



The Southwest Ohio Region
WORKFORCE INVESTMENT BOARD

**REQUEST FOR PROPOSALS
FOR
CONDUCTING ANNUAL INDEPENDENT FISCAL MONITORING OF HCJFS AS THE
ONE-STOP CENTER OPERATOR OF THE OHIO AREA #13
OMJ CENTER ON BEHALF OF THE OHIO AREA #13 WORKFORCE BOARD, KNOWN
AS SWORWIB,
RELATED TO ALL FUNDS ASSOCIATED WITH SERVICE DELIVERY AND
FUNCTIONALITY OF THE WIOA OMJ CENTER OPERATOR**

RFP Number: SWORWIB-2020 #3 –OSO Independent Fiscal Monitoring
Issued and Administrated by: Southwest Ohio Region Workforce Investment Board
Sherry Kelley Marshall, President/CEO of SWORWIB

Issued: April 2, 2020

RFP Bidders Information Opportunity: Due to COVID Impact in Ohio and Gubernatorial Requirements Related to Human Proximities, all interested bidders must provide their full contact information to smarshall@SWORWIB.org by **Noon April 15th** in order to be invited to a Video Conferencing Meeting for Bidder Review and Questions on Friday April 17th at 1:00 p.m.

Due Date for Proposal Submission: May 11, 2020 11:00 a.m.

In the event COVID 19 still requires social distancing, please plan for a call-in-advance about delivery of one original and two copies of your response to the RFP

Location for Proposal Submission: SWORWIB Offices
Great Oaks Building 100
100 Scarlet Oaks Dr., Suite 102
Cincinnati, OH 45241

** The terms One-Stop Center and One-Stop Operator (OSO) are used in this RFP to be consistent with the referenced federal legislation. Please note that the State of Ohio has separately branded the public workforce system as OhioMeansJobs Centers and SWORWIB has adopted this naming practice Governor DeWine maintained the naming practice at election.*



HISTORY

The Workforce Investment Act of 1998 (WIA) which succeeded the Job Training Partnership Act (JTPA) as the main federal workforce development legislation, was enacted to bring about increased coordination among federal workforce development and related programs and business as an intended employment partner. Key business leaders of the City and County approached elected officials and the Chamber of Commerce to use this legislation to impact higher performance results and serve more eligible citizens. The business leaders learned, after three years of efforts, that there were already two “on-stop centers” on opposite corners of a large parking lot area in a central City neighborhood for which neither could produce a record of the results of their services and the public’s investment. Business leaders approached elected officials to merge efforts and concentrate on activities that could and would be collected for results and communicated to the public. They sought a location and negotiated for the Federal Government and State Government to work with business leaders and local government to transfer the former unemployment office at 1916 Central Parkway to Hamilton County and allow the development of a nonprofit workforce board to serve both the City and County in delivery, measurement and reporting on performance and results. After 3.5 years of effort, the property transfer was achieved, the SWORWIB issued the first bid and selected a single one-stop operator (OSO) and the Southwest Ohio Region Workforce Investment Board became the workforce board for the city and the county with commitment to the intentions of the local elected officials and business representatives and commitment of support from employers. Of course, there is more to the story. The SWORWIB re-opened 1916 Central Parkway in 2004 and has a lease agreement with Hamilton County to oversee the real estate and program delivery, which continues today. Check out www.SWORWIB.org for monthly NewsWIB newsletters and for Annual Reports (the 10th Annual Report is particularly interesting).

SWORWIB is a 501(c)(3), nonprofit Workforce Board with a board of directors comprised of Mayoral appointed members representing business, economic development, education, labor, community and faith based organizations, state and locally required agency partner entities, Veterans, social services and state and local government agencies as required under WIOA and adding members to meet the WIOA requirements relative to apprenticeship training program, labor representation, higher education, public library and ABLE (known in Ohio as ASPIRE) program representation.

PURPOSE

The purpose of the SWORWIB is to set policy and oversee the federal Workforce Innovation and Opportunity Act and other funds obtained by the SWORWIB within the City of Cincinnati and Hamilton County under the guidelines and for the designated outcomes and results of the funding sources.

VISION

To lead the way in public workforce innovation providing outstanding service to our diverse customer base, community and region.

MISSION

To provide our employers with a prepared workforce by connecting job-seeking customers to opportunities that build their career readiness thereby contributing to their employability and to the growth of our community and region.

Introduction, Purpose and Authority of the Request for Proposal

SWORWIB is issuing this Request for Proposals (RFP) on behalf of the current Workforce Innovation and Opportunity Act (WIOA) Local Area 13 for which it is responsible under the Workforce Innovation and Opportunity Act (WIOA) of 2014. SWORWIB serves the local workforce development area, which is comprised of the City of Cincinnati and Hamilton County and is operationally represented by SWORWIB for this combined service area, with the Mayor of the City of Cincinnati as the Chief Lead Elected Official, and Hamilton County Job and Family Services (“HCJFS”) as the Administrative Entity and the Fiscal Agent for Local Area 13. The Workforce Innovation and Opportunity Act is available at www.doleta.gov/wioa.

Hamilton County Job and Family Services (HCJFS or HCJFSD) is a Department of the County of Hamilton. As the selected vendor for the procurement of the WIOA One Stop Operator, known in Cincinnati, OH as “OMJ”- OhioMeansJobs Center-Cincinnati/Hamilton County, the SWORWIB is required to conduct this “independent fiscal monitoring of the OMJ Operator”. There are inherent conflicts associated with this requirement that the SWORWIB meet this expectation – specifically HCJFS is also the Administrative Entity (they handle the SWORWIB’s contracting for the SWORWIB’s youth vendors’ selection and they reimburse our youth vendors’ directly as the Admin and Fiscal Agent. Moreover, the same department also reviews all invoices for the reimbursements to the SWORWIB. And moreover, again, HCJFS is the subject of the fiscal monitoring that the SWORWIB is administering this procurement to be reviewed.

The President & CEO of the SWORWIB raised and argued against the repetition of monitoring, the misuse of tax payer dollars for duplication and the general overreach of this requirement that is largely unique to this workforce board since almost all other Ohio workforce boards are either Job and Family Services Departments or Councils of Government combinations of Job and Family Services Departments. However, because HCJFS is the incumbent one-stop operator, SWORWIB is administering this procurement. The relationships with HCJFS are favorable and strong for the most part with understandable dynamic tension, as the SWORWIB believes the Board is “first among equals” yet the lotus of control rests in such a way that HCJFS locally and statewide are perceived to be the center of control. Such are the vagrancies of legislation that advocates for nonprofit boards with deep business connections, which SWORWIB is and has; yet doesn’t address in federal legislation the idiosyncrasies of a true partnership with government and business and overlooks the inherent control and conflict situations that most citizens see readily and think is wrong-headed yet they expect such scenarios to be purposefully political and logically unresolved. WIOA federal funds are “assigned” to the local area and administered overall by SWORWIB and are the core source of operating costs for the local board and operating funds for One-Stop Operator functions.

SWORWIB Rights

All parties considering responding to this RFP should be aware that SWORWIB reserves the right to provide legal advisors and/or governmental departments to jointly negotiate amendment of the scope of any resulting contract to accommodate any change in legislation implementation nationally or statewide. Any contract resulting from this agreement may be extended, on a month to month basis, for up to six (6) months following the expiration of the contract or any option period at the discretion of SWORWIB and through our Administrative Entity for Area #13.

Eligible Bidders:

Through this RFP, SWORWIB is endeavoring to identify experienced and effective fiscal managers and management entities to perform the work of “monitoring the fiscal operations of the OMJ Center.” The entity may be a single provider or a partnership of knowledgeable individuals. One entity will be the lead that will hold the contract, oversee performance in the monitoring and serve as fiscal agent for purposes of providing an invoice at the time of submittal of the OMJ Fiscal Monitoring Report being submitted to the SWORWIB. Funding is not available to support training of an inexperienced provider for fiscal monitoring and report writing. All bidders should consider the need for experience in fiscal monitoring for federal program, WIOA specifically.

Purpose and Scope of Anticipated Work:

This Request for Proposal (RFP) solicits reasonable proposals that fully describe how the bidder will implement the following:

1. Review and assess appropriateness of the Area #13 One Stop Operator policies for fiscal management in delivery and oversight of WIOA investments for all services including engagement of One-Stop partners and other community partners serving employers and customers seeking jobs, career counseling, training, and advancement as required by WIOA.
2. Review and assess all expenses associated with the One-Stop Operator focused on WIOA resources (such as training, transportation assistance (gas cards/bus passes/tokens, apprenticeship assistance) but also noting contributions from other sources provided by the One-Stop Operator and/or other partners as resources for customers but not for purposes of assessing appropriateness or accuracy or documentation. (such as Prevention, Retention and Contingency (PRC) program support to WIOA customers)
3. Review and assess that all training dollars align with training policy and approved eligible training providers (ETPs) and report details as well as total costs associated with training programs and eligible training provider entities.
4. Review Random Moment Sampling Reports (RMS) and assess percentages of time by OSO personnel in the performance of duties charged to WIOA.
5. Review budgets and fiscal submissions from the OSO to the HCJFS Fiscal Unit for alignment with charges and remaining amounts of funding at the time of the on-site fiscal monitoring review and any subsequent requests for fiscal information not obtainable in the course of the on-site monitoring.
6. Review a random selection of customer files for examination of the fiscal investments per customer and the trend across all files relative to training, On-the-Job Training, transportation supports, licensure supports, apprenticeship support, and clothing support to ascertain the appropriateness of information on fiscal investments for customers and note any abnormalities of concern.
7. Review a random selection of employer customer files for examination of the fiscal investments per employer customer, as well as the total number of employer customers.
8. Within the limits of WIOA law and rule, any aspect of the scope of service may be re-prioritized in the future and increased or decreased in response to changing circumstances or funding levels. Priorities shall be established by SWORWIB.
9. Share thoughts, suggestions and actual recommendations about best practices with which you are familiar that could be beneficial and mostly help to address observed shortcomings.

2.0 Program Facility and Location for Service Delivery

Our full service, comprehensive One-Stop Center is currently operated at 1916 Central Parkway (“OhioMeansJobs Center Cincinnati/Hamilton County”). The selected Bidder will be expected to meet with the One-Stop Operator at the One Stop Center and can use the SWORWIB’s office for convenience and privacy.

3.0 Bidder Proposal

It is required that all proposals be submitted in the format as described in this section. Each submission must have **one original proposal and 2 complete copies**. All proposal pages will be numbered sequentially for the entire proposal. Each Bidder must provide the contact information noted: Name, Address, City/State/Zip, email and phone. The bid must be signed by an authorized representative and/or highest-ranking person with financial responsibilities or noted as the bidder being responsible for both functions. It must also include the names of individuals authorized to negotiate with SWORWIB subsequent to SWORWIB selection. Any and all unsigned proposals will be rejected.

4.0 Service and Business Deliverables

The Bidder should clearly describe its ability to satisfy the Scope of Service as defined in this RFP and note competitive advantages.

5.0 Customer References

Bidders must submit at least three (3) letters of reference for whom services were provided similar in nature and functionality to those requested by SWORWIB under this Request for Proposals. Reference letters from representatives of SWORWIB or HCJFS or SWORWIB or HCJFS employees will not be accepted. Each reference must include at a minimum:

- A. Company name;
- B. Address;
- C. Phone number;
- D. Fax number;
- E. Contact person;
- F. Nature of relationship and service performed; and
- G. Time period during which services were performed.

If Bidder is unable to submit three (3) letters of reference, Bidder must submit a detailed explanation as to why.

NOTE: SWORWIB MAY CONTACT ANY SOURCE OF REFERENCE SUBMITTED BY PROVIDER FOR THE PURPOSE OF VERIFYING THE ACCURACY OF THE LETTER OF REFERENCE OR REQUESTING ADDITIONAL INFORMATION ABOUT PROVIDER'S PERFORMANCE.

6.0 Personal Qualifications

Provide a resume or resumes that explain the personal qualifications of the official bidder and any other support he or she may choose to deploy in meeting the RFP performance completion.

7.0 Disclosures

Bidders must disclose any pending or threatened court actions and claims brought by or against the Bidder, their parent company or subsidiaries. Additionally, any conflicts you as a bidder have that could influence you and your independence should be noted but it not automatically disqualifying. However, withholding such information may be cause for rejection of the proposal.

8.0 Addenda to RFP

SWORWIB may modify, clarify, or add to this RFP by issuance of one or more addenda. In the event such addenda to the RFP become necessary, Bidders need to view the website at: <http://www.sworwib.org/requests-for-proposals/> for any posting of additional information.

9.0 Submission of Proposal

Provider must provide full contact information (Name, Position, Address, City/State/Zip code, email and phone number and the proposal which must state the terms of the proposal, including pricing, will remain valid and in effect for 180 days after the proposal submission date.

Proposals must provide a straightforward, concise delineation of provider's qualifications, capabilities and experience to satisfy the requirements of the RFP. Expensive binding, colored displays, promotional materials, etc. are not necessary. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, completeness and clarity of content. The proposal must include an adequate description of all costs relating to the services offered, and note agreement to apply the federally required limits to hourly costs, travel and other related costs.

10. Cost of Developing Proposal

The cost of developing proposals is entirely the Bidder/Respondent's responsibility and shall not be chargeable to SWORWIB under any circumstances. All materials submitted in response to the RFP will become the property of SWORWIB and fully at Bidder's expense.

11. False or Misleading Statements

If, in the opinion of SWORWIB, any information was intended to mislead SWORWIB in our deliberations in its evaluation of the proposal, the proposal will be rejected.

12. Acceptance and Rejection of Proposals

SWORWIB reserves the right to award a single contract for the proposed services; or reject any or all proposals, or any part thereof; and waive any informality in the proposals.

13. Evaluation

The Evaluation Process is entirely in the hands of the SWORWIB and the process is managed by the President & CEO and based largely on detailed competences and experiences in working with workforce boards and one-stop centers and will be determined in part for these talents and also in part for the quality of the bid details and the costs associated with the detailed bid cost.

14. Time Frame for the Bid Commitment

The SWORWIB is a small nonprofit workforce board with limited funding for limited staffing. Consequently, the SWORWIB has chosen a time frame that works for our needs and request that the Bidder understand our preference for a 3 + 1 + 1 renewal contract. Please indicate your bid cost for the first two years to remain the same for both years and then subsequent costs for year 3, year 4 and year 5. Rebidding will occur by design after 5-years approved selection while also recognizing that poor performance will result in cancellation of the contract and requirement to rebid sooner. There is no guarantee for a full five-years contract but there is the expectation of selecting competent fiscal monitoring skills and favorable life circumstances that provide for five years of stable services for which the rebid will be conducted three months before the final 5th year.