



## Form for Submission of Inquiries

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**Proposer:** Guidehouse LLP

**Date:** 11/1/2019

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No.	Question	RFP Section or Document	RFP or Document Page No.
1	<p>The Appendix G document that was provided appears to be the WIOA Unified State Plan Modification from the State of Florida. Could you please provide the applicable document for Puerto Rico?</p> <p>Answer: Guidehouse LLP is correct, we wrong submitted as Attachment G, the plan modification from the state of Florida. We apologize for this mistake and we are going to send the PR WIOA Plan Modification 2018-2020 to Guidehouse, as well to all the proponents.</p>	Appendix G	All
2	<p>We understand that the proposal should brief, clear, and responsive. Are there any other specific page limits besides the 5-page limit noted for the Executive Summary, the 5-page limit noted for the Profile of Firm, and the 2-page limit noted for each individual resume?</p> <p>Answer: The page limits included in the RFP are those described by Guidehouse for the Executive Summary, Profile of Firm and Resumes. The other section don't have page limits.</p>	RFP Sections 5.2 & 6.2.2	14 & 22

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3	<p>We understand that any subcontractors that are used must provide similar qualifications information as ‘the prime contractor (p.21). Does this information include the Financial Analysis information in RFP Section 6.2.4, or is that financial information only required for the prime contractor?</p>	RFP Section 6.2; 6.2.4 specifically	21-22
	<p>Answer: Section 6.2.4, Financial Analysis, is required to ensure the proponents have the financial stability to perform the contracted services. If proposer intends to subcontract some of the proposed work from another firm or consultant, the subcontractor also must submit enough information to demonstrate knowledge, experience, and expertise necessary to complete the tasks and provide the services. However, the financial stability of the subcontractors is the sole responsibility of the main contractor. DDEC will not require the subcontractor to submit their financial statement, because this is a business decision among the DDEC contractor and the subcontractor.</p>		
4	<p>Section 5.1 notes that "Written content of the proposal CAN be presented in double line spacing." (Capitalization added.) Except in places where single line spacing is specifically allowed (like the Executive Summary and tables, graphs, etc.), is double line spacing mandatory?</p>	RFP Section 5.1	13
	<p>Answer: Yes, double spacing is mandatory for proposal writing, except on those areas allowed, as described in the RFP.</p>		
5	<p>We understand the RFP notes that the final plan document is due for submission to the U.S. Department of Labor on April 1, 2020. Is there a possibility of a longer timeline to allow for more thorough engagement?</p>	RFP Section 3.1	8
	<p>Answer: April 1, 2020 is the due date established by the USDOL to submit the plan for all the states and territories and this date is not negotiable. However, once the plan is submitted, the USDOL would evaluate the plan and submit a report with a finding and recommendations with additional time to answer the finding to improve the plan.</p>		

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6	Does DDEC have any guidance that can be shared regarding a project budget estimate anticipated for this scope of work?	RFP Section 7.2	23
	<p>Answer: DDEC don'ts have guidance to help you to prepare the budget estimate. However, we encourage you to use the project management approach and submit a budget targeting deliverable according to the different phases or requirements in the RFP.</p>		
7	Does DDEC have any existing routine or scheduled community engagement meetings or any existing community engagement platforms that can be leveraged in this effort?	RFP Section 3	7-9
	<p>Answer: The workforce development community is mainly represented by 15 Local Boards and the State Board, which have representation of businesses, educational institutions, industries, community base organization and the One Stop partners. Those boards are the main source of inputs for the development of public policy and the implementation of WIOA rules. The engagement of the workforce community, required for the development of the unified plan, should be done through the boards input and feedback.</p>		
	<p>Beyond the boards, we don't have a structured routine or system to ensure other stakeholder engagement to the development of the plan. We expect the community in general will be engage through the electronic pages, newspaper and have the outreach through the One Stop Centers.</p>		
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