July 1, 2022 to June 30, 2023*
- *Optional Renewal Two - July 1, 2023 to June 30, 2024*
- *Optional Renewal Three – July 1, 2024 to June 30, 2025*

**Question 4.**

**Will travel be necessary for the One-Stop Operator?**

Answer:

*The One-Stop Operator will need to travel to the comprehensive America's Job Center of California (AJCC) one-stop centers in Kern County. The One-Stop Operator may need to travel to the affiliate and/or specialized AJCC one-stop centers in Kern County on occasion. A majority of the services provided to the affiliate and specialized AJCCs in Kern, Inyo and Mono Counties can be performed virtually.*

**Question 5.**

**Are travel expenses included in the total Agreement price of \$50,000?**

Answer:

*The reasonable and necessary travel expenses are included in the cost of service and must comply with federal guidelines.*

**Question 6.**

**Is travel expenses an allowable cost?**

Answer:

*Travel expenses are an allowable cost, provided such expenses comply with federal guidelines.*

**Question 7.**

**Is the role of the One-Stop Operator a virtual oversight?**

Answer:

*No; the One-Stop Operator's role is not a virtual oversight. The role and responsibilities of the One-Stop Operator, are as follows:*

- *Provide services in accordance with the Workforce Investment and Opportunity Act (WIOA) and its implementing regulations as the One-Stop Operator for the three (3) Comprehensive AJCC One-Stop Centers located in the Kern, Inyo and Mono (KIM) Workforce Development Area, specifically at the Delano – AJCC located at 1816 Cecil Avenue in Delano, California; Ridgecrest – AJCC located at 540 Perdew Avenue, Suite B2 in Ridgecrest, California; and Southeast Bakersfield – AJCC located at 1600 E. Belle Terrace in Bakersfield, California.*
- *Coordinate the implementation of negotiated Memorandum of Understanding, and Infrastructure Funding Agreements (IFA) with all mandated partners, in conjunction with ETR's oversight and designated administrative staff;*

- *Convene and facilitate quarterly WIOA partner meetings that focus on systems alignment, process improvement and building value added collaboration amongst system partners;*
- *Act as a liaison between the KIM Workforce Development Board (WDB) and the WIOA partners and as such shall be required to submit a written report to the Director of Employers' Training Resource identifying the services being provided by the Consultant and any progress thereof a minimum of ten (10) business days prior to the KIM Workforce Development Board (WDB)'s quarterly Executive Committee meetings and quarterly KIM WDB meetings, and to attend said meetings in order to orally present the content contained in each written report. There are quarterly KIM WDB's Executive Committee and KIM WDB meetings. Attendance and participation may be through any suitable modality, including: Microsoft Teams, telephonic conference calls, in person or through some other readily available/adequate conferencing medium;*
- *Perform customer satisfaction surveys for all colocated WIOA Partners on a quarterly basis at each of the comprehensive AJCC one-stop centers, and submit a written report detailing the results of said survey to the Director of Employers' Training Resource a minimum of ten (10) days prior to the KIM WDB's Executive Committee meetings and KIM WDB's meetings, and attend the KIM WDB meetings in order to orally present the content contained in said written report; and*
- *Any other assigned duties consistent with the WIOA and related regulations, directives, policies procedures and amendments issued pursuant thereto.*

**Question 8.**

**What type of reporting and analytical information will be needed for the One-Stop Operator?**

Answer:

*Please see answer to question 7.*

**Question 9.**

**Will the reporting being completed by the One-Stop Operator be only based upon the comprehensive AJCC one-stop centers?**

Answer:

*Please see answer to question 7.*