



Ottawa County Department of Job & Family Services
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(Located in the Ottawa County Resource Centre)

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Ottawa County DJFS – OhioMeansJobs Career Services RFP - Questions and Answers

The following questions were given sent to the Ottawa County Department of Job and Family Services by 4:30 p.m., Friday, March 5, 2021.

Please Note: The Proposal Submission Deadline has been extended to 10:00 a.m., Friday, April 9, 2021. Proposal opening will be at 10:15 am, same day.

Question:	Who is the current provider of Career Services?
Answer:	The Ottawa County Improvement Corporation.
Question:	How many partners are currently part of Ottawa County One-Stop?
Answer:	<p>There are seven partners in OhioMeansJobs Ottawa County:</p> <ul style="list-style-type: none"> • Great Lakes Community Action Partnership (Community services Block Grant Employment & Training Programs) • Goodwill Industries (WIOA Title V Provider) • Ottawa County Improvement Corporation (Community Partner/ Business Outreach) • Ottawa County Department of Job and Family Services (WIOA Title I Adult & Dislocated Worker, WIOA Title I Youth, Temporary Assistance to Needy Families, Social Security Act Title IV-A) • Ohio Department of Job and Family Services (State Workforce Agency for Wagner Peyser, Trade Act, Disabled Veteran’s Outreach, Local Veteran’s Employment, Unemployment Insurance and Migrant Seasonal Farmworker Program) • Vanguard Sentinel Career Center (WIOA Title II Adult Education and Literacy) • Opportunities for Ohioans with Disabilities (Rehabilitation Act, Title I Vocational Rehabilitation)
Question:	How many individuals / job seekers access services per week or per month?
Answer:	<p>July 2017 – June 2018: average 324 participants per month July 2018 – June 2019: average 214 participants per month July 2019 – June 2020: average 212 participants per month July 2020 – February 2021: average 137 participants per month</p>

Fax Numbers: (419) 898-2048, Administration, Children & Adult Services
 (419) 898-2436, Public Assistance, Workforce Development
 (419) 898-0469, Child Support

Question:	Is there the ability to park an agency vehicle at the One-Stop (overnight)?
Answer:	Yes
Question:	Page #5 section C mentions tracking, is there currently a system in place for this activity or does one need to be developed?
Answer:	This is tracked through log in sheets and transferring information to an Excel workbook.
Question:	Page #5 section D mentions minimum of 65 hours per week of resource center coverage. The hours of operation identified on website mention 8am-4:30 pm Monday – Friday. Are the additional hours meant to be provided during the regular One-Stop hours or are they meant to provide services outside of 8-4:30 pm M-F (e.g., are the additional hours meant to provide evening and weekend coverage?) or do the hours cover multiple staff working in resource room at the same time (e.g., 1 staff 40 hours and 1 staff 25 hours between 8 am – 4:30 pm). Requesting clarification on what is being requested.
Answer:	The hours of operation of the facility are Monday – Friday, 8:00 a.m. to 4:30 p.m. There are occasional situations where hours outside of the M-F/8-4:30 are needed (example: responding to a mass layoff event, job fair, etc.). Proposals should ensure a minimum of 65 hours of staff coverage is provided for operations of the OhioMeansJobs services, and it is up to the provider to describe how those hours will be managed and will meet service needs.
Question:	Page #6 section F: Are partners currently using a universal system to track and monitor communication and service delivery?
Answer:	OhioMeansJobs (OMJ) Career Services are tracked through a program provided by the Greater Ohio Workforce Board. This tracks demographics and service categories for activities occurring in the OMJ center. Partner services received outside of the OMJ center are not tracked in a universal system.
Question:	Page #6 section M: Are all partners required to provide scheduled activities/training? Are they required a set number of hours to be scheduled weekly/monthly?
Answer:	Partner agencies provide training/ workshops. In addition to providing services relative to the programs they operate; partners occasionally assist with coverage or projects for the OhioMeansJobs resource room. Partners commit to a minimum number of hours over the course of the year, but not a minimum weekly/monthly.
Question:	Page #6 section N mentions develop and monitor a job-sharing process. Is there currently a system in place, or does one need to be developed for partners to use?
Answer:	There is currently no job order tracking process for partners to share and use. Partners currently network informally to share information on job orders.

Question:	Is there a page limit for the proposals?
Answer:	There is no page limit for proposals.
Question:	For the 2nd electronic copy it mentions “non-identifying verbiage” – does that mean on the 2nd copy to redact any mention of our agency (Harbor), our agency staff names, and redacting signatures on all attached documents? (just want to make sure following direction correctly)
Answer:	That is correct. The second copy should contain no identifying information.
Question:	Do we need to budget for occupancy for the career services staff if housed at Ottawa Co. OMJ? If so, what is that cost (per staff) and what does it include (e.g., phone, internet, equipment, furniture, etc.).
Answer:	No, occupancy costs will not be expected for OMJ career services staff. It should not be included I the budget.
Question:	The RFP mentions 10% admin rate being used. Harbor has a federally approved indirect cost rate that is higher than 10% – can we use our federally approved administrative rate?
Answer:	A copy of the federally approved indirect cost plan and approval notice may be submitted with the proposal to consider higher than a 10% administrative rate. Please note that a plan approved by one federal agency may not meet the requirements of a different federal agency. At present, funding for operation of OhioMeansJobs Career Services is through funding originating with the United States Department of Labor and the United States Department of Health and Human Services.