

**Regional Jobs Opportunity Pilot Program  
Request For Qualifications**

**Questions and Responses**

**Question #1:** With regards to point 1b of the scope of services, will the consultant solely be responsible for establishing and maintaining the satellite office, or will the property be provided by the North Central Texas Council of Governments (NCTCOG) for the consultant to maintain?

**Response:** The North Central Texas Council of Governments' (NCTCOG) expectation is that the consultant's Statement of Qualifications demonstrate strong connections to the community, as well as demonstrate the ability of the contractor to carry out effective community outreach. A satellite office, based within the community, is one way of carrying out effective community outreach. NCTCOG would be open to other innovative ways of accomplishing community outreach, which meet the criteria of "strong community connections" and "effect community outreach." By whatever form this satellite office takes, it is to serve as the community's information center on the Regional Jobs Opportunity Pilot Program. Generally, the reimbursement of costs associated with leasing/renting office space is covered under the firm's overhead rate.

**Question #2:** If the consultant is to provide the satellite office location, are the establishment and maintenance costs to be included in the original budget?

**Response:** Please see response to Question #1

**Question #3:** Please clarify the expectation of "establishing" a satellite office. Does this include all furnishings, equipment, etc?

**Response:** Please see response to Question #1.

**Question #4:** We would like to include a cover letter with the submittal. Will this count towards the 5 page maximum?

**Response:** No, a cover letter will not count towards the 5 page maximum.

**Question #5:** We would like to bind the proposal with a hard cover. Will the hard cover count towards the 5 page maximum?

**Response:** No, a hard cover will not count towards the 5 page maximum

**Question #6:** Does the 5 page count limit include typing on front and back of the page?

**Response:** Submittals are limited to 5 pages, typed on one-side.

**Question #7:** Are the three (3) positions: RJOPP Project Coordinator, NCTCOG Program Director and WFD project Coordinator outside of the budget request?

**Response:** Please note the following clarification. The RJOPP Project Coordinator and the NCTCOG Program Director and the Program Director position, appearing beneath the Community Outreach box are one and the same position. It is NCTCOG's intent to select a Program Director, and the selected firm will either designate a firm staff member as Community Liaison, or fill this position through an RFQ process. These two positions will be funded by TxDOT. The Workforce Development (WFD) Coordinator is outside of this budget request, as this position will be funded through a WFD grant and managed independently by Workforce Solutions Dallas

**Question #8:** Is Grant Recipient Administration/Assessment Prescreening functions to be handled under this proposal or under a separate budget/entity?

**Response:** As indicated in the attached, updated color-coded organization chart, the RJOPP Program Director and staff are only directly responsible, and have managerial and administrative authority over, the activities in the blue boxes. Green boxes are the responsibility of the WFD Project Coordinator. White boxes will be areas where some responsibility overlap is anticipated between the RJOPP Program Director and the WFD Project Coordinator and their staffs. Close continuous, coordination and collaboration will be required in these functional areas.

**Question #9:** Does LIFT provide a training site for remedial training?

**Response:** Cornerstone Baptist Church will serve as the site for remedial training, as well as classroom training. Please note LIFT falls under the managerial and administrative oversight of the WFD Project Coordinator.

**Question #10:** Define Certification. Is this Certification at the end of the course or workforce training or related to certifying agencies such as NCTRCA, etc?

**Response:** Certification will be handled and granted through Dallas County Community College Districts' (DCCCD) Cedar Valley College's adult continuing education program.

**Question #11:** How many hard copies of the proposal are required?

**Response:** Eight (8) hard copies of the proposal are to be provided.

**Question #12:** Will NCTCOG consider adjusting the proposal submittal date?

**Response:** The due date for submittal of proposals has been revised to 5:00pm CST on August 16, 2013.