

WIOA Title I RFP Bidder Submitted Questions and Responses

Updated 3/10/26

Please clarify the submission deadline.

- April 3, 2026

What is the total labor force percentage of each county?

- Currently, 57% of the labor force of the CIWDB area is in Polk County, and the baseline metric we monitor to show if outreach is being conducted outside the center.

When drafting the budget, the offeror should create a budget based on the \$650,000 number in the RFP. WIOA states 20% of funds should be spent on Work experience, however only \$65,000 is allotted. Please clarify.

- \$65,000 in the budget refers to direct wages to participants. WIOA allows costs other than direct wages to be allocated as WEXP costs.

Please confirm if there is a profit capacity related with this contract or any other specifications?

- There is no provision for profit allowed.

Please expand on the statement taken from the RFP. “Your budget proposal does not need to include the direct costs of occupational skills training, paid work experience wages, and supportive services.”

- These are primarily fixed costs paid to a “third party” and would not vary substantially based on the service provider.

Is there an expected threshold for participants in Occupational Skills Training?

- No. Emphasis is on appropriateness of training and training completion.

Is there an expectation or guidance on establishing an ITA amount per youth?

- Local policy sets limits to maximum amounts of funding per activity per participant. However, occupational skills or on the job training may not be appropriate for all youth each year as directed by their Individual Service Strategy.

Is there any expectation or guidance on total budget per youth?

- Local policy sets limits to maximum amounts of funding per activity per participant. However, activities for each youth will vary based on their Individual Service Strategy.

Do bidder's need to budget for laptops and cell phones or does the contract provide desktops? Are laptops available for staff or are there only desktop computers available?

- Yes

Do the offices offer any shared equipment or access to equipment such as copiers/printers?

- Yes, copiers and printers are included in the infrastructure funding/sublease costs.

What is the de minimis percent allowed in developing the budget?

- The federal definition of 15%

Is there any current licensing bidders should be aware of in developing the proposal?

- No

Does the contract have a shared network for internet service, or do the bidders provide their own internet service at the offices.

- Shared network at the IowaWORKS office included in the sublease

Who will be the employee of record for the WBL students?

- The Title I service provider

Would the contractors be responsible for processing participant fees associated with the program? Such as ITA's, incentives, and participants fees.

- Yes

Please expand on the Budget table in providing average or median wages and no fringe included in the costing.

- Feel free to revise the table. Fringe costs are allowable. Median wage was meant for a position that may have multiple employees with different salaries, or the position encompasses a pay range and the specific salary is yet to be identified.

Page 3 refers to a 25/75 ISY/OSY funding requirement, page 13 refers to a 25/75 participant quota. Each participant could utilize a different amount of funds. Please clarify if the goal is

25% of participants or 25% of funding spent be on ISY and 75% on OSY. Is the board measuring participants or funding?

- Both. At least 75% of spending is a federal WIOA requirement. At least 75% of participants being OSY is a local performance expectation.

Please clarify page 34, budget detail, the table requests the average salary. The description requests the median annualized salary. These are different. How should the proposer display the salaries?

- Whichever best supports your RFP. Refer to prior question and answer

What are the youth enrollment numbers by county and current caseload ratios of staff members?

- Polk 105, Story 11, Warren 4, Marion 3, Madison, 3, Dallas 3, Jasper 2, Boone 1
- Caseloads vary – please respond with your recommendation.

What was the number of participants during PY23, PY 24, and PY 25 to date?

- PY23 - 170
- PY24 - 121
- PY25 – 132 to date

What is the approximate number of participants served annually under the scope of this solicitation?

- See participant numbers in prior question

What is the current enrollment number vs anticipated enrollment number in the region?

- Current enrollment meets anticipated enrollment

Who are your current service providers? How long have they been providing services?

- YSS provides Title I Youth Services; July 2024 to present

Please confirm the current number of staff assigned to operate the program(s) included in this solicitation, including any roles considered essential to service delivery.

- 9 FTE's are employed by the current service provider for this contract with some slight fluctuation

Are there anticipated changes to staffing levels or roles during the initial contract period?

- No

Where are current staff members located?

- Hybrid work environments. The new bidder will be encouraged to house staff at the IowaWORKS office, as well as encourage outreach for client meetings.

Are historical performance outcomes available for the program(s) currently or most recently operated, including participation, completion, and employment-related measures?

- An annual report is available at www.ciwdb.org

Are there specific performance benchmarks or improvement priorities the Board would like the next provider to emphasize?

What types of programmatic innovations or enhancements would the Board be most interested in seeing implemented in the local area?

Are there particular challenges, gaps, or populations where the Board is seeking new or creative approaches beyond the current service model?

- Business engagement in Work Based Learning and Job Training
- Ensuring integration with the IowaWORKS system
- Review the CIWDB local plan at www.ciwdb.org

Please provide all information on how many placements occurred in all work-based learning contracts (Work Exp, OJT, Apprenticeship...), including how much of the proposed invested dollars were actually spent on activity.

- Please see the annual report at www.ciwdb.org