



One-Stop Operator Request for Proposal Questions & Answers

Bidder's Conference May 24, 2022, Questions

1. Is there an OSO policy and where are OWDC Policy?

[OWDC Policy and Procedures](#)

2. Does proposal need to include cost of rent/utilities, etc.?

Facilities costs do not need to be included in the line-item budget proposal. These costs are covered by OWDC on behalf of contractor for space at the region's two WorkSource centers. There is designated space provided at each of these locations for the OSO.

3. The first-year allocation is \$120,000 is it OWDC intent to keep the same amount in the proceeding years of the contract?

The \$120,000 is available in WIOA program funds for the initial contract period of October 1, 2022, through September 30, 2023. It is anticipated that this funding will continue at the same level going forward.

4. What is OWDC's vision for the One-Stop Operator? Does it align with OWDC's vision?

The role of the One Stop Operator is to coordinate the service delivery of participating one-stop partners and service delivery providers for the good of region's business and job-seeker customers while ensuring the WorkSource Centers and affiliate sites of the region meet credentialing requirements.

5. Is the \$120,000 for each site?

No, \$120,000 is for services to the entire three county region.

6. When will the Q&A be available?

All questions must be submitted by COB June 10, 2022. Final responses will be posted on or before June 15, 2022.

7. Is there an estimated cost for office space in the WorkSource Kitsap center?

Please see item number two.

8. Is there a current firewall document or would the contractor provide their own?

If applicable, the bidder will provide Firewall Agreement under the Risk Assessment narrative (reference OSO RFP pg. 13)



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9. Where can local WIOA policies be found?

[OWDC Policy and Procedures](#)

10. Could you make a copy of the current MOU available?

Current [MOU IFA](#)

11. Is there a current system for referrals?

While there is a current system in place, it has not been as effective as the OWDC desires. Part of the work and mission of the One-Stop Operator will be to coordinate and facilitate the design of a new referral system.

12. Who comprises the Business Services Team?

Currently, these functions are carried out by the WIOA-Wagner Peyser agency (Employment Security Dept.). It is the intent of the OWDC that these functions will be coordinated by the One-Stop Operator and include all mandatory and other partners of the one-stop delivery system.

13. The 2nd bullet states assure partners understand their roles in accordance with local protocols.

Where can the protocols be found?

By protocols we are referring to WA state policies that apply to the [One-Stop system](#).

14. When was the last certification?

Is there a certification policy or documentation of the process? OWDC process follows [WIN 5612](#)-Washington's procedures for evaluating and certifying one-stop sites under the Workforce Innovation and Opportunity Act (WIOA). The region's WorkSource Centers are currently certificated through June 30, 2025.

15. What system are the centers on? Employment Security or other?

Currently operated by Employment Security Department.

16. Is there a number associated with this RFP or is the Solicitation name all that is needed?

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17. Submission and companies-How would the electronic copy be submitted? Email? Dropbox?

Thumb drive? Thumb drive.