

One-Stop Operator RFP Questions

1. The email address printed throughout the document (pages 1, 50, 51, 53, 57) says “Admin@cincyworkforce.org,” however when the link is clicked the address that populates is “OSO-RFP@sworwib.org.” To ensure timely receipt of questions and the proposal, can you please confirm the email address to which questions and the proposal should be sent?
 - The email address to use for all RFP communications is:
admin@cincyworkforce.org
2. Per page 12 of the RFP, we are requesting a copy of the Partner MOU for review. for review.
 - Here is the [copy of the Partner MOU](#).
3. Please provide the Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization form as described on RFP pages 49 and 54.
 - Here is the [Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization form](#).
4. Can you confirm the mandatory requirement on of “all required paper copies of the proposal” on page 54 should read “electronic proposal”?
 - All proposals must be submitted via email to admin@cincyworkforce.org
5. Do you have an estimated award notification date for this contract? If not, do you have an estimated date range for Stage 2: Evaluation Review and/or Stage 3: Requests for Additional Information?
 - The estimated award date is April 30, 2026
6. If our proposal response exceeds the file size limit of your email inbox, may we send multiple emails labeled file 1 of X, 2 of X, etc.? If known, please provide the maximum file size your email inbox can accept.
 - The maximum file size admin@cincyworkforce can accept is 25 MB
 - If the file size exceeds 25 MB, applicants can submit multiple emails
7. Page 5 of the RFP indicates that a 30-day transition period may be executed starting June 1st. Is funding available for transition activities during period? If yes, what is the defined amount for this period?
 - Yes, funds are available. The exact amount for transition activities will be determined during the negotiation process.

8. Per page 46 of the RFP, additional funds up to 7% of the negotiated budget are available for earning profit or incentives. Please clarify:
 - a. If the \$2,400,000 referenced in the RFP represents the total cost reimbursement budget exclusive of any profit incentive amount?
 - b. Will profit or incentive be negotiated at time of award? If not, should proposers include anticipated profit or incentive within our budget forms?
 - Proposers should include anticipated profit within their budget forms. The \$2,400,000 mentioned in the RFP is inclusive of all available funds; however, exact funding amounts are to be determined by the federal funding allocation for WIOA, and therefore \$2,400,000 is not a guaranteed amount.
7. If available, please provide a current organizational chart including all [position titles](#), FTEs allocations, current wage ranges or rates, and the average time allotted to Adult, Dislocated Worker, One Stop Operator, RESEA, and Employer Services funding streams.
 - Here is a current [organizational chart](#) that provides high level information about the public workforce system in southwest Ohio.
 - Here is a count and list of [position titles](#) for individuals at the Cincinnati-Hamilton County OhioMeansJobs Center.
8. For the past program year, please provide the number of participants served and average cost per participant for ITAs, supportive services, and other direct participant costs.
 - Please read our [Annual Report](#) for data and information about community impact. The [One-Stop Operator Report](#) also provides helpful data.
9. Does the local area leverage funding from other sources to support ITA, supportive services, or other client services? If so, please identify the funding sources, approximate annual amounts, and if these sources will continue to be leveraged for participant related costs in the future.
 - Yes, the Workforce Council of Southwest Ohio leverages funding from other sources to support ITA, supportive services, and other client services. Funding sources and amounts are provided in our [Annual Report](#).
10. For the past two program years, what has been the cost per participant by Adult, Dislocated Worker, One Stop Operator, RESEA, and Employer Services.
 - Please read our [Annual Report](#) for data and information about community impact. The One-Stop Operator Reports from [August 2024](#) and [August 2025](#) also provides helpful data.

11. Please confirm bidders may add lines to the budget forms as needed. For example, if we are proposing more staff than lines provided.

- Yes, bidders may add lines to the budget forms as needed.

12. Who is the current One-Stop Operator?

- The current One-Stop Operator is Hamilton County Job and Family Services.

13. Who is Area 13's Fiscal Agent?

- Area 13's Fiscal Agent is Hamilton County Job and Family Services.

14. Are training dollars included in the amount provided in the RFP for WIOA Career Services?

- Training dollars for One-Stop Operator staff are not included in the RFP. Funds for WIOA Individual Training Accounts are included in the RFP.

15. What is the occupancy/lease amount for the One-Stop operator, Adult program, dislocated worker, RESEA, training & support, and employer services?

- The lease amount for the location the One-Stop Center is moving to later this year is \$18 per square foot, for approximately 10,000 square feet of space. The 5-year lease agreement specifies a 3% increase in rent each year.

16. What has the average cleaning costs been for the building/one-stop?

- For the FY24/25 year, the cleaning cost for the 43,000 square foot building was approximately \$54,000.

17. What has been the average telephone costs for the building/one-stop?

- For the FY24/25 year, voice and data costs were approximately \$5,500.

18. How many participants are receiving Career Services (e.g., person determined to be WIOA eligible)?

- This data is provided in the latest [One-Stop Operator Report](#).

19. How many participants have individual training agreements?

- This data is provided in the latest [One-Stop Operator Report](#).

20. What has been the budget total for supporting ITA's (e.g., the training/education budget for tuition)?

- For the PY25/26 Year, Area 13 was allocated \$1,803,400 in WIOA adult funds and \$671,851 in WIOA Dislocated Worker Funds. The majority of these funds have gone toward ITAs.

21. What is the current budget total for On-the-job training agreements?

- For the PY25/26 Year, Area 13 was allocated \$1,803,400 in WIOA adult funds and \$671,851 in WIOA Dislocated Worker Funds. A very small portion of these funds have gone toward on-the-job training agreements.

22. How many visitors per month are there for OMJ-Hamilton County?

- This data is provided in the latest [One-Stop Operator Report](#).

23. How many employer services representatives (staff) are there currently?

- There are currently three positions: 1 Business Services Manager, and 2 Business Services Representatives. Currently, 1 Business Service Representative position is open.

24. What is the current number of RESEA participants?

- This data is provided in the latest [One-Stop Operator Report](#).

25. Would operator be responsible for the OMJ-Hamilton County website and related social media platforms?

- This can be determined during the negotiation process.

26. How many copiers are in the OMJ center that would need to be maintained?

- There is one copy/print/fax machine in the Resource Room for public use and another machine for staff use.

27. How many customer computers are in the OMJ center that would need to be maintained?

- Between 12 and 16 computers are in the Resource Room. Approximately 10 - 15 laptops for workshops and trainings would be beneficial.

28. To inform bidder's estimated number of new WIOA customers who register for services, could you please provide historical data for the last 24 months regarding how many have been served in the categories listed on page 37 of the RFP (City residents, County residents, Race, Gender, Age, and Disability)?

- Please read our [Annual Report](#) for data and information about community impact. The One-Stop Operator Reports from [August 2024](#) and [August 2025](#) also provides helpful data.

29. Could you provide further detail regarding the division of IT duties between the board and the provider. For example, are bidders expected to take over the management of shared resources such as the resource room and business room computers?

- This can be determined during the negotiation process.