

REQUEST FOR PROPOSAL

Workforce Innovation and Opportunity Act ONE STOP OPERATOR

July 1, 2017-June 30, 2019

Proposal Deadline: June 15, 2017

North Central Workforce Development Area

1. BACKGROUND

The Workforce Innovation and Opportunity Act (WIOA) established a one stop partnership that helps workers access employment, education, training and support to succeed in the labor market. The Innovation Act also helps employers find skilled workers and training resources to compete in the global economy.

Section 121(d) of WIOA requires that each Local Workforce Development Board (Board) designate a one stop operator (OSO).

2. LOCAL WORKFORCE DEVELOPMENT AREA

The North Central WDA covers three labor markets. Comprehensive WorkSource Centers are located in Okanogan and Central Basin labor markets. This RFP solicits proposals to operate American Job Centers in Omak and Moses Lake, approximately 100 miles apart. WorkSource, American Job, and One Stop are used interchangeably in this document.

One-Stop is intended to enhance access to partners' programs and services to improve long-term employment outcomes for individuals.

SkillSource, Fiscal Agent for the Board, is responsible for administering this RFP and presenting a contract recommendation to the Board for approval.

3. COORDINATION ELEMENTS

In accordance with Section 121(d) WIOA, the Board issues this Request for Proposal (RFP) to solicit one qualified One Stop Operator (OSO) for both comprehensive Centers to:

1. Coordinate Access. Organize partners to provide meaningful information to the general public about their applicable programs and services.

Partners are required to have: (1) program staff at the Center; or (2) staff from a different partner appropriately trained to provide information on behalf of the partner; or (3) a direct linkage to off-site program staff that provide meaningful information.

Harmonize technology such as audio/video & PowerPoint presentations, photos, logos, signs, lights, etc. to augment staff information.

2. Coordinate Accessibility. Arrange Access free of discrimination or barriers. Observe that customers with protected limitations can obtain meaningful program information. Recommend reasonable accommodations for individuals with disabilities, and coordinate reasonable accommodations and appropriate auxiliary aids or services including assistive technology. Provide partners feedback.

3. Coordinate Referral. Systematize ways that customers are connected to other partners such as cross trained staff, personal introduction, phone calls, electronic means, direct appointment, etc. Provide partners feedback and technical assistance.

4. Coordinate Quarterly Career Services Meeting to dovetail partners' career services.
5. Facilitate Quarterly Business Services Meeting to integrate partners' services.
6. Maintain online calendar of events
7. Report to Board semi-annually
8. Assist Board achieve Center certification

4. ELIGIBLE BIDDERS

To be eligible to receive funds to operate a one stop center, the entity must be a) a public, private, or nonprofit entity or b) a consortium of public, private, or nonprofit entities that includes three or more of the workforce partners. Eligible entities include:

- An institution of higher education;
- An employment service State agency established under the Wagner-Peyser Act on behalf of the local office of the agency;
- A community-based organization, nonprofit organization, or intermediary;
- A private for-profit entity;
- A government agency;
- Another interested organization or entity, which may include a local chamber of commerce or other business organization, or a labor organization;
- A nontraditional public secondary school such as a night school, adult school, or an area career and technical education school; otherwise elementary and secondary schools are not eligible.

5. PROPOSAL EVALUATION

Proposal Review

All proposals will be reviewed and rated by the Board's Executive Staff. The Board reserves the right to accept other than lowest cost proposals and to reject any or all proposals or parts thereof.

SELECTION

Factors to be considered are:

- Experience performing like work
- Knowledge of workforce system
- Reasonableness of Cost
- Organizational ,management and fiscal capacity

Proposal Requirements and Evaluation

Each section of the proposal has been assigned a point value that represents the maximum score that can be achieved for the section. The maximum point value for all sections is 100 points. Proposals will be evaluated, assessed and rated based on the required project narrative which must include the following sections:

6. PROPOSAL NARRATIVE AND BUDGET**A. Statement of Work (45 points)**

1. Describe how you intend to accomplish the eight essential Coordination Element described in Section 3 above. Propose metrics and identify deliverables as applicable.
2. The entity serving as the One-Stop Operator, that also provides services within the one-stop delivery system, must establish and demonstrate sufficient firewalls and conflict of interest policies and procedures. These policies must be compatible and coordinated with similar NCWDC policies and procedures and must conform to the specifications of 20 CFR section 679.430. Describe how you intend to comply with 20 CFR Part 678.625 and 679.430 concerning separation of duties.

B. Organization (20 points)

1. Provide examples of relevant experience providing similar services. Describe past experience, if any, with the one stop service delivery model under WIOA (or similar programs).
2. Describe your organization. Why is your organization in the best position to deliver the requested services? Identify staff responsible for contract performance.
3. If a consortium is responding to this RFP, describe the makeup of your group: who is included? How will decisions be made? How will duties be divided? How will payments be directed? What happens in the event of a disagreement amongst consortium members?

C. Budget (25 points)

1. Provide a budget (attachment B provided), estimating and justifying the costs projected to perform the requested work.
2. Include a job description and average hours per week projected for any staff positions that will be required.
3. For commercial firms, profit must be negotiated as a separate cost related to capital at risk, complexity of work and degree of achievement.
4. In-kind contributions, if any, should be recorded on the budget form.
5. All budgeted costs must be necessary, allowable, and reasonable.

D. Financial Capacity (10 points)

1. Provide a description of the financial management capabilities of the organization. How will contracted funds be kept separate from other funds?
2. How will financial information be made available for monitoring and auditing purposes?
3. Identify the staff who will be involved in the financial management of the project.

7. PROPOSAL SUBMISSION

Timeline

One Stop Operator RFP Timeline	
May 16, 2017	Release of RFP
May 26, 2017	Deadline to submit questions via email
May 31, 2017	Responses to submitted questions
June 15, 2017	Proposal deadline 5 pm
July 1, 2017	Contract year begins

Questions

All questions related to this RFP must be submitted by email to dave@skillsource.org. Questions will be accepted through 4:00 pm on May 26, 2017. Written responses to questions will be posted on the website <http://www.skillsource.org/> no later than 4:00 pm May 31, 2017. It is the respondent's responsibility to check the website on a regular basis for updates.

Interested bidders are strictly prohibited from contacting members of the North Central Workforce Development Board members about this RFP.

Format

Responding organizations should ensure that proposals are prepared in compliance with the following requirements:

- A response is required for each section of the proposal unless otherwise noted. Please follow the proposal guidelines using the headings noted for each section.
- Provide a clear description of the proposed approach and strategies. Emphasis should be placed on clarity and substance of content.
- Prepare proposals in Microsoft Word, 12-point font and double-spaced one side only, not bound, and with pages numbered not to exceed 15 pages excluding attachments.
- All attachments identified in the RFP must be included. Required sections include:
 - Proposal Coversheet (Attachment A)
 - Proposal Narrative
 - Budget Summary (Attachment B)
 - Conflict of Interest Disclosure (Attachment C)
 - Copy of agency's most recently completed independent audit

Proposals that do not provide adequate responses to all sections of the RFP may be disqualified from the review and selection process.

The proposal must be signed by the agency official authorized to submit the proposal and enter into contract negotiations for the organization. Electronic or scanned signatures are acceptable.

Submit electronically to dave@skillsource.org with the subject line "North Central One Stop Operator Proposal."

Deadline

In order to be considered for funding beginning on July 1, 2017, **proposals MUST be received by June 15, 2017 no later than 5 pm at the email address provided.** Proposals received after this deadline will not be considered for funding for PY17.

8. TYPE OF CONTRACT

A subrecipient agreement will be executed with the selected bidder. As such, the contractor is required to adhere to the Uniform Guidance at 2 CFR 200 and DOL exceptions at 2 CFR 2900.

9. CONFLICT OF INTEREST

All respondents must complete the attached *Conflict of Interest Affidavit and Disclosure*.

10. TERM

It is the intent of the Board to award a single contract for the identified services at both locations. The expected contract term under this solicitation will be from July 1, 2017 through June 30, 2019, provided that measurable outcomes are successfully achieved and that sufficient funds for the contract term remain available.

The WDB will have the option to renew the contract for two additional one-year periods as follows:

- Optional Renewal One – July 1, 2019 to June 30, 2020
- Optional Renewal Two – July 1, 2020 to June 30, 2021

Note: the option to renew is not guaranteed.

11. AVAILABILITY OF FUNDS

Proposers must estimate and justify costs necessary and reasonable to perform the requested work. Funding for contracts awarded as a result of this process shall be contingent upon continued federal authorization for program activities and is subject to amendment or termination due to lack of funds or authorization. Proposals submitted under this RFP may be considered for funding for the period beginning July 1, 2017 based on funding availability and contract award.

12. DISPUTE RESOLUTION

Any bidder dissatisfied with the determination of this RFP may appeal in writing within ten days of notification of non-selection. The Chief Local Elected Official will adjudicate any disputes relating to the award of this contract. The Chief will determine if the proposals were evaluated in accordance with the Proposal Requirements and Evaluation criteria. Based on that investigation, the Chief LEO make a final decision on the merits of the dispute. The decision of the Chief LEO is final.

13. HELPFUL LINKS

Workforce Innovation and Opportunity Act
WIOA Final Rules
Training and Employment Guidance Letters
Local One Stop Guidance
North Central Regional Workforce Plan 2016-2020

ATTACHMENT A: ONE STOP OPERATOR PROPOSAL COVER SHEET

ORGANIZATION INFORMATION

Organization Name: _____

Address: _____

Contact Person: _____ Title: _____

Phone: _____ Email: _____

Location(s) of OSO staff: _____

Organization type: Non-Profit Government Commercial

Number of Applicants: Single entity Consortium of _____ entities

Total funding amount requested: _____

PROPOSAL DETAILS

Indicate the services included in your proposal:

<input type="checkbox"/>	Coordinate Access
<input type="checkbox"/>	Coordinate Accessibility
<input type="checkbox"/>	Coordinate Referral
<input type="checkbox"/>	Coordinate Quarterly Career Services Meeting
<input type="checkbox"/>	Coordinate Quarterly Business Services Meetings
<input type="checkbox"/>	Maintain online calendar of events
<input type="checkbox"/>	Assist Board certify Centers
<input type="checkbox"/>	Report to WDB

I hereby certify that to the best of my knowledge all information contained in this proposal is accurate and complete, that this is a valid proposal and that I am legally authorized to sign and to represent this organization.

Authorized Signature

Date

ATTACHMENT B: ONE STOP OPERATOR BUDGET SUMMARY TERM: JULY 1, 2017-JUNE 30, 2019			
COST CATEGORY*	REQUESTED FUNDS	IN-KIND CONTRIBUTIONS	PROJECT TOTAL
Staff salaries			
Staff fringe			
Staff travel			
Equipment			
Supplies			
Contractual			
Other:			
- Rent			
- Postage			
- Utilities			
TOTAL			

**INSERT OTHER COST CATEGORIES AS NECESSARY*

ATTACHMENT C: ONE STOP OPERATOR CONFLICT OF INTEREST AFFIDAVIT AND DISCLOSURE

- A. "Conflict of interest" means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the Workforce Development Board , or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage. Activities are defined as board membership, employment or a vendor in any capacity. Relationships are defined as any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.
- B. "Person" includes a bidder, offeror, Contractor, consultant, or subcontractor or sub consultant at any tier, and also includes an employee or agent of any of them if the employee or agent has or will have the authority to control or supervise all or a portion of the work for which a bid or offer is made.
- C. The bidder or offeror warrants that, except as disclosed in D below, there are no relevant facts or circumstances now giving rise or which could, in the future, give rise to a conflict of interest.
- D. The following facts or circumstances give rise or could in the future give rise to a conflict of interest (explains in detail--attach sheets if necessary):

- E. The bidder or offeror agrees that if an actual or potential conflict of interest arises after the date of this affidavit, the bidder or offeror will immediately make a full disclosure in writing to the WDB Chair of all relevant facts and circumstances. This disclosure shall include a description of actions which the bidder or offeror has taken and proposes to take to avoid, mitigate, or neutralize the actual or potential conflict of interest. If the contract has been awarded and performance of the contract has begun, the Contractor shall continue performance until notified by the Chair of any contrary action to be taken.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF.

Printed Name	Authorized Signature	Date
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