**1. How much time is the Hybrid OSO expected to spend in the respective Workforce Area?**

Northern Middle and Upper Cumberland would expect a balance of time, depending on events and issues, during each month to allow the OSO to perform assigned duties across both Workforce Areas. The OSO would need to cover as many counties/offices as possible through each month to achieve this balance. The Executive Directors would need to be notified weekly of planned operations and the whereabouts of the OSO. Of course, depending on operational needs, the Executive Directors would understand if the OSO would need to change and modify that calendar from time to time.

**2. How much time is the Hybrid OSO expected to spend at the four Comprehensive AJC’s in**

Northern Middle and the two Comprehensive AJC’s in the Upper Cumberland Area?

Since the Comprehensive house the majority of AJC Staff and partners, it would be expected that the OSO spend the preponderance of their time in the Comprehensive Centers. This would allow the OSO to have the greatest impact on the day-to-day activities of partners, job seekers, and employers. A possibility of establishing a ‘home-based office’ in Rutherford County AJC may, at this time, be the most logical starting point to achieve Workforce Area balance.

**3. Will the selected provider be billing one local board, or will the provider be submitting an invoice to both local boards?**

Yes, the prospective provider would be billing Upper Cumberland each month for total costs, and Upper Cumberland would then invoice Northern Middle for their share of the charges. The successful applicant will receive more detailed instructions on invoicing Upper Cumberland and detailing costs that only pertain to one Workforce Area.

**4. Since the OSO is going to be a Hybrid, will travel be allowed and paid for from one local area to the other local area?**

Yes, travel will be allowed. Specific distances to and from centers as well as in and out of workforce areas, will be broken out for reimbursement. See answer #3.

**5. Per page 5, number 5 states that “The RFP is inclusive for each LWDA, and one proposal is required”; however, on page 27 under Instructions, Attachments & Formatting, the RFP states the bidder has the right to bid on one or both components, and a separate proposal is required for each. If a bidder plans on bidding on both components, are one or two proposals required?**

This is a single RFP for a regional One-Stop Operator, and applicants would apply to provide services for both local workforce development areas. The bidder would be required to submit a single proposal that outlines their plan to serve regionally.