

**RFP #22-SFY-04**

**Workplace/Job Readiness Facilitation and Computer Lab Assistant**

**Q&A Document**

**Q1: Is it expected that the computer lab assistant be the same person, or can there be rotating staff that provide this service?**

A1: There can be multiple staff that fill in for this position. Salary for each of these staff should be the same to allow for easy tracking. Background checks would need to be complete on all individuals.

**Q2: Would the Computer Lab Assistant run the computer lab or is there another OMJ staff member that manages the lab?**

A2: The Computer Lab Assistant will manage the lab. There is OMJ staff near by if they should be needed.

**Q3: Would the Computer Lab Assistant run the lab and facilitate the workshops?**

A3: Currently and in the past, we have had someone facilitate the workshops and another run the computer lab simultaneously.

**Q4: How many hours a week are the workshops expected to be provided?**

A4: Workshops are currently 2 hours long. Typically they are facilitated twice a day. The schedule for these workshops can be discussed during negotiations and the Department is open to suggestions on the scheduling.

**Q5: How many hours a week is the computer lab open?**

A5: Pre-pandemic lab hours were 8am – 4:30pm, Monday through Friday. The days and hours can be discussed during negotiations. Department is open to suggestions but would prefer lab hours to be close to fulltime.

**Q6: Would the materials (i.e., paper or other supplies) for the lab and/or workshops be provided by the Department or the contractor?**

A6: These costs should be included in the overall budget and reflected in the submittals.

**Q7: Would contractor staff have access to Department's computer system/Wifi?**

A7: The onsite coordinators will be given limited access to the State of Ohio network which includes internet, email, and select programs. The onsite coordinator(s) must sign and comply with State of Ohio/Clark County security & technology policies.

**Q8: What is the usual number of attendees for the Job Readiness Workshops?**

A8: The max number of attendees for Job Readiness is 5, which is the largest number of available students/desk spaces in the classroom.

**Q9: Is the computer lab assistant responsible for hanging employer flyers or interactions with potential employers, or upkeep with any of the bulletin board information in the Ohio Means Jobs area?**

A9: No, Job Readiness staff does not interact with employers and does not provide any services in the Resource Room.

**Q10: Does the bidder have to provide any of the electronics for the OMJ computer lab, or just paper and curriculum materials?**

A10: All needed equipment is provided, including paper for the lab. Bidder will provide service and curriculum.

**Q11: Are Janitorial duties covered by JFS for Computer lab and workshop classrooms?**

A11: Yes, all Janitorial duties are covered by CCDJFS.

**Q12: If there is a Job Readiness workshop with no attendees, is the cost of the staff's time still a billable cost? Or do attendees have to be present in order for the cost of staff's time to be a billable cost?**

A12: The cost of staff's time is still billable even if there are no attendees. If the Board of Commissioners closes the building due to inclement weather, those hours will not be billable.