CHICAGO COOK WORKFORCE PARTNERSHIP

TARA Provider Questions by Topic

Program Operation Questions

How many One-Stop centers and Service Providers would the TARA be serving? How many training sessions would you expect?

Currently The Partnership's WIA network of service providers is composed of a total 49 individual delegate agencies which provide service in the following capacities:

- 10 One Stop Centers
- 19 Adult Affiliates
- 14 Dislocated Worker Affiliates
- 37 Youth Affiliates
- 7 Bridge Programs
- 4 Sector Centers
- 1 Business Intermediary

The Partnership expects each respondent to assess the complexity of their proposed system and determine the appropriate number of and vehicle for training delegate agency staff and providing technical assistance.

What is the expectation for the TARA regarding the informed choice of training providers and the Services being provided?

The TARA is expected to review training requests to ensure that job seekers have completed core and intensive services. In situations where the referring WIA delegate agency is also the training provider (self-referral) the TARA must complete a phone survey to ensure that the customer is making an informed decision about which training provider to attend.

Can The Partnership provide samples of reports per the RFP requirements?

The Partnership is interested in assessing each respondent's unique reporting and tracking capabilities. As such, sample reports will not be made available. However, the current TARA uses a variety of excel spreadsheets to track and record data.

What is the current number or percentage of "self-referrals" from WIA delegate agencies who are also training providers?

There are currently 12 delegate agencies that are also training providers.

What tool(s) is the current TARA using to administer surveys or other quality procedures?

This is currently not part of the existing TARA's scope of services and is a new requirement of The Partnership.

Please clarify the role of the TARA in reviewing employers related to OJT payments. Will the TARA be responsible for simply verifying that required documentation has been received? Is the TARA responsible for reviewing the submitted documentation? Please provide a specific example, if possible.

The Partnership will first review and approve the OJT agreement. The TARA is responsible for paying, recording and tracking payment to the employer and/or service provider.

How and from where does Chapin Hall get the information listed on its website, such as training program completion rates and employment information?

This information is pulled from the Illinois Workforce Development System (IWDS) which is the State's WIA case management system. The information is input by case managers, and reflects data obtained from the training provider as well as clients.

Can you estimate what proportion of the overall budget will be designated for OJT payments, and what proportion for regular ITAs? Will it be on an as-needed basis or is there a specific number planned for the year?

There is no specific planned number of OJTs for the year. The amount of payments through OJTs is developed on an as-needed basis that depends on the number of OJT contracts and placements executed. However, The Partnership is moving toward creating a more demand-driven system featuring training models such as OJT and customized training. As per the WIA regulations, the majority of training services must be delivered through individual training accounts or ITAs.

What is the required time period to retain records time period (e.g. 3 years?)

The TARA is processing federal dollars and subject to auditing and proper maintenance and destruction of records. At a minimum, the TARA MUST retain records for 3 years after The Partnership closes out funding for the program year. In the event that there are unresolved financial issues or pending litigation records must be kept until issues are resolved. The TARA may also be subject to other state, federal and local retention/maintenance requirements.

Can you please further explain the expectations for the quarterly aging reports? What are you hoping to capture – is this looking ahead to payments that may come due in the next 30, 60, 90 days? Or something else?

The quarterly aging report details the commitments that will come due in the near future from the total obligations already recognized. This report is intended to provide The Partnership with information on ITAs obligations that will come due within the next 30, 60 and 90 days.

Can you please provide further explanation about your expectation that the TARA "pursue refunds" from training vendors? What is the expected role of the TARA in these situations?

The TARA is expected to send letters to training providers to collect refunds in the event that payment was processed prior to the refund period or without documentation. The TARA is also expected to properly credit and account for all refunds.

Submittal Questions

What kind of electronic version can be submitted for the RFP? Does it matter what version of Word or Excel that we use?

No, applicants may use whatever version of Word of Excel that they are currently using within their organization.

Can existing WIA providers apply?

Yes, organizations which currently have a contractual relationship with The Partnership may apply.

What is the estimated funded amount for the TARA?

The agencies applying to become the TARA would have to propose an amount for their services based on the volume of ITAs identified in the proposal.

Would a veteran-owned business qualify as a MBE/WBE/BFPD?

Yes, a Veteran Owned business would qualify for the 5 additional points.

How would you calculate the total points to be awarded if your organization is not MBE certified?

The five (5) additional points would not be applied to the overall score.

Is the budget narrative considered separated from the budget?

Yes, the narrative provides greater detail and rationale for costs that a spreadsheet does not address.