



CONTRA COSTA COUNTY EMPLOYMENT AND HUMAN SERVICES DEPARTMENT
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

**Title I Adult Program Services
REQUEST FOR PROPOSALS (RFP) 1225**

**Questions & Answers
Posted 8/11/25**

All questions regarding RFP 1225 are shown as submitted by the deadline of 8/7/25.

ADMINISTRATIVE

1. Will this presentation be sent out?

Answer: The slides from this RFP Bidders' Conference were uploaded to the ehds.org website on 8/8/25.

PROGRAM

1. As the lead organization (public agency) does our partner(s) (non-profit) need to provide us with their 501(c) 3 determination letters as part of our lead application?

Answer: No. The lead organization must provide their 501(c)3 because they are the lead. If any subrecipient has non-profit status, it is up to the lead organization to obtain the 501(c) 3 determination letters to have on file. In case of audit with the State or Federal government, it is important for the lead organization to be prepared to provide such documentation.

2. Do Participants have to be part of a priority population?

Answer: Yes, Participants should be part of a priority population. The Participants should qualify under the State of California identified priority population or the priority population designated by Workforce Development Board (WDB), which includes disabled, formerly incarcerated, justice-involved, veterans and their spouses, low-income, basic skills deficient. Participants served must meet the priority population requirements as these services are federally funded by WIOA.

3. Do certain project management elements have priority?

Answer: Project management elements would be, for example, someone who is deficient in basic skills. WDB considers "basic skills deficient" as not having a high school diploma or GED. Typically, to move forward in wage sustaining employment, a high school diploma or GED is needed. A person who does not meet this qualification would fall under one project management element. However, other project elements may also apply, depending on the Bidder's proposal, and should be clearly outlined in the proposal.

4. What do reporting timelines look like? Monthly or quarterly?

Answer: Reporting timelines will be monthly. When a Contractor submits a demand for payment, a report on the progress of the scope of work and Participants' progress should be attached to the demand. Contractors may also have to report at other times, according to WDB discretion, however, the typical reporting cycle is monthly.

5. Can we focus on more than one priority sector? EX: Healthcare and Construction, and allow clients to choose which pathway they want to pursue?

Answer: Yes. If a Bidder chooses to propose developing programs in multiple priority sectors, that is fine. Please note that each priority sector proposed should receive equal attention and resource parity. Similar services should be provided for each priority sector. This is a pre-apprenticeship program that should lead to one of the following: (1) a registered apprenticeship; (2) wage sustaining employment; or (3) enrollment in a post-secondary school or college within the same field as the priority sector. Success will be measured according to these metrics. For example, a Participant obtaining a job at McDonald's, upon completion of a health priority sector, would not be measured as a program completion success. When submitting the proposal, please ensure that it is full, accurate, and demonstrates how the Participant flow will move and what the Bidder proposes to offer the Participant.

6. If responding providers (Bidders) do not have existing agreements with training providers, would a letter of support from potential training providers be sufficient?

Answer: As a pre-apprenticeship training provider, there should be an existing agreement with a Registered Apprenticeship for the field that the Bidder intends to provide training in, e.g. construction, health, early childhood education. A letter of support would be sufficient if the agreement is pending at time of proposal submission. The letter should describe the Bidder's connection to the training provider and what the provider will offer the Participant.

7. Is CalJOBS used to track participants of this RFP?

Answer: Yes. CalJOBS is the main tracking system used for WIOA Title I Participants that receive services through WIOA funding. Providers should demonstrate their use or knowledge of the CalJOBS system or any other tracking system with which they interact.

FISCAL

1. Can funding under this RFP be retroactive to cover expenditures accrued prior to 1/1/2026?

Answer: No. The contract will be cost-reimbursement basis, with costs beginning 1/1/2026.

2. Are we responsible for rent or are we going to be located in a One-Stop?

Answer: Yes, Bidders are responsible for rent costs associated with their location whether it is at the One-Stop or another location. Rent can be included in the proposed budget, as facilities

and equipment are a recognized budget line-item. Bidders may also opt to identify the rental costs as a budget line-item in matching funds, i.e., the rent costs are covered outside of the proposed WIOA requested funding. In this manner, the Bidder can demonstrate that more of the WIOA funds are going directly to the program and Participants. It is important for the Bidder to demonstrate in the proposal a well-documented process to administer the pre-apprenticeship services.

3. **Please clarify the answer regarding rental cost if we were to be housed in the AJCC. Operating out of the One Stop would be the most cost-effective for our company as we are looking to expand our services into East Contra Costa, but paying rent in another share space would dig into our FTE and client serving dollars.**

Answer: WDB has a Memorandum of Understanding (MOU) for partners to operate and provide services within the county's America's Job Centers of California (AJCC), with cost-sharing expenses to cover common areas (kitchen/bathrooms), copiers, phones, Wi-Fi, equipment costs, conference rooms, interview rooms, etc. Any partner, or potential Contractor (Bidder), can request use of a cubicle on a daily or monthly basis, or can request to be housed at the AJCC for a fee. If a Bidder wishes to submit a proposal to include requested space at the AJCC, they may do so. Bidders should be aware that such an arrangement will be based on space availability and is not guaranteed. Please note that this RFP is NOT requesting or proposing that the Pre-apprenticeship services are to be provided at the AJCC by an on-site provider.

4. **Can you request a portion of the full award and match that to the percentage served? EX: \$150,000 with at least twenty (20) served; instead of \$300,000 with at least forty (40) served?**

Answer: Yes. The preference is for proposals in the amount of \$300,000, however, proposals of lesser amounts will be considered. The example of serving twenty (20) Participants for \$150,000 is acceptable.

Enforcement of the prohibition of ex-parte communication is now in place.

If a bidder has process-related questions, e.g. how to submit the bid, such questions can be submitted via e-mail or phone as follows:

- *Phone:* Employment and Human Services Department Contracts Unit, 925-608-4969
- *E-mail:* contractbid@ehsd.cccounty.us

**Final proposal submission will be due via submission on ehsd.org
by 5 pm on August 22, 2025.**

Thank you for your interest in RFP 1225.