Western Oklahoma Workforce Development Board

1. Can you give a break-out of active and follow-up caseloads by ad, dw & youth?
   a. A = 9 f/u; 108 active
   b. DLW = 3 f/u; 79 active
   c. Youth = 2 f/u; 68 active

2. What were the enrollments by office from July 1, 2020 through December 31, 2020 for ad, dw & youth?
   a. Altus- 29 A; 19 DLW; 9 Y
   b. Alva – 1 A; 1 Y
   c. Burns Flat – none reported for any program as this position was vacant
   d. Enid- 8 A; 7 DLW; 8 Y
   e. Guymon – 8 A; 4 DLW; 0 Y
   f. Ponca City – 16 A; 12 DLW; 15 Y
   g. Stillwater – 7 A; 9 DLW; 5 Y
   h. Weatherford- 8 A; 35 DLW; 7 Y
   i. Woodward – 11 A; 10 DLW; 9 Y

3. Can you provide program year to date performance actual vs planned for the area?

	Western Oklahoma Workforce Development Area										
Source	Measure	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	1st Qtr		2nd Qtr	
AD/DW		PY20 Q1			PY20 Q2			Actual	Goal	Actual	Goal
	Skill Development (IEPs)	42	77	113	143	162	175	113	40	175	80
	Occupational Training (ITAs)	2	32	43	65	89	93	43	30	93	60
	Training & Credential Attainment	9	20	34	44	51	66	34	10	66	25
	Entering Work Based Learning	0	0	0	0	0	0	0	5	0	10
	Enrolled in STEM Training	3	18	21	28	32	33	21	15	33	30
	% WIOA Clients Employed after Services							>75%	75%	>75%	75%
	Customer Satisfaction Rate	90%	90%	90%				90%	90%	90%	90%
	Training Expenditure >40%	>40%	>40%	>40%				>40%	40%	>40%	40%
Source	Measure	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	1st Qtr		2nd Qtr (Cumulative)	
Youth		PY20 Q1			PY20 Q2			Actual	Goal	Actual	Goal
	Youth Enrolled	7	18	24	29	44	55	24	40	55	60
	Youth Enrolled in Occupational Training	4	14	19	21	26	28	19	10	28	20
	Obtain Educational Credential	1	5	9	13	16	19	8	10	19	20
	Entering Employment								10	>20	20
	Entering Work Based Learning	1	2	4	4	12	16	4	15	16	30
	Enrolled in STEM Training	3	7	10	10	12	14	10	5	14	10
	Expenditure Work Related Activities 20%								20%		20%
	Expenditure Rate on OSY >75%	>75%	>75%	>75%				>75%	>75%	>75%	>75%
	Customer Satisfaction Rate	>80%	>80%	>80%				80%	80.0%	80%	80.0%

4. What is the current staffing levels for adult, dw, and youth by job titles and salary ranges for each AJC?

   a. 1 fulltime staff at each location: Altus, Burns Flat, Enid, Guymon, Ponca City, Stillwater, Weatherford, and Woodward (also covers Alva)

   b. TET part-time temporary staff at the following locations: Stillwater, Enid, Weatherford and Woodward.

   c. Staffing my need to look different for your proposal and numbers. The WOWDB wants to see what your company/organization feels is best to meet your proposal numbers and design.

   d. Salary ranges are from $35,300.00 to $37,400.00 a year for current Career Managers. **Salary ranges should be determined based upon market-supported data for the duties and responsibilities expected for the Career Manager positions determined by your organization's proposal.**

5. Would it be the expectation that staffing levels remain the same in the new contract?

   a. Each proposal needs to determine what their organization's design will look like for the area as described in the RFP and how many FTE's to meet the numbers they propose for each office and program.

6. Are AJCs currently fully open to walk-in customers? If not, what is the modified schedule?

   a. All are open and maintaining regular schedule.

7. Are staff reporting to work to the AJCs every day or some working virtually?

   a. All reporting to the AJC's unless issues arise, then the WOWDB has ensured each Service Provider staff has the adequate equipment, tools etc. to work from home.

8. How many adults, dw and youth are active in OSTs, WEX, and OJTs?

   a. Adults = 68 OST, 0 WEX, 0 OJT

   b. DLW = 55 OST, 0 WEX, 0 OJT

   c. Youth = 34 OST, 25 WEX, 0 OJT

9. How many carry-ins into the new contract do you project?

   a. "carry-ins"? If you are revering to participants already enrolled please see answer to #1. There is no way for the board to predict who will close and who will remain open without a deep dive into each case to determine how close each participant is to obtaining unsensitized employment, time does not allow for that at this time.

10. What are the supportive service costs for adult, dw and youth program year to date?

    a. Supportive services spent Adult = $6,397.98, DLW = $2,354.99, and Youth = $7,746.40

11. How much has been spent on OJT program year to date?
    a. There has been NO OJT dollars spent to date

12. What are the historical numbers of adult, dw and youth enrolled in OSTs and/or WEX?
    a. **PY 18** = Adult 148 OST; OJT 49; WEX 0.
       DLW 31 OST; 1 OJT; 0 WEX
       Youth 148 OST; 48 OJT; 32 WEX
    b. **PY 19** = Adult 243 OST; 33 OJT; 0 WEX
       DLW 52 OST; 0 OJT; 0 WEX
       Youth 59 OST; 10 OJT; 31 WEX

13. How many business services employees work for the service provider to support the workforce board/area?
    a. None, there are 2 BSR's that work directly for the WOWDB.

14. Do you have an ideal case load: case manager ratio in mind (active/follow-up?
    a. This needs to be answered in the proposal depending on the duties, design and numbers your organization will be describing in their response. The WOWDB wants to serve as many clients as possible with the funding they receive.

15. What are your limits for OST investments for customer and historical average costs of an OST?
    a. See ITA policy on our website wowdb.org
    b. The majority of the classes don't exceed $5,000.00- $6,000.00

16. Can you provide historical data on number of customers served by AD, DW, youth and universal?
    a. PY 18 = A 587; DLW 41; Youth 86
    b. PY 19 = A277; DLW 41; Youth 80

17. Can you provide historical data on center traffic?
    a. Traffic counts are down due to COVID-19 and offices being closed over the last program year and are affecting counts this year as well. Your outreach and recruitment should be very detailed in your proposal due to the WOWDB area being 25 counties and almost 27,000 square miles. All counties and communities need to be served. WOWDB allows a travel budget and encourages "out of the office" enrollments. WOWDB provides all equipment needed to successfully perform these duties.

18. What is the average WEX hourly pay rate?
    a. Apx $10.00 an hour

19. How many participants are you projecting for WEX per year?
    a. As many as it takes to exceed the 20% requirement rule. The amounts in the WEX budget can be found in the RFP. Funding changes from year to year.

20. How many hours per week will participants on WEX be working weekly on average? How many weeks? Maximum number of hours?
    a. See the WEX policy on the website wowdb.org Max number is 520 hours

21. What percentage of funds are you expecting to invest in participant costs?
    a. See the budget in the RFP

22. Per RFP on page 14, questions deadline coincides with proposal deadline. Will questions be answered upon receipt so there is time to use information in proposal development?
    a. All questions are to be submitted by February 16th at 5 PM

23. Do you have a backup or duplicate database to track participant information such as Apricot or Salesforce?
    a. NO

24. What are the obligated amounts for ITAs?
    a. ITA's obligated to date are Adult $170,570, DLW $245,818, and Youth none as all OST are spent the focus should be WEX.

25. Is the service provision to participant costs ratio shared on page 14 under Availability of Funds consistent with historical averages? In order to provide proper case management, file management and customer service are you open to a ratio closer to 50:50?
    a. Historical averages, carry over, funding allocations and federal and state requirement such as 40% and 20% are all included in the numbers. The WOWDB is one position from the bottom, in funding amount in Oklahoma compared to all 7 workforce boards. The WOWDB wants to serve as many individuals as possible with the available funding. You could refer to the current budget in the RFP, but keep in mind we don't know what the exact funding looks like until closer to the end of the program year. Each proposal should be very detailed in their design as the WOWDB will look at each one and decide which one is the most conducive and better fit for our area and focus.