

Questions and Responses:

1. What are the staffing requirements for the NTC trades?

The information requested in this question is available in the Request for Proposals (RFP) at page 12. There is one instructor for each NTC trade class.

2. What is the student-staff ratio for each vocation?

The Policy Requirements Handbook (PRH), Appendix 302, sets forth the standard student-staff (or "student slots per instructor") ratio for all vocations and that standard is currently followed at the Treasure Island Job Corps Center.

3. Is there an ongoing written agreement between the U.S. Department of Labor and the U.S. Navy?

The Department of Labor or Job Corps is not in possession of such an agreement. The Department of Labor holds title free and clear to the real property on which the center is situated.

4. What type of professional support is required to maintain the HVAC and boiler systems throughout the center? Should a stationary engineer be factored in when creating a staffing chart?

We have been advised by the Job Corps Division of Budget and Facilities Support at the National Office that the maintenance of the boiler, heating and HVAC systems on Center do not require a "stationary engineer". However, the National Office adds, that is not to say or otherwise imply that these systems are not complicated. In the Administrative Building, for example, the controls are very complicated and do require a very experienced engineer to correctly maintain the various systems. Currently, engineering support to maintain the systems are furnished by a professional maintenance firm at a monthly rate. However, this would not exclude an operator choosing to hire a full time professional maintenance staff to do the preventive maintenance that is necessary for the routine operation of these systems at the facility.

5. What are the closest bus stops to the Center?

There are two bus stops abutting different sections of the Center. One bus stop is along California Avenue close to the large student dormitory. The second stop is directly in front of the Administrative building staff parking lot.

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6. Within any county that is shared by more than one OA/CTS contractors or Job Corps centers, how are the recruitment/transition services boundaries within those counties defined?

Outreach and Admissions, as well as Career Transition Services, are to be conducted in the Counties of San Francisco, Contra Costa, Marin, and Sonoma. Additionally, services will be provided in northern Alameda County (key cities include Alameda, Oakland, Berkeley, and Emeryville), and Northern San Mateo County (key cities include Brisbane, Burlingame, Colma, Daly City, Foster City, Pacifica and South San Francisco).

7. Does the “Estimated Cost” information requested on page 4 of the RFP need to be submitted as part of the BMP?

Yes.

8. Page 111 of the RFP limits page size to standard 8½ x 11 inch sheets of paper. If an offeror submits a “fold-out” organizational chart that is on legal size or larger paper, would this page still be considered one page?

Yes.

9. In the Staff Resources Proposal described on pages 115 and 116, the Region has added questions over and above those set forth in the Model RFP. Are offerors permitted extra pages (over and above the ten page limit) to respond to these new questions?

No. The page limit on the Staff Resources Proposal is ten pages.

10. Page 118 of the RFP describing the subcontracting plan contains six (6) categories which must be included in the proposed subcontracting plan: (1) small businesses; (2) small disadvantaged businesses; (3) §8(a) businesses; (4) women-owned businesses; (5) HUBZone small businesses; and (6) veteran-owned small businesses. Are these categories correct?

No. “Small disadvantaged businesses” and “§8(a) businesses” are the same. A new category added to the required subcontracting plans to be submitted with the proposal is the “Service Disabled Veteran Owned Business” category. The subcontracting plan shall include a minimum goal of 3% for this category. (See, Federal Acquisition Regulation (FAR) 19.704.)

11. Pages 119 through 123 of the RFP discuss the cost and financial information to be included in the BMP. Should transition /phase out costs be included in this section as well?

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No. Transition/Phase-out costs should be included in the “Transition/Phase-out” Proposal.

12. Page 119 of the RFP requires that a “Staffing Chart & Salary Table” be provided on a 3.5” floppy disc in Excel 2000 (or earlier version) format. What is a “Staffing Chart and Salary Table”?

A “Staffing Chart and Salary Table” is simply a listing of job titles with the accompanying estimated salary for that position. Providing it in Excel allows us to utilize the information more readily when we are performing our costs analyses. It also minimizes errors as the information can be transferred by “cutting and pasting”.

13. The Offeror’s Presentation Team described on page 127 of the RFP limits the team to five (5) members. If a person is present to solely assist with the audio-visual and technology required for the presentation, is that person included as an official part of the Presentation Team?

No. Assuming the only role the person plays is to assist, for example, with a PowerPoint or slide presentation, that person would not count toward the five members.

14. Has the Treasure Island Job Corps Center been designated as a “historically poor performing center”?

No.

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<u>Remove</u>	<u>Replace</u>	<u>Comments</u>
Page 3	Revised Page 3	No Outreach and Admission services are required under this contract for female students.
Page 6	Revised Page 6	The “Estimated Total Average On-Board Strength” has been reduced from 850 to 800 students. The new number of students for each specific category of student is provided.
Page 7	Revised Page 7	The number of buildings listed in section C.2 should be 12, not 8. Although the center has 8 structures that can be considered buildings, several of these have separate wings that are defined as individual buildings with a unique street address and building number.
Page 12	Revised Page 12	Note that language has been added to the RFP stating that while the slots offered by the NTC and Advanced Culinary Art programs are to remain in place, it is up to the bidder to reconfigure the contractor offerings to accommodate the reduced OBS of 800 students.
Page 14	Revised Page 14	To reflect the reduced OBS, the numbers of anticipated graduates and former enrollees have been altered.
Page 22	Revised Page 22	The Input Schedule set forth in the RFP has been altered to reflect both (1) the reduction in the Center’s planned OBS and (2) to take into consideration the summer break in July.
Page 111	Revised Page 111	The RFP requires that two (2) copies of the “Cost Justification – Business Management Proposal” (BMP) be submitted in response to the RFP. The Regional Office requires that three (3) copies of this document be submitted.
Page 115	Revised Page 115	Career Transition Services are applicable to this RFP. The appropriate box in Section “f” was left unmarked.