

**Career Assessment Services
Questions and Answers from Bidders Conference on
January 28, 2003**

Question: Is there available space for assessment services on-site with local One Stops? Who is the contact person for additional information on availability?

Answer: Yes, there is space available at all 5 One Stops for on-site assessments. The contact person for all locations is

Gail Surowiec, Facilities Manager
1151 Spruce Street
Riverside, CA 92507
(909) 955-3126 (phone) (909) 955-3131 (fax)
GSUROWIEC@rivcoeda.org

Question: What is the number of WIA clients served by region?

Answer: During the 2003-2004 program year, it is anticipated 140 - 160 participants will be registered and eligible to receive intensive services with an estimated percentage of 40% in the western region, 35% in the central region and 25% in the eastern region.

Question: What will the tool be used for?

Answer: Results of assessment tools are used to assist youth, adults and Agency case managers establish individual aptitude levels, to develop goals toward academics, vocational training and/or job transitions.

Question: What information would be included in a referral? Are the referral generalized or will there be specific guidelines?

Answer: Guidelines for the referrals will be based on the requirements of the provider. The provider must communicate what information is needed in the referral to conduct services.

Question: Does the participant receive a copy of the assessment report?

Answer: Yes. The Assessment Proctor is required to explain the assessment results and provide vocational goals and training needs.

Question: Should the provider include a fee schedule differentiating group vs. individualized settings or is it one in the same?

Answer: The provider should provide a fee schedule based on the assessment services to be provided for an individual or a group.

Question: What is Character Counts?

Answers: Riverside County Workforce Development Board is proud to be a member of Character Counts which is a nonprofit, nonpartisan, nonsectarian coalition of schools, communities and nonprofit organizations working to advance character education by teaching the Six Pillars of Character. The Character Counts website is www.charactercounts.org.

Question: Please clarify the availability of the Smartware system in reference to career assessments.

Answer: The Smartware system is available to approved contractors. Economic Development Agency staff will be responsible for installing the system and providing guidance on the use of the system.

Question: What may a typical evaluation plan look like after the evaluation data is provided?

Answer: Economic Development Agency does not have an evaluation plan or form. Assessment providers are required to have an assessment evaluation plan based on the assessment instrument used.