

COUNTY of KANE
PURCHASING DEPARTMENT
KANE COUNTY GOVERNMENT CENTER

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ADDENDUM 1

Request for Proposal: #08-018

Title: WIOA Rapid Response Center Readiness Services

The attention of all offerors is called to the following questions received before the deadline of December 11, 2017. The answers follow each question in **bold**.

1. Can you clarify that Kane County is seeking three (3) additional staff to work on site at Caterpillar and offer workforce readiness workshops and career services during this twelve (12) month period? ***Kane County is seeking to contract with an organization/firm that will provide the estimated 3.0 FTEs needed to deliver Tier Two services to Caterpillar Workers. Tier One staffing should not exceed two (2) individuals per workshop session.***
2. Will employees be directed to their local one stop or affiliate in addition to being offered services at Caterpillar? ***Employees can choose to utilize a job center near their residence for Tier 2 services prior to enrollment; however, those choosing to receive individualized assistance through LWIA 5 will be serviced through the defined Rapid Response team comprised of Kane County staff and the contracted provider at designated locations with schedules to be determined.***
3. Do you have statistics on employee home locations? ***Demographic data was requested and should information be released by Caterpillar, Kane County Purchasing will disseminate through an Addendum to all bid holders.***
4. Please clarify the itemized price quote language on page 17 with respect to #2: Is the County seeking pricing for one additional cohort per month or one additional cohort total (i.e., per year)? ***Once employee demand and interest level is known, the County may modify the contract in order to increase the number of workshops offered during the contract period. As such, bidders are asked to provide unit prices for the delivery ONLY for the four-part workshop series and one management workshop. The unit prices will be utilized as the basis for any subsequent modifications.***
5. Same as above, but with respect to #3: Is the County seeking pricing for one additional management-level workshop per month or one total (i.e., per year)? ***See response under number 4.***

6. What is the desired number of training hours (or range of hours) per four-part workshop? (i.e., how many hours of training is desired for each four-part cohort?) ***The hours per session have not been identified; however, foundational skills and preparedness to quickly return to the workforce should be achieved as an outcome.***
7. Are computers with internet connectivity available for each participant at either training space? ***See the responses provided to questions 18 and 19 below.***
8. Concerning the Job Readiness Workshop Series component, is the vendor required to perform any pre-assessments on participants prior to workshop enrollment, or is that function managed by the WIOA Individualized Services component? ***Kane County is requesting bidders identify the continuous improvement process as described on page 20, 5d and while not required, pre-assessments could be utilized as an evaluation component.***
9. Does the County already utilize a workshop registration portal, or should the vendor procure a separate system? ***Kane County currently does not utilize a registration system or portal.***
10. What degree of functional supervision will the 3 FTE's receive from the County or its service providers? ***The Tier Two service plan will be a team-based approach that is coordinated and customer focused to provide Caterpillar workers with the needed WIOA services as efficiently as possible. Kane County expects to deploy team Coordinator to supervise on-site operations with additional supports provided by the local Workforce Manager.***
11. What training will be provided to the 3 FTEs by the County or its service providers about existing processes, case management systems, and any other critical functions? ***Technical training will be provided as part of an on-boarding period after contract execution.***
12. What is the total available funding for the Job Readiness Workshop Series component? ***As noted in the RFP, Kane County will evaluate all proposals for their responsiveness to the selection criteria and their cost-reasonableness.***
13. What is the total available funding for the WIOA Individualized Career and Training Services component? ***As noted in the RFP, Kane County will evaluate all proposals for their responsiveness to the selection criteria and their cost-reasonableness.***
14. Is this a fee-for-service or cost reimbursement contract? ***Kane County will execute a sub-recipient contract which will provide funding monthly on a cost reimbursement basis.***
15. What are the expected performance outcomes for the Job Readiness Workshop Series? ***Participant completion and satisfaction would be the primary outcomes measured for Tier One.***
16. What are the expected performance outcomes for the WIOA Individualized Career and Training Services component? ***WIOA performance metrics would be applicable as Tier Two participants will be enrolled in programming given the individualized nature of service delivery. Kane County expects the primary deliverable for Tier Two to be the completion of a customized Individual Employment Plan (IEP).***

17. Will employees affected by the Caterpillar layoff be eligible to receive Trade Adjustment Assistance (TAA) training funds? **No, Caterpillar workers will not be eligible for Trade Adjustment Assistance as the closure is not due to increased imports or exports.**

What will be provided at the on-site transition center to be located at Caterpillar in terms of computer equipment and printers, software, network access, an overhead projector, office furniture, office space for confidential conversations? Please identify where this is noted in the RFP (page, section). **Technology and equipment along with furniture and room/space availability on-site at Caterpillar have not been identified at this time and therefore, the RFP does not identify these specifics. Kane County expects to work with Caterpillar after the first of the new year to identify all on-site logistics. Expenses related to technology, equipment and furniture should not be incorporated in the budget proposal.**

18. What will be provided at the Illinois workNet location in terms of computer equipment and printers, software, network access, an overhead projector, office furniture, office space for confidential conversations to serve the Caterpillar employees needing rapid response services? Please identify where this is noted in the RFP (page, section). **Technology and equipment along with furniture and room/space availability at particular workNet locations have not been identified and therefore, the RFP does not identify these specifics as they will be based on worker needs not known at this time. Kane County expects to identify these specifics after layoff notices are released and worker needs are determined; therefore, expenses related to technology, equipment and furniture should not be incorporated in the budget proposal.**
19. Will the items addressed in Question 18 be DEDICATED to serving the Caterpillar employees needing rapid response services? Since some of the services provided in Tier 2 will be at the Illinois WorkNet, we are wondering if: 1-there will be dedicated space (i.e an office) at the WorkNet for this person to sit and meet with Cat employees and 2-office equipment and supplies (printers, computers, internet access) will be provided for this person to use? **While the exact space, workNet location(s) and schedule have not been determined, technology, equipment and a functional counseling environment will be arranged for the Rapid Response Team to exclusively service the Caterpillar workers.**
20. Is there a sample Fiscal Management Capabilities Questionnaire (Item #7 on page 21-22)? If so, can it be shared? **The attachment referenced was distributed by the Purchasing Department to bid holders.**
21. Pages 21-22 of the Request for Proposal refer to Confirmation of Insurances (#8 on page 22) and Identification and Warranties/Assurances Certifications (#9 on page 22) as enclosed samples/forms). Those were not received. Can they be sent again? **The attachments referenced were distributed by the Purchasing Department to bid holders.**
22. Can services in Tier 2 be subcontracted by the college? **Yes; however, any subcontractor(s) utilized and the contractual agreement(s) between the provider and the subcontractor(s) will be subject to review and approval by Kane County.**

Please acknowledge receipt of this addendum in the space provided on Page 23 of the Proposal document. Thank you for your interest in the Kane County procurement process.

Sincerely,
Maria C. Calamia
Maria C. Calamia, CPPB
Assistant Director of Purchasing