Questions/Answers sheet for RFP-CSPBC-26-OSO-01

1. **For responsibility #1**, the RFP states that the OSO must hold four in-person meetings with partners. If the partners decide that they would rather hold one to two meetings virtually, would the OSO be permitted to run those meetings virtually from their headquarters?
   ANSWER: The RFP states correctly that the One Stop Operator must conduct four in-person meetings with partners. While we recognize individual partners may express a preference for virtual participation, a contractor is expected to comply with the requirements in the RFP and the contract. Partner preference does not constitute authorization to deviate from the established requirements.
2. **For responsibility #2**, will you be requiring the OSO to perform an ADA audit of your AJCs?
   ANSWER: NO
3. **For responsibility #1, #2, #3, and #4**, would it be possible to hold one, three-hour meeting per quarter with partners to address these topics?
   ANSWER: CareerSource Palm Beach County enjoys excellent partner relations. We ask that applicants format their meetings with respect of our partner's time. Meetings must be focused, productive, and respectful of our partner agencies' time commitments that facilitate partner collaboration and meet operational responsibilities.
4. ProjectNow LLC is not currently licensed to conduct business in Florida. We are licensed to conduct business in Virginia and Maryland. Would you accept a proposal that stated that ProjectNow LLC would immediately obtain a license to conduct business in Florida upon notice of winning the OSO contract? We would have the license in place prior to signing the contract.
   ANSWER: Yes. A proposer seeking to become a One Stop Operator (OSO) under Workforce Innovation and Opportunity Act for a Local Workforce Development Board in Florida must be registered with the Florida Dept of State (Sunbiz) to legally operate within the state. Because the OSO acts as a sub recipient of federal of state and federal funds, local boards must enforce strict compliance and procurement standards.
5. Will you require OSO to provide proof of our current business insurance policies? If so, what policies and limits would you be requesting?
   ANSWER: Proposers for the RFP of the One Stop Operator must provide an Insurance Certificate during the process of the RFP or upon the awarding of the contract. LWDB contracts mandate General Liability $1 million, Professional Liability $1 million and Workers Compensation at Florida statutory limits. Evidence of required insurance must be provided prior to contract execution and maintained throughout the contract period.
6. **For responsibility #5**, is it your intent that this report captures information outside of responsibilities #1-4, and if so, what data elements would you like to see tracked?
   ANSWER: The One Stop Operator Report captures the agenda, attendance and minutes for the One Stop meeting. The minutes of the meeting should reflect the progress of the requirements of the partnerships across the local workforce system as outlined in items #1-4. Updated and new MOU's should be collected as part of the reporting of the One Stop Operator. No other data elements are tracked at this time.