

RFP Q and A responses.

1. Page 30: A: A list of professional references: do you have a minimum number for references? **No**
2. Page 30: B: Q7: Describe any special projects: is our understanding correct to interpret “projects” as strategies or initiatives? **Yes, outside of normal Service provision and case management.**
3. Page 33: Monitoring: Describe the proposer’s audit plan: We procure a third-party entity to conduct our company wide audit. Is that acceptable? **Yes**
4. Page 38: D: Ownership of proposals - Can you clarify that complete proposals should be submitted (paper copies and electronic) and proprietary information listed on a separate sheet or should we remove proprietary information from all submissions and submit them separately? **Send as one, but proprietary information should be properly labeled in the proposal so that it is not shared where applicable under Open Records Requirements.**
5. Are any of the Oklahoma Works Centers co-located with partners agencies? **Yes, SEE attached Documentation for Specifics.**
6. Can you provide the number of staff at each location? **See Attached Documentation**
7. Can you provide a list of partner agencies in the Centers? **See Attached Documentation**
8. Is the 5 million+ allocation inclusive of participant costs? **YES**
9. Does the Board pay the invoices for ITA, OJT and related work-based learning opportunities? **No, it is a reimbursement to Service Provider.**
10. Can you provide the number of customers served by activity for Adult, Dislocated workers and Youth and by location for 2025? **We Utilized Virtual Enrollments and Do not have an office in each of the 18 Counties. We can Provide the Total Enrollments totals by County. See attached.**
11. Should the contractor’s budget include space or building rental costs? **NO**
12. **Transition Planning.** For Section X.C.4, is the incumbent provider expected to respond to the transition planning requirements, or is this question intended only for non-incumbent bidders who would need to transition services from the current provider? **FOR ALL PROPOSERS**
13. **Budget Documentation.** Please clarify whether Attachments B–E (Estimated In-Kind Costs, Budget Information Form, Proposed Budget, and Direct Programmatic Costs) should be completed separately for Adult/Dislocated Worker and Youth Programs, or whether only Attachment D (Proposed Budget) must be submitted separately by program (as noted on the form). **Only Attachment D must be separated, the rest can be combined.**
14. **Audit.** For Section X.F. Monitoring and Self-Evaluation, Questions 3 and 4 reference the proposer’s audit plan and submission of audit findings. Is the Board specifically referring to financial and Single Audit activities, or should proposers also address programmatic monitoring reviews, compliance audits, and corrective action processes related to workforce program operations? **FINANCIAL AUDIT**

15. Business Services Expectations. The RFP places significant emphasis on expanding OJT, Registered Apprenticeship, and employer-connected strategies. Does the Board have specific annual growth targets for OJT, RA, work experience, or employer engagement activities that proposers should incorporate into their responses? **NO. Continuous Improvement over prior Program Year.**

Attachments For Questions 5,6 and 7

Partner On-site Representation Schedule for Comprehensive & Affiliate Centers

Tahlequah Oklahoma Works Office – Comprehensive American Job Center				
Partner Program	# Of Staff	Weekly Staff Hours	# Of FTEs	% Of Total FTEs
Oklahoma Employment Security Commission	4	160	4	46.24%
Department of Rehabilitation Services	2	80	2	23.12%
Title 1 Service Provider	2	80	2	23.12%
Adult Basic Ed. Tahlequah Public School	1	20	Partial (0.5)	5.79%
Oklahoma Department of Veterans Affairs	1	6	Partial (0.15)	1.73%
Talking Leaves Job Corp	These partners are linked virtually through online service access to a program staff member via Oklahoma Works Center resource rooms and through cross-trained front desk staff and other, physically co-located, partner staff who can provide information and referrals			
All other Required Partners	Direct Link			
TOTALS	11	346	8.65	100%
Bartlesville Oklahoma Works Office – Comprehensive American Job Center				
Partner Program	# Of Staff	Weekly Staff Hours	# Of FTEs	% Of Total FTEs
Oklahoma Employment Security Commission	4	200	4	46.65%
Oklahoma Employment Security Commission – DVOP Program	1	8 hrs, twice per month	Partial	
Department of Rehabilitation Services	3	120	3	34.99%
Title 1 Service Provider	1	40	1	11.66%
Adult Basic Ed. Bartlesville Public Schools	1	6	Partial (0.15)	1.75%
Oklahoma Human Services	1	Virtual Only	Virtual Only	
Tulsa Job Corps	1	8 hrs., Once per month	Partial	

Delaware Tribe	1	10	Partial (0.25)	2.92%
Department of Veterans Affairs, Talking Leaves Job Corp	1	7	Partial (0.175)	2.04%
All other required partners	Direct Link			
TOTALS	14	383	8.575	100%
Pryor Oklahoma Works Office – Affiliate American Job Center				
Partner Program	# Of Staff	Weekly Staff Hours	# Of FTEs	% Of Total FTEs
Oklahoma Employment Security Commission	5	200	5	65.79%
Oklahoma Employment Security Commission – Service Center	1	16	Partial (0.4)	5.26%
Title 1 Service Provider	2	80	2	26.32%
Oklahoma Department of Veterans Affairs	1	8	Partial (0.2)	2.63%
Totals	9	304	7.6	100%
Muskogee Oklahoma Works Office – Affiliate American Job Center				
Partner Program	# Of Staff	Weekly Staff Hours	# Of FTEs	% Of Total FTEs
Oklahoma Employment Security Commission	6	240	6	54.55%
Title 1 Service Provider	5	200	5	45.45%
TOTALS	11	440	11	100%
Okmulgee Oklahoma Works Office - Affiliate American Job Center				
Partner Program	# Of Staff	Weekly Staff Hours	# Of FTEs	% Of Total FTEs
Oklahoma Employment Security Commission	4	160	4	44.44%
Title 1 Service Provider	2	80	2	22.22%
Department of Rehabilitation Services	3	120	3	33.34%
TOTALS	9	360	9	100%
Sapulpa Oklahoma Works Office - Affiliate American Job Center				
Partner Program	# Of Staff	Weekly Staff Hours	# Of FTEs	% Of Total FTEs
Oklahoma Employment Security Commission	6	240	6	48.58%
Oklahoma Employment Security Commission – DVOP	1	40	1	8.10%
Title 1 Service Provider	5	200	5	40.49%
Adult Basic Education	1	6	Partial (0.15)	1.21%
Oklahoma Department of Veterans Affairs	1	8	Partial (0.2)	1.62%
TOTALS	14	494	12.35	100%
Tulsa Oklahoma Works Office - Affiliate American Job Center				
Partner Program	# Of Staff	Weekly Staff Hours	# Of FTEs	% Of Total FTEs
Oklahoma Employment Security Commission	13	520	13	76.48%
Department of Veterans Affairs	1	40	1	5.88%
Title 1 Service Provider	2	80	2	11.76%

One-Stop Operator	1	Variable	1	5.88%
TOTALS	17	640	17	100%

Attachment for Question 10

Total Enrollments by County 07/01/2025-07/14/2025

Adair=8
 Craig=33
 Cherokee=95
 Creek=34
 Delaware=12
 Mayes=36
 McIntosh=15
 Muskogee=104
 Nowata=3
 Okmulgee=30
 Osage=13
 Ottawa=24
 Pawnee=7
 Rogers=26
 Sequoyah=38
 Tulsa=342
 Wagoner=25
 Washington=31

Adult=574
 DLW=51
 Youth=251