

Questions & Answers for RFP # 2025-02: Workforce Development Services Provider

1. What is the current staffing plan for the Workforce Development Services Provider? Is there an organizational chart that can be provided?

Response: See 'Organizational Chart' for current staffing plan.

2. What are the current enrollment numbers for the following programs: Adult, Dislocated Worker, Youth, and Wagner-Peyser?

Response: See 'Active Enrollments' for current enrollment figures.

Note: For planning purposes, the Program Year (PY) 2025-26 Workforce Development Services Contract requires the service provider to enroll a sufficient number of Adults/Dislocated Workers and Youth to ensure at least 100 Adults/Dislocated Workers and 100 Youth are served over the course of the current program year.

3. Could Attachment D – Budget Summary and Position Detail be provided in an Excel spreadsheet format?

Response: Yes, see 'Attachment D - Budget Summary' and 'Attachment D - Position Detail' for Excel spreadsheet formats.

4. Is a budget narrative and cost allocation plan required as part of the proposal submission?

Response: No, a budget narrative or cost allocation plan are not required as part of the proposal submission.

5. While reviewing RFP #2025-02 for the Workforce Development Services Provider, we noticed a possible omission in the Career Center Staffing Patterns section on page 14. The list of questions is labeled a–f, however item “d” does not include any text or question. Could you please confirm whether content is missing for item “d” or if this was intentional?

Response: This was an unintentional omission that may be disregarded.

6. For the requirement that respondents demonstrate their experience with developing training budgets with career seekers, could you please clarify the intent of this question from page 19 of the RFP, question listed under "f"? Specifically, are respondents expected to describe their experience developing a budget for the cost of a participant's training program (e.g., tuition, books, fees, and related training expenses), or the process of working with the career seeker to develop a broader personal budget to support them financially while they are participating in training?

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Response: Respondents are expected to describe their experience developing a budget for the cost of a participant's training program (e.g., tuition, books, fees, and related training expenses).

1. Can CSCR provide the current staffing structure and number of positions by program and location currently operating in the Career Centers, including but not limited to WIOA Adult/Dislocated Worker, Youth, Wagner-Peyser, RESEA, SNAP E&T, Welfare Transition, and any other applicable programs?

Response: See 'Organizational Chart' for current staffing structure and number of positions by program/location.

2. Can CSCR provide the current number of active participants by program, as well as the average monthly enrollment volume for each program?

Response: See 'Active Enrollments' for current number of active participants by program and average monthly enrollment volume.

Note: For planning purposes, the Program Year (PY) 2025-26 Workforce Development Services Contract requires the service provider to enroll a sufficient number of Adults/Dislocated Workers and Youth to ensure at least 100 Adults/Dislocated Workers and 100 Youth are served over the course of the current program year.

1. Please confirm how many state staff are available at each location in addition to contractor staff.

Response: See 'Organizational Chart' for the number of state staff available at each location, in addition to contractor staff.

2. Please confirm the minimum staffing levels require at each location.

Response: See 'Organizational Chart' for the minimum staffing levels required at each location.

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3. Please provide current caseload sizes for adult, dislocated worker, youth, SNAP and TANF.

Response: See 'Active Enrollments' for current case load sizes, by program.

Note: For planning purposes, the Program Year (PY) 2025-26 Workforce Development Services Contract requires the service provider to enroll a sufficient number of Adults/Dislocated Workers and Youth to ensure at least 100 Adults/Dislocated Workers and 100 Youth are served over the course of the current program year.

4. What is the projected caseload for the coming year?

Response: For planning purposes, the Program Year (PY) 2025-26 Workforce Development Services Contract requires the service provider to enroll a sufficient number of Adults/Dislocated Workers and Youth to ensure at least 100 Adults/Dislocated Workers and 100 Youth are served over the course of the current program year.

5. What were the total enrollments by program for the past two program years?

Response: Please see 'Enrollments by PY' for total enrollments for PY's 2023-24 and 2024-25.

Note: For planning purposes, the Program Year (PY) 2025-26 Workforce Development Services Contract requires the service provider to enroll a sufficient number of Adults/Dislocated Workers and Youth to ensure at least 100 Adults/Dislocated Workers and 100 Youth are served over the course of the current program year.

6. What is the average daily foot traffic for each career center and access point?

Response: For PY 2025-26, the average daily foot traffic is nine for the Gadsden Career Center, five for the Jefferson County access point, 26 for the Leon Career Center, and eight for the Wakulla Career Center.

7. Is there any expectation for virtual service delivery vs. in-person?

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Response: CSCR has an expectation that respondents accommodate the delivery of workforce services, both virtually and in-person, to align with CSCR's service delivery expectations and to be flexible in meeting the needs of career seekers.

8. Please confirm if there is a preferred advisor to participant ratio and what that is.

Response: No, there is not a preferred advisor to participant ratio. However, respondents will be expected to provide staff in sufficient numbers to meet the needs of active career seekers as well as closed/exited cases in follow-up.

9. Please confirm the proposed/expected training budget.

Response: For planning purposes, the PY 2025-26 training budget is \$325,000, not to exceed \$400,000.

10. Please define any additional local performance expectations beyond the Contractual Performance Goals listed in Attachment E.

Response: At this time, there are no additional local performance expectations beyond those listed in Attachment E of the RFP. If additional local performance criteria are established, they will be defined during contract negotiations.

11. Please confirm indirect costs can be broken out in Attachment D – Budget Summary, as a line item separate from profit.

Response: Yes, indirect costs may be listed separately from profit.