

# Career Opportunities in Retail: Workforce Board Collaborative

Questions and Answers Updated January 19, 2016

## Accessing the RFP and supporting materials

**1. Did applicants need to attend both webinars? Or were they identical?**

The webinars on January 7 and January 13 were identical.

**2. Will you be sending out the informational webinar Power Point?**

It is available on The Chicago Cook Workforce Partnership's website. Link:  
<http://workforceboard.org/funding/career-opportunities-in-retail-workforce-board-collaborative/>

**3. Is it possible to have a copy of the RFP emailed to me?**

The RFP is available at the link above.

**4. Is there a template for the RFP?**

All information about the opportunity can be found in the RFP (linked above). There is no separate proposal template.

## Organization of the RFP and attachments

**5. Regarding the narrative – Does “10 pages double-sided” mean five double-sided pages for a total of 10 pages, or 10 double-sided pages for a total of 20 pages?**

By imposing a page limit, we intend to promote succinct proposals. We will accept responses up to 20 pages of text (10 double sided pages) as the maximum. If you can respond to all questions in fewer pages, please do so.

Within this 20 page limit, applicants must include responses to all sections listed in RFP Section IV, A-D (RFP page 9-10). This includes responses related to Qualifications and Experience, Project Timeline and Deliverables, Budget (narrative), and Financial Management Capacity. The following items can be included as attachments, and will not count as part of the (now) 20 page limit:

- a. Budget worksheet
- b. Staff Resumes
- c. All items listed under “Appendices” on page 10-11 of the RFP

**6. What do you require for unaudited financial statement for this current fiscal year?**

We require the budget, balance sheet, and cash flow statement for the current fiscal year.

## Eligibility

**7. The proposal indicates that “Federally designated local workforce boards are eligible”. Local boards are designated by local elected officials and areas designated by Governors - not the federal government.**

Yes, local workforce areas are designated by Governors, and are the only eligible applicants for this grant.

**8. Can WDBs collaborate and submit proposal together?**

Yes, WDBs can submit a joint application, designating one organization as the lead applicant.

**9. Will you only consider applicants who have been engaged for an extensive period of time with retail companies? Is there any way that people interested in retail sector projects who are just starting out can participate in the network?**

We will consider applicants who demonstrate the demand for retail and related occupations in their region, and who propose innovative workforce development strategies designed to meet that demand. Beyond that, we will evaluate proposals based on the criteria listed on page 9-10 of the RFP. This includes: demonstrated knowledge of the retail industry, experience in retail initiatives or other sector strategies, and familiarity with credentials in retail or related fields, among many other criteria. Successful applicants should describe their skills and expertise under “Qualifications and Experience.” We will read and evaluate each proposal as a whole.

## Proposal Content

**10. The RFP states that “...Walmart and affiliates (i.e., Walmart Stores, Sam's Club) cannot benefit from this grant. Grantees may not include potential work with Walmart stores in their proposals.” How is the term “benefit” being defined? Does this mean that participants who successfully complete the program we are going to propose are forbidden from seeking employment at Walmart or Sam's Club? As a local workforce area where employment opportunities for targeted populations may be challenging and Walmart and Sam's Club are major employers, excluding them from contributing to the hiring of participants may be detrimental to some.**

Sub-awardees under this grant cannot work directly with, provide services to, or place jobseekers served under this grant into employment with Walmart or Sam’s Club stores. This is a condition of the funding.

**11. Must all individuals served be WIOA eligible/ enrolled in WIOA?**

No, not all individuals served must be WIOA eligible/enrolled.

**12. In my state, we have not moved fully to common measure reporting. We have maintained the legacy measures. We track the common measures as well. Can we include both in the proposal?**

That would be fine, but we only require the WIOA common measures as well as additional measures that will be negotiated with each sub-awardee.

***13. Would proposals addressing specific functions related to retail, such as call center operations or fulfillment center/supply chain operations in support of retail be considered?***

Each proposal must be based on a thorough assessment of local labor demand in retail and retail related sectors. If there is a clear justification for focusing on these positions, then applicants may include them in their proposals.

**14. How many of the cited initiatives are expected to be included in a proposal?**

Page 4 of the RFP lists some examples of the types of initiatives or components of initiatives that applicants may propose. This is not meant to be an exhaustive list, nor is there any minimum or maximum number of “elements” to any proposal. Proposals should be based on innovative solutions to local workforce challenges in retail and related sectors.

***15. Is there a matching requirement?***

There is not a matching requirement, but there is a requirement that each sub-awardee leverage the WIOA system.

***16. Are there limitations of the uses of funding? Can it be used for training? Support services? Indirect costs?***

Page 10 of the RFP states that “funding is intended for programmatic costs, and is not to be used for capital expenditures.” Training and support services are programmatic costs and are allowed. Reasonable indirect costs are also allowed.