

Question and Answer Document

Workforce Solutions for North Central PA

Mobile PA CareerLink® Unit Request for Proposal*

January 28, 2026

1. Who will be the owner of the Ford E-450 Eldorado Advantage vehicle?

Workforce Solutions for North Central PA is and will continue to be the owner of the vehicle.

2. Who will be responsible for paying the annual vehicle registration?

Workforce Solutions will be responsible for paying the annual vehicle registrations.

3. Who will be responsible for the annual state vehicle inspection?

Workforce Solutions will be responsible for paying the annual state vehicle inspection.

4. In the case a repair needs to be made to the vehicle due to a collision, who will be responsible for the cost of the repair?

Workforce Solutions will be responsible for the repair needs/costs in the case of a collision.

5. Who will be responsible for the auto insurance coverage?

Workforce Solutions will be responsible for the auto insurance coverage and have a policy in place.

6. In the case something happened to a participant while on the bus, who would be responsible for the General Liability Insurance?

Workforce Solutions has secured General Liability Insurance and will continue to provide.

7. When not in use, where will the vehicle be garaged?

This will be determined upon award – there is no cost to the awarded provider.

8. Who will be responsible if something happens to the vehicle while in the garage?

Workforce Solutions will be responsible if something happens to the vehicle while parked.

9. Who will be responsible for insurance coverage of the drivers?

Workforce Solutions has secured insurance coverage on the vehicle which includes Liability protection, First Pay Benefits – Medical Expenses, Uninsured Motorists Coverage, Underinsured Motorists Coverage, Physical Damage Comprehensive Coverage, Physical Damage Collision Coverage and Physical Damage Towing and Labor Coverage.

10. Will a CDL license be needed to drive the vehicle?

A CDL License is not needed to drive the vehicle.

11. Page 4 of the RFP indicates the mobile unit is equipped with internet access. Could you provide more details?

Workforce Solutions will provide the internet access for the mobile unit and more details will be discussed upon award.

12. Line 44 of the budget form has a line item for budget. What, if anything, should the bidder price here?

We inadvertently included this line item (internet). Please leave this blank.

13. Page 2 of the Certification Regarding Drug-Free Workplace Requirements has a field for the address of Place of Performance. For the purpose of this Mobile Unit RFP is it acceptable to complete this field with "The PA CareerLink® Mobile Unit will travel throughout the North Central Workforce Development Area bringing career services to job seekers and business solutions to employers."?

Yes

14. Page 16 states "Administrative and indirect costs are capped at 10%." Please confirm that proposers may use the updated OMB Uniform Guidance de minimis rate of 15% that went into effect Oct. 1, 2024.

Our board has approved that administrative and indirect costs are capped at 10% therefore we will not approve the de minimis rate of 15%.

15. To assure receipt of all files, what is the file size limit of your email inbox? If our proposal response with two years of audits exceeds that limit, may we send multiple emails labeled file 1 of X, 2 of X, etc.?

Our email size limit is 50 MB – multiple emails will be accepted.

16. Based on the page 16 instructions of "The budget must cover the entire contract period." and the top of the budget form which provides the dates of the initial guaranteed period of April 13, 2026 to June 20, 2026, our understanding is that you'd like us to present a budget for that two and half month time period. Is that correct?

Yes

17. Thank you for providing Attachment #3 – Checklist. Would you like it returned with our proposal submission?

You can return the checklist if you would like – but not required.

18. Please confirm that tables, charts, and graphics may be less than 11 point font, so long as legible.

Yes please use 11 pt font.

*Please note that the Mobile PA CareerLink unit represents a new initiative for the North Central Workforce Development Board/Workforce Solutions. We are currently awaiting guidance from the Pennsylvania Department of Labor & Industry regarding the operation of the unit as a PA CareerLink center. There is a possibility that certain expenses associated with the unit may become part of the PA CareerLink operating budget, which could result in modifications to expense allocations in the next program year. As such, continued collaboration with all partners will be essential as we plan and move forward.