

**KERR-TAR WORKFORCE DEVELOPMENT  
PROGRAM YEAR 2023 RFP QUESTIONS**

**Questions during November 16, 2022 RFP Information Session from potential bidders:**

**Q: What is the anticipated One-Stop Operator Budget?**

A: Contract award of no more than \$4,000 is available for One-Stop Operator Services

**Q: Please clarify the Adult/ Dislocated Worker Budget.**

*Page 8, Section G. Type of Contract, Contract Award and Funding Level*

*For planning purposes, there is approximately \$300,000 in each program to be allotted for services throughout the region.*

A: Contract Award will be approximately \$300,000 for Adult Services & \$300,000 for Dislocated Worker Services.

**Q: Can past performance for the past two program years be made available?**

A: Performance information for the past two program years is available on the Kerr-Tar Regional Council of Governments website under Resources and Publications by viewing the Annual Reports.

Website: <https://www.kerrtarcog.org/publications/publications/>

**Q. How many staff are in the NCWorks Career Center?**

A: 12 staff members provide WIOA workforce program services at the Kerr-Tar NCWorks Career Center.

**Q. What are the ideal staff ratios?**

A: There are no mandated staff ratios. Sufficient staffing to operate a successful program should be determined by the subrecipient upon reviewing the RFP documents.

**Questions submitted by potential bidders:**

**Q: Is the occupancy cost for Adult and Dislocated Worker to be included in the proposed budget?**

A: No, occupancy cost should not be included in the proposed budget.

**Q: What is the expected Youth Services Program Budget?**

A: For planning purposes, there is approximately \$300,000 in the program to be allocated for services throughout the region.

**Q. Is equipment (laptops/desktop PCs) provided by the local area for staff or is that something we will need to procure?**

A: Desktop PC's connected to a central printer are provided for all NCWorks Career Center Staff. Laptops or similar electronic devices would have to be procured by the service provider.

**Q. Is there a maximum number of hours that a WEX and OJT contract can be? Is there a maximum dollar amount for these contracts that we should be aware of for budget purposes?**

**A: WEX/Youth Program-**

The total maximum number of hours for each paid work experience will not exceed 480 hours for "out-of-school youth" and 320 hours for "in-school youth.

Paid work experiences for "out-of-school youth" must not exceed eight hours per day and 40 hours per week. Paid work experiences during the school year for "in-school youth" must not exceed six hours per day and 20 hours per week.

Agreements require that the wages paid to NextGen participants be at least the prevailing entry wage for any specific occupation in the community. Individuals participating in a paid work experience activity must be compensated at the same rates, including periodic increases, as trainees, or employees who are similarly situated in similar occupations by the same employer and who have similar training, experience, and skills. Paid work experiences must compensate participants at no less than the higher of the applicable State or Federal minimum wage.

A: (continued)

**WEX/Adult/Dislocated Worker Program-**

Total maximum number of hours for each WEX will not exceed 480 hours. WIOA participants will not be placed in more than two (2) funded WEX per program year and the total hours of participation in a work experience for a participant will not exceed 960 hours, and should be long enough for the participant to fulfill the purpose of the training experience. WEX's for Adult and Dislocated Worker participants must not exceed 40 hours per week.

WIOA Title I Adult and Dislocated worker programs do not have a minimum expenditure rate and the current contract for Kerr-Tar WDB does not limit amount of wages earned within the allowed training hours. However, Work Experience may be paid or unpaid. - If a WEX is paid, the rate of pay and the pay schedule must be stated in the worksite agreement, and must compensate participants at no less than the higher of the applicable State or Federal minimum wage. Currently, the federal minimum wage is \$7.25 per hour. WIOA participants in subsidized Work Experience will be paid only for time worked, and at a minimum of \$7.25 or the prevailing wage for the position, whichever is higher. A flat rate wage applied to all individuals participating in a paid work experience opportunity (e.g. \$13.00/hour for all participants) would not be allowed if there are trainees or employees who are similarly situated in similar occupations with the same employer who receive wages that differ from the flat rate wage.

**OJT/Adult & DW-**

OJT contracts will not be written for an occupation requiring less than 240 hours of training as indicated by the SVP level. Maximum training time will not exceed 1816 hours. The actual OJT training time may be further adjusted as appropriate for each customer's experience and needs and the actual OJT training time may be modified to assist an individual with special needs, very limited work experience and/or significant barriers to employment. However, in no case will the authorized OJT training hours exceed the maximum training time allowed for that SVP level or 1816 hours.

Entry level wages for OJT positions will be no less than \$10.00 per hour. Hourly wages less than \$10.00 an hour wage rate must be based on prevailing wages and other reasonable considerations. Starting wages below \$10.00 must have a documented pay increase plan to reach \$10.00 within one year of employment. Training position must be a full time position (at least 30 hours of work per week).