
One-Stop Operator Bidder Conference Questions & Answers

The following is a list of questions and answers from the bidders conference held on Monday, May 17, 2021 at 2:00pm via Zoom. Additional questions received by the 5.21.21 deadline will be posted to the website for review by all interested parties.

1. Is there an affiliate site currently in Newnan, and can you provide some specifics about it?

WGTC has an agreement with the Central Education Center (CEC). It's not a typical traditional affiliate site. It's a center where high school students access the location for dual enrollment programs. The center will only allow WIOA participants who have an appointment with staff to access the site. The general public seeking partner services (i.e. Dept. of Labor) is not permitted into the building. WIOA staff are there under a contract with WGTC, and WGTC participates in our infrastructure cost sharing agreement.

The West Georgia Technical College (WGTC) located in Waco, GA has an affiliate One-Stop on their campus, but it's not within our region. If an individual would like to see their operation, they can contact Dawne White, Career Services Manager.

*Additional guidance for affiliate, technical college, and comprehensive one-stops can be found here:
<https://tcsq.edu/wp-content/uploads/2019/11/LS-19-015-Certification-Guidelines.pdf>*

2. Is there a preference of where another affiliate site is needed or preferred within our 10-county region?

Most of the areas within our region are covered, with exception of Coweta and Upson Counties. We have mobile units for the more rural smaller counties to provide limited services. However, two major counties within our region, Coweta and Upson counties are missing career centers and that One-Stop presence.

3. Is there a specific order for document submission?

Yes, there is a specific order of submission. Page 15 reference to the application format, and page 16 is a checklist that the vendor can use to ensure that all required documents are included in the packet before submission. The correct order of the documents submitted helps the evaluation team process run smoothly.

4. When is the One-Stop Certification due?

We just completed our One-Stop Certification last program year (7/1/2020). One-Stop certifications are required every two years. Carolyn Mitchell and Stephanie Matthews can provide additional information on this process.

5. Page 61 it reference to lobbying. Do you need to submit documentation if it doesn't relate to your business?

No, you do not need to submit documentation. Input "Not Applicable" (N/A).

6. Grievance Policy. Do we need to complete and send a copy of the Grievance Policy back?

Only acknowledge receipt of the policy. If you are awarded the contact, the proposer is required to submit a completed grievance form.

7. Where can Affiliate Site forms be found?

More information regarding Affiliate One-Stop requirements here: [Description of One-Stop Delivery System - CFR 678.310 addresses affiliate sites](#)

Certification documents provide details as to the requirements for affiliate and comprehensive one-stop centers.

Certification documents can be found here: [One-Stop Certification Guidelines](#)

Certification forms can be found here: [Certification Packet and Forms](#)

An eligible entity may also bid to provide OSO services at the TRWDB affiliate sites, located within the Georgia Department of Labor Area Office, in Carrollton, LaGrange, and Newnan Georgia. Additional affiliate sites may be proposed by responders to this RFP. Bidders proposing to be an operator of an affiliate site that is not located with the Georgia Department of Labor offices in Carrollton, LaGrange, and/or Newnan must identify the location in the proposal.

“Proportionate costs attributed to the One-Stop Operator will be assumed by the TRWDB for facility and associated infrastructure costs. Consequently, this will not be an expense to be included in this RFP, unless the Bidder is offering these costs as in-kind or the Bidder owns or rents the One-Stop. Otherwise, it will be negotiated as part of the Resource Sharing/Infrastructure Agreement”