



The Southwest Ohio Region
WORKFORCE INVESTMENT BOARD

Request for Proposals (RFP):

**Independent Consultant/Entity (RFP Administrator)
to manage the procurement process for
One-Stop Operator & WIOA Title-IB Service Provider**

**PROPOSALS MUST BE RECEIVED
BY 4:00 p.m., May 27, 2022**

INQUIRIES

Prospective respondents are invited to ask questions to this RFP from May 16-20, 2022 by sending an e-mail to: admin@sworwib.org

KEY DATES

May 13, 2022	RFP issued
May 16-20, 2022	Inquiries/Q&A
May 27, 2022 (4:00PM)	Deadline for receipt of proposal
May 27-31, 2022	Review of proposals
May 31, 2022	Proposal selected
May 31, 2022	Contract negotiations*
June 1, 2022	Contract begins*

*subject to change/update

PROCEDURES FOR SUBMITTAL OF PROPOSALS

- Proposals must be complete when submitted. Contextual changes or additions will not be accepted after submission, unless changes are specifically requested by SWORWIB.
- A person legally authorized to bind the offer/proposal shall sign the contract.
- **One (1) signed original in PDF format must be emailed to admin@sworwib.org not later than 4:00PM on May 27, 2022.**
- Please email any questions to admin@sworwib.org. **PROPOSALS WILL ONLY BE ACCEPTED VIA EMAIL.**

1. PROJECT:

The Southwest Ohio Region Workforce Investment Board (SWORWIB) is seeking an RFP Administrator (independent consultant/entity) to facilitate the procurement process of One-Stop Operator and WIOA Title I Adult and Dislocated Worker Service Provider.

2. SERVICE AREA/CENTER LOCATIONS:

The SWORWIB/Area 13 workforce development area is comprised of Cincinnati and Hamilton County. The OhioMeansJobs (OMJ) Center /American Job Center comprehensive site is located in Downtown Cincinnati. Several access points are also operating through active partnerships with the local public library system.

3. BACKGROUND:

Under the Workforce Innovation and Opportunity Act (WIOA), One-Stop Operators must be procured in a competitive process, with WIOA youth, adult, and dislocated worker services procurement strongly encouraged.

In Cincinnati-Hamilton County, the current One-Stop Operator and WIOA Title I Adult and Dislocated Worker Service Provider is Hamilton County Job and Family Services (HCJFS); that contract will expire on December 31, 2022.

An Evaluation/Review Team (Ad-hoc Committee) of the SWORWIB, will be assembled to evaluate and score proposals as well as arrive at a consensus to recommend the new One-Stop Operator/ WIOA Title I Adult and Dislocated Worker Service Provider (one entity, with designated firewalls between the two functions).

The RFP Administrator will work with the SWORWIB Executive Director and Ad-hoc Committee to assist them with support and facilitation of the procurement process for One-Stop Operator and WIOA Title I service provider.

One-Stop Operator Roles/Responsibilities:

- Be the point of contact regarding issues pertaining to customer complaints that are substantive to the required partners operating in the comprehensive One-Stop (OhioMeansJobs) Centers.
- Convene partner meetings on a regular basis as well as stakeholder meetings including all core program partners and advising the Board on partner operational challenges and successes.
- Coordinate service delivery among partners
- Manage onsite hours of operation at the Center.
- Facilitate customer flow, customer service, initial assessment, resource room usage, tracking, and referral processes are carried out as agreed upon in the WIOA MOU.
- Communicate Board and Administrative policies & procedures to all partners.
- Report to the Board on Center Activities
- Submit a written and verbal report on work accomplished and challenges encountered on a monthly basis to the Board.

- Gather data for the Board from the partners, including common measures information, tracking incoming clients, resource room usage, and program specific referrals as outlined in WIOA and the local area's Memorandum of Understanding (MOU).

WIOA Career Services Provider Roles/Responsibilities:

- Facilitate recruitment, intake, eligibility, assessment, and screening for WIOA Title I services
- Provision of basic career services as agreed upon in the MOU between partner agencies
- Provision of individualized career services for Adults and Dislocated Workers
- Provision of training services for Adults and Dislocated Workers
- Provision of follow-up services for Adults and Dislocated Workers
- Meet and/or exceed performance measures mandated by WIOA and performance success indicators established by the Local Workforce Development Board
- Work closely with Core Program Partners and Required Partners
- Facilitate career pathways and sector strategies
- Provision of employer services and business development activities in collaboration with partners
- Carry out other responsibilities outlined in the negotiated MOU with partner agencies.

4. PROJECT STEPS AND KEY RESPONSIBILITIES FOR THE RFP ADMINISTRATOR:

The SWORWIB will require, at a minimum, the following key functions of the RFP Administrator during the procurement process of the OSO/WIOA Career Services Provider:

- RFP Administrator coordinates with the SWORWIB Executive Director and Evaluation/Review Committee Chairperson on the selection process of committee members
- RFP Administrator will communicate with the Committee Chairperson, in collaboration with the SWORWIB Executive Director, to discuss requirements of a One-Stop Operator and service provider and go over action steps.
- Committee Chairperson, SWORWIB Executive Director, and RFP Administrator discusses request for proposal distribution and compile list and strategy
- RFP Administrator will review the area's local strategic plan to support alignments.
- RFP Administrator reviews current State and Local policies and procedures for One-Stop Operator
- RFP Administrator reviews current draft RFP for One-Stop Operator & WIOA Title-IB Service Provider; makes suggestions/recommendations and updates (if applicable)
- RFP Administrator collaborates with SWORWIB Executive Director, HCJFS Contract/Fiscal Staff and/or Committee Chairperson to finalize request for proposal
- RFP Administrator releases request for proposal on multiple outlets/platforms, including City, County, State, Regional, and National sites
- RFP Administrator prepares draft evaluation tool and finalizes it with the Committee Chairperson and SWORWIB Executive Director
- RFP Administrator reviews incoming proposals and performs a compliance review of bids; proposals passing the compliance review will be eligible to move forward to the Committee for review

- Committee members conduct individual reviews and scoring of proposals (bids that passed the initial compliance review)
- Committee meets and collectively reviews/evaluates proposals, and formulates a consensus recommendation/selection of a winning proposal(s)
- RFP Administrator maintains all documentation, meeting minutes, Q&A between bidders/prospective bidders, and advises (as needed) the SWORWIB Executive Director during the process
- SWORWIB awards the contract to the new One-Stop Operator & WIOA Title-IB Service Provider by August 11, 2022, with a desired contract start date of December 1, 2022 (to overlap with the current One-Stop Operator & WIOA Title-IB Service Provider for 30 days).

5. PROPOSAL INSTRUCTIONS AND FORMAT FOR CONSULTANT RESPONSES

Format: Each submitted proposal should include the following outlined sections to format their document. Each section must be clearly labeled and should follow the same format listed below in order to be eligible to receive the maximum number of points. The proposal must address all the questions in each section. Incomplete proposals may not be considered.

Each proposer should submit one **One (1) signed original in PDF format to admin@sworwib.org** not later than 4:00PM on May 27, 2022.

Responses should be submitted as follows:

- Typed on 8 1/2" by 11" paper,
- One-inch margins,
- Ten - 12 font size, and
- Pages must be sequentially numbered.

6. INFORMATION REQUIRED IN THE PROPOSAL:

In order to simplify the review process and obtain the maximum degree of comparison, your proposal must be organized as follows:

Section 1. Title Page

Complete the RFP Title Page (ATTACHMENT A): legal name of the organization, federal identification number, address, contact person/title, phone number, email address, type of organization, amount of proposal and sign/date.

Section 2. Table of Contents

Include a clear identification of the material by section and by page number.

Section 3. Letter of Transmittal

Briefly state your understanding of the work to be done and describe work performed directly related to the facilitation and procurement of the One-Stop Operator and WIOA Title I Youth, Adult and Dislocated Worker Service Provider.

Please include:

- Documentable experience with the facilitation and procurement of the One-Stop Operator and WIOA Title I Youth, Adult and Dislocated Worker Service Provider process.

- Demonstrate adequate understanding of WIOA federal and state laws and regulations.
- Disclose any disallowed and/or questioned costs by your organization in the past five (5) years.
- Disclose if the organization or entity's principal employees are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by a Federal department or agency.
- Disclose if the organization is unable to be properly bonded or insured.
- Disclose if the organization or its employees are engaged in fraud or abuse.
- Disclose any Labor union disputes or issues.

Section 4. Budget/timeline

It is anticipated that a fixed price contract will be negotiated based on the RFP. Each quote should state the anticipated number of hours required to complete the engagement as well as the hourly rate to be charged by each level of professional providing services. Also include the proposed timeline that it will take to complete the monitoring.

State that all prices, terms and conditions will be held firm for at least 90 days after the proposal opening.

7. EVALUATION OF PROPOSALS:

Proposals submitted in response to this RFP will be evaluated and scored individually by SWORWIB. All proposers are urged not contact SWORWIB directly, other than the contact email marked in the Questions sections. During the evaluation process, proposers may be requested to participate in an interview in order to clarify their proposals as deemed appropriate or necessary the committee.

The evaluation will be based on the following evaluation criteria information below.

Rating Sheet		Points Possible
Section 1	Title Page	0
Section 2	Table of Contents	0
Section 3	Documentable experience with the facilitation and procurement of the One-Stop Operator and WIOA Title I Youth, Adult and Dislocated Worker Service Provider process.	40
Section 3	Demonstrate adequate understanding of WIOA federal and state laws and regulations.	20
Section 3	Disclosures	10
Section 4	Proposed Budget and estimated timeline	30
	Total Points Possible	100

8. RIGHTS & DISCLAIMERS

SWORWIB reserves the following rights and disclaimers:

1. The right to accept or reject any or all proposals.
2. If your organization is selected, it does not guarantee your organization a contract. SWORWIB and the successful proposal will begin negotiations on the final contract. If negotiations do not result in a contract, SWORWIB reserves the right to select another proposer or reissue the RFP.
3. SWORWIB rejects any legal liability in refusing to award a contract or to pay any of the proposers' costs in preparing or submitting a response because of this RFP. The successful proposer must not enter any proceedings before an official contract has been signed by the proposer and the SWORWIB.
4. SWORWIB will not be held financially responsible for any costs incurred prior to the signing of an official contract by both parties. If proceedings are initiated prior to signing, the negotiations will be null and void.
5. All proposers shall receive notification as to if their proposal was successful or unsuccessful by e-mail.
6. The successful proposer must be prepared to accept sole responsibility for performance under the contract including financial and all other liabilities.