

VENDOR QUESTIONS AND ANSWERS
R-89-15-8015
OFFICE OF WORKFORCE DEVELOPMENT
TRAINING AND TECHNICAL ASSISTANCE SERVICES
Q & A period: March 25, 2009-April 8, 2009

Final Question and Answer Document

April 6, 2009

Sharon Parry
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- Q1.** Section 4.1 of the RFP (page 17) requests information on State Contracts. We do not currently have a direct contract with any entity of the State of Ohio, but we are a subcontractor for another vendor. Do we need to disclose this in our response? (FYI – the referenced subcontracting agreement ends on June 30, 2009).
- A1.** Proposals must list any current contracts the vendor has with State of Ohio agencies. A subcontractor would not be considered the contractor and therefore would not disclose this information in this section.
- Q2.** Please confirm the payment schedule. Administrative costs are billed and paid quarterly and Deliverables (training, tech asst., etc.) are billed and paid monthly. If this is not correct, please state correct billing and payment terms.
- A2.** Section 3.5 states that the contractor will invoice for each specific deliverable as completed. If a deliverable requires a service to be completed on monthly, quarterly, or other cycle, payment can be billed upon completion and acceptance of each deliverable in that interval.
- Q3.** What is the normal vendor payment cycle for ODJFS – 30 days from receipt of billing and required documentation...45 days, etc.?
- A3.** The State of Ohio processes payments 30 days from receipt of an approved invoice entered into the State Accounting System.
- Q4.** Does ODJFS have a required/preferred font size, margin width, etc. for the proposal response?
- A4.** Standard Times New Roman font size 12 with 1” margins on 8.5” x 11” paper, but other than paper size, these are guidelines, not requirements.
- Q5.** Is there a page limitation for proposals?
- A5.** The only identified page limit in the proposal is ten for optional Tab 5 - Vendor Attachments and Appendices (pg. 28 first paragraph). However, ODJFS prefers succinct, concise proposals.

April 7, 2009

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- Q6.** Does ODJFS currently have a vendor performing these tasks?
- A6.** Yes, ODJFS has a vendor that currently performs a number of the tasks listed in this RFP, however the vendor has not performed all tasks as listed in the RFP.
- Q7.** Who is the vendor?
- A7.** **See Section 1.7 of the RFP. The Q&A process is provided expressly for the clarification of this RFP., and the answer to this question would provide no additional information vendors need to prepare their proposals.**
- Q8.** If there is a vendor currently performing the tasks specified in the RFP, what has ODJFS spent per quarter, since the inception of the contract?
- A8.** **See A.7., above. Additionally, as this current project may differ in significant ways from similar past projects, past costs should not be used as a guide to costs of services included in this RFP.**

April 7, 2009

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- Q9.** On the As Need and/or Brokered Services Rate chart in Attachment F – Are these rates to be for training/technical assistance services per day/hour ONLY? In other words, are they EXCLUSIVE of travel, materials, supplies, hand-outs, etc.? Or should these ancillary costs be rolled into the rates per day/hour?
- A9.** Ancillary costs such as those noted in the question should be rolled into the rates per day/hour for those services outlined in the rate chart in Attachment F. Any Proposed Administrative Costs outlined under 1), 2), or 3) on page 1 of Attachment F should not be considered in the services rate chart on pg. 2 of Attachment F.

April 8, 2009

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- Q10.** Would ODJFS be willing to extend the RFP due date from April 30th to May 14th and the Question and Answer period from April 8th to April 15th in order to allow for additional competitive bids? This would

allow other vendors who would like to competitively bid the RFP and allow for teaming arrangements so that other vendors may provide the highest quality solution and resources to the response.

A10. No, the RFP due date is firm.

**THIS CONCLUDES THE QUESTION & ANSWER DOCUMENT
FOR ODJFS RFP#: R-89-15-8015**