

**Questions and Answers from COWIC Assessment  
Pre-Proposal Conference  
February 8, 2012**

1. Q-Is COWIC replacing any Assessment functions COWIC is currently performing?  
A-No, this was a contracted service previously.
  
2. Q- 16 hours to serve the projected 4000 customers along with follow-up with the Career Consultants and the customer seem a little low?  
A. The anticipated staff time of 16 hours on site is a minimum, based on the availability of a room to serve 4000 job seekers. We expect some of the assessments would be scheduled as group rather than individual.
  
3. Q-Is COWIC interested in a virtual solution in completing assessments. Virtual would relate to technology?  
A-COWIC is open to different solutions on how to complete assessments in the most comprehensive, cost effective way possible. However, we would still want someone physically on site.
  
4. Q-Would computers and space be available and how would we budget?  
A-COWIC currently operates a computer lab and has space which would be made available to the vendor (s) selected, therefore, include only out of pocket expenses in your budget.
  
5. Q-What about transportation for the customer? There was no mention of it in the RFP.  
A-The RFP does not address transportation cost. Vendors will have no responsibilities relating to transportation for COWIC customers.
  
6. Q-Who will coordinate schedules when meeting with the Career Consultants?  
A-The Career Consultants would schedule the meetings with the providers to review the results of the assessments. We emphasize a team approach in the RFP to ensure that the combinations of services/objectives are included in the Individual Service Plan and are consistent with the assessment results and are responsive to the expressed employment and training goals of the customer.
  
7. Q-Does COWIC currently provide interpreter and translation services?  
A- Yes. Scheduling interpretation and translation services is the responsibility of the Career Consultants.
  
8. Q-What does the success of the program look like?  
A-Success from COWIC's perspective would be all assessment outcomes are appropriate, those outcomes contribute to the Individual Employment Plan and our meeting the needs of both the employer and the jobseekers.
  
9. Q-Does COWIC know what the reporting requirements look like?  
A-Reporting requirements will be discussed during contract discussions.

10. Q-The RFP states “The provider for this service will be held responsible for all performance indicators and outcomes of each participant that will ensure COWIC exceeds required goal and objectives according to individual funding sources” Please explain and is the statement applicable?

A-The performance outcome referred to in this question relate to the success factors listed in question #8 and page13 of the RFP.

11. Q-What are the testing options for Assessment services for Youth and Young adults?

- BEST
- CASAS ABE
- CASAS ESL
- TABE M
- TABE A
- TABE D
- TABE E
- WORKKEYS

12. Q-How much funding is available for this RFP?

A-Approximately \$150,000-\$200,000 dollars has been set aside from WIA funding for adults, dislocated workers and youth combined. The allocation per funding source has not been determined.

13. Q-Has the RFP been changed recently?

A-Yes. Please see page 13 of the RFP which is posted on the COWIC website.