

**Management and Operation of Dallas Workforce System Request for Proposals (RFP)**  
**Questions and Answers**

The questions below were submitted by potential respondents to the RFP as instructed. The supplied answers are neither an effort that alters the RFP, nor does the Q & A bind the Board to further requirements before or after this process.

Question from Bidders' Conference zoom meeting on April 14, 2021

1. Can organizations bid on either employer services or jobseeker services of the RFP?  
Yes, you may bid on any or all parts of the RFP.

Questions from [procurement@wfsdallas.com](mailto:procurement@wfsdallas.com) prior to the 5:00 p.m. CDT, April 21, 2021 deadline

2. When will the Management and Operation of Dallas Workforce System contract with WFSDallas expire?  
The current contract expires on September 30, 2021.
3. Can you provide a breakdown of staff job titles, # of staff per position and under what service area; Employer Services and Job Seeker Services?  
We have provided prospective bidders with [Exhibit C – Example of Workforce Center Staff/Wages Structure of the RFP](#) to assist in responding to the RFP.
4. Can you provide an organizational chart? Please see [Exhibit C from the RFP](#).
5. Relating to the following question, page 27 of the RFP. Describe the results of all internal and external audit or monitoring reports related to this project including program and/or financial findings, exceptions and disallowed costs and any repayments, and EEO complaints and resolution. A summary of all EEO related complaints including a resolution for each complaint or on any that are pending resolution to be included as a separate attachment properly labeled.
  - a. As this relates to EEO complaints and resolution section, is this information for the state of Texas only or for the proposers entire operation, nationally?  
The summary requested is for proposers' operations nationally.
  - b. As the EEO personal information is confidential, is it acceptable to present the type of complaint and the resolution only?  
Yes.
  - c. How far back would you like this information for?  
A summary of the active cases within the last three years.
6. We are requesting confirmation on that we will submit Attachments A – O and Additional Attachments P – U of the RFP as a response to the RFP.  
Yes, this is correct.
7. If we have additional attachments not listed in the RFP, how would you like those submitted?  
Proposers may submit additional attachments with attachment numbering not listed in the RFP.
8. To best ensure compliance with the identified page limits, please confirm questions/prompts are not subject to the 12 point formatting requirements.

Yes, this is correct.

9. To best ensure compliance with the identified Proposed Statement of Work page limits, please confirm question prompts may be truncated or removed.  
Yes, the question prompts may be truncated or removed.
10. To assure receipt of the proposal email submission, please confirm any file size limitations  
The size limitations for receiving and sending email is 50 MB.
11. Please confirm respondents may submit multiple emails with the required components. (e.g. 1 of 3, 2 of 3, 3 of 3).  
Yes, respondents may submit multiple emails with the required components as requested. The subject line should indicate the number of emails (e.g. 1 of 3, 2 of 3, 3 of 3) in the submission.
12. On page 9, the RFP requires the proposal to be written in 12 point. Please confirm tables, charts/graphs, and graphics may be a smaller font as long as legible.  
Yes.
13. Please confirm, bidders may add lines to the Salary Allocation Plan as necessary.  
Yes. However, bidder will ensure that all line item cost will total correctly at the bottom of the page.
14. Page 31 of the RFP, F.1 requests a copy of the bidders Cost Allocation Plan. Does the board have a preferred location within the page 25 checklist outline (A-U) for the plan?  
Bidder's Cost Allocation Plan may be submitted as an additional attachment not listed in the RFP.
15. Question 28 of the Fiscal Management Systems Surveys ask "Does your organization have written accounting procedures? (Please attach a copy, if yes.)" To satisfy this requirement, would Workforce Solutions Greater Dallas accept as compliant, a detailed Table of Contents from the bidder's Accounting Policies and Procedures Manual to include policy form number, subject, date of issue, status of review/revision state, and process owner/department?  
Yes, this will satisfy the requirement.
16. Since the proposal is being sent electronically, is a scanned signature acceptable for the forms?  
Yes, a scanned signature is acceptable.
17. Can you confirm Attachment C – Statement of Work includes all of Section 4.5 (A through F)?  
Yes.
18. Does the 20 page limit recommendation on the statement of work encompass all of the questions in section 4.5?  
Yes, this is correct.