

**CAPTE One Stop Operator, Request for Proposals – Questions and Answers**  
**February 03, 2021**

Question: The solicitation does not clearly identify existing services by location and/or locations thereto. Please clarify what is in place already in the six counties. i.e.

**Response: Each center is required to make available all WIOA career services. The services provided and the level of service may vary by career center. Providing WIOA career services, in the Birmingham Career Center, is not a requirement of the One Stop Operator.**

Question: Are there current operating storefront locations established in each of the six counties?

**Response: There are seven current centers operating at various levels throughout the region.**

Question: If so, are lease agreements in place?

Response : **Yes.**

Question: Or, would offerors need to establish locations in each county?

**Response: No.**

Question: Is there more than one store front set up in Jefferson County and Birmingham, AL?

**Response: Yes. There is the Birmingham location and the Jefferson State Community College location.**

Question: If locations are in place in each county and active what is the tenure of existing leasing agreements?

**Response: Tenure of Lease agreements vary from center to center. CAPTE is not aware of any lease expiring during the upcoming program year.**

Question: To be cost functional, would it be allowable for CAPTE to share the existing leasing arrangements and associated costs with entities preparing a proposal for this solicitation if lease agreements are presently in place?

**Response: Lease agreements are negotiated between CAPTE and the Alabama Department of Labor. Reimbursements for lease expenses are paid directly to the Alabama Department of Labor.**

Question: At a minimum, please identify addresses of established and operating locations, if presently active.

**Response:**

- **Birmingham Career Center- 3216 4<sup>th</sup> Avenue South, Birmingham, Alabama 35222**
- **Alabaster Career Center – 109 Plaza Circle, Alabaster, Alabama 35007**
- **Jasper Career Center – 2604 Viking Drive, Jasper, Alabama 35501**
- **Pell City Career Center – 311 Miles Parkway, Pell City, Alabama 35125**
- **Clanton Career Center (Currently being relocated)**
- **Jefferson State Community College Career Center – 2601 Carson Road, Birmingham, Alabama 35215**
- **Blountsville Career Center (Currently being relocated)**

**Question:** If locations in each county are currently established, is there co-located services within these operating sites requiring cost sharing agreements?

**Response:** **Yes, locations are established, but fluid in some cases. Yes, there is an existing cost sharing agreement for all career centers.**

**Question:** If so, in order to provide functional and accurate costs, will CAPTE share these values with entities preparing a proposal for this solicitation.

**Response:** **CAPTE will reimburse the cost of staffing for the successful candidate. Each proposal should present its cost to provide the services as outlined in the RFP.**

**Question:** Please provide an AL Career Center System Guide to Customer Services.

**Response:** **Please use the following link and scroll to Governor’s Workforce Innovation Directive No. PY2017-04:** <https://www.madeinalabama.com/why-alabama/workforce-training/workforce-initiatives/workforce-boards/tools-and-resources/governors-workforce-innovation-directive/?innovation-year=2017>

**Question:** Who is currently providing the services as solicited within CAPTE?

**Response:** **The services are currently being provided by the Alabama Department of Labor.**

**Question:** Are they presently contracted services or being delivered within state and local operated functions?

**Response:** **These are contracted services.**

**Question:** Please provide, if allowable, the existing organization structure and layout i.e.

**Response:** This information, along with other details, will be provided to the successful bidder.

**Question:** What services youth, dislocated worker etc. are being provided by location if store front locations are already present.

**Response:** All services are to be made available at each location.

**Question:** Or, are offerors to provide all services in each location as identified within the CAPTE solicitation under WIOA directives in each facility in all six counties and establish these within new locations in each county identified within the solicitation.

**Response:** It is the goal of CAPTE to provide all services in all counties. The physical location, and level of service, of the each individual center may change as needed.

**Question:** What is the typical accounting management structure and management of support funds (payment averages) on a daily, weekly and/or monthly basis?

**Response:** The One Stop Operator is to act as the "Mall Manager". All expenses, either directly or indirectly and including the One Stop Operator's costs, are the responsibility of CAPTE.

**Question:** These will include services such as: counseling/daycare/support stipends etc. What system is presently active for tracking these services as allocated by participant?

**Response:** Supportive services are provided by a third party under contract. Career Services providers within the service area make referrals through an established process, when appropriate, to the third-party contractor. CAPTE is responsible for reimbursing those costs to the third-party contractor.

**Question:** What is the anticipated targeted cost structure for award (range expected is suitable) especially when viewed from personnel and overall cost?

**Response:** There is no predetermined range. Each proposal will be reviewed and evaluated as outlined in the Request for Proposal.

**Question:** Page 8: H1. What is the typical payment cycle to a contract awardee: 30-days, 60 days, 90 days etc.? This will allow operators to plan accordingly for cost float and efficient management of direct and indirect cost.

**Response:** Accounting pays invoices within 45 days of receiving the invoice as long as there are no issues with the supporting documentation.

Question: Please define expected staffing levels (to include outlying counties). Are all personnel costs covered through this contract?

**Response: There are approximately 12 FTE staff persons providing career services within the region, with the exception of the Birmingham Career Center. It may be of importance to note that the Clanton and Blountsville Career Centers currently operate part-time (1-2 days per week). The Birmingham Career Services are provided directly by CAPTE. All other Career Services are provided through this contract.**

Question: Also, according to page 5 in the RFP, there are two different dates listed for questions to be submitted to Mr. Strother, February 12, 2021 is listed in the last paragraph, however, February 16, 2021 is listed in the chart. Please clarify the last date to submit question in regards to CAPTE OSO RFP 2021.

**Response: That is an error. Questions may be submitted until 4:30pm, February 16, 2021.**