

**Grow Southwest Indiana Workforce Investment Board**  
**Service Provider Bidders Conference**

318 Main Street, 5<sup>th</sup> Floor, Evansville IN

May 9, 2014

10:00am CT

**Attendees:**

Ben Aydin, Manpower Group  
Steve Morris, Rescare  
Tony Waterson, JobWorks Inc

Jim Heck, WIB Staff, Executive Director  
Linda Jones, WIB Staff, Grants / Contracts Manager  
Kay Johnson, WIB Staff, Operations Manager  
Angie Sheppard, WIB Staff, Administrative Assistant

**Bidder Questions:**

1. Can you bid on all services; youth, dislocated worker and adult?
  - a. Yes, one service provider for all three services is preferred, but Youth may be bid separately.
2. Are the business consultants a part of the Service Provider staff?
  - a. No, business consultants are with the WIB Staff.
3. Are the satellite offices open every day?
  - a. No, 1-3 days per week. Office hours are located on the website under "Contact Us".
4. Is a current staff organization chart available?
  - a. Yes, it will be posted on the website.
5. Is a breakdown of the current wage structure available?
  - a. Yes, it will be posted on the website.
6. Do you have a preferred format for the electronic copy?
  - a. No, a flash drive is easiest, but not necessary.
7. Are the office supplies, paper, etc responsibility of the service provider?
  - a. Yes, as well as leases and utilities to maintain locations. Lease information will be posted on the website.
8. Is the Service Provider responsible for computers?
  - a. Yes, for the staff. The Board is leasing the computers in the lab area.
9. Do you have a breakdown of the Adult and Dislocated Worker?
  - a. No, this was left open due the ability to transfer funds.
10. Is there a transition budget for drug testing, interviewing staff?
  - a. Not at this time. The Board will discuss this option at the Board meeting on May 23 at 8:30am CT at Vincennes University – Ft Branch Campus.
11. Does Region 11 ever receive other funds?
  - a. Yes, the WIB Staff and Board communicate with the Service Provider on all grants that will require their services for them to plan accordingly.

12. How many JAG out of schools program are currently running?
  - a. There are 3 out of school programs that follow the JAG model.
13. Are there any commitments in place for current staff?
  - a. No, with the exception of the JAG Specialists if at all possible and the Community Marriage Builder staff. The JAG Specialists have been selected by the schools they are currently serving. The Community Marriage Builder staff is on leave and the expectation is that this person will be re-instated by the new provider upon her return.
14. Is there a deadline for questions?
  - a. Questions may be submitted up until the proposal deadline of June 6, 2014. All questions can be sent to Angie Sheppard at [angie.sheppard@workonesw.org](mailto:angie.sheppard@workonesw.org). The questions and answers will be posted on the website on a weekly basis or as needed closer to deadline.
15. Is incumbent covering all three services?
  - a. Yes
16. Are there any special programs carrying over past July 1?
  - a. Community Marriage Builders program and some of the Summer Youth Employment program along with some ITA's and OJT's.
  - b. We currently have a \$40,000 contract for PY2014-2015 with the University of Southern Indiana for pre-vocational computer training.
17. Does the 30 page maximum for information pages apply when bidding all three services?
  - a. Yes
18. When is the Proposal Presentations?
  - a. Monday, June 16 at 9:00am CT at Innovation Pointe, 318 Main Street, 5<sup>th</sup> Floor Conference Room, Evansville IN