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**Bidders Conference**  
**One-Stop Career Center**  
**Operator**  
**March 18, 2015**



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# Introduction

## Welcome

- Please ensure that you have signed the sign-in sheet
- All materials on WC website:  
<http://www.nvworkforceconnections.org>



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## Workforce Connections Overview

- U.S. DOL Workforce Development Board
- Provide education, career and training services to WIOA eligible adult & youth job seekers within Southern Nevada
- Workforce Development Area – Counties of Clark, Esmeralda, Lincoln and Nye, & Cities of Las Vegas, North Las Vegas, and Henderson and Boulder City





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## Calendar of Events

(All dates are subject to change)

Request for Proposal (RFP) Release	March 6, 2015
Mandatory Bidders' Conference	March 18, 2015 @ 10:00 AM PST
Statement of Qualifications (SOQ) Due	March 27, 2015 @ 5:00 PM PST
Last day to submit RFP Questions	April 3, 2015 @ 5:00 PM PST
Notification(s) of SOQ Approval	April 3, 2015
<b>Proposals Due</b>	<b>April 14, 2015 @ 12:00 PM PST</b>
Public Proposal Opening	April 14, 2015 @ 1:00 PM PST
Evaluation of Proposals and Oral Presentations	April 21, 2015 – May 1, 2015
Contract Recommendation(s) Presented for Approval	May 13, 2015 – Committee May 26, 2015 – Board
Contract Negotiations	June 1-26, 2015
Contracts/Programs Commence	July 1, 2015



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# Request for Proposals

## **One-Stop Career Center Operator**

- Amount not to exceed \$3,000,000
- Services to be provided at the existing One-Stop Career Center:

6330 W. Charleston Blvd., Suite 190  
Las Vegas, NV 89146

- Hours of Operation:

Monday – Friday  
8:00 am – 5:00 pm



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## **RFP General Information**

### **RFP Questions**

- Submitted via email to [onestopoprfp@snywc.org](mailto:onestopoprfp@snywc.org)
- Answers posted on website
- Subject line is title of the RFP

### **Addenda**

- Revisions – will be posted on WC website
- Respondents responsibility to stay informed

### **Ex-Parte Communication**

- LEOs, Board, Committees/Council (ADW, Youth & Budget), Staff, Consultants, Evaluators



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## **RFP General Information (cont.)**

### **Statement of Qualifications**

- Respondent's qualifications to bid for WIOA funds
- One original due March 27, 2015 @ 5:00 PM PST
- [soq@snavwc.org](mailto:soq@snavwc.org)

### **Submittal of Proposals**

- Sealed envelope
- Marked "Request for Proposal"
- RFP Title, Name & Address
- One (1) unbound proposal
- One (1) electronic PDF copy submitted via flash-drive
- Proposals submitted via facsimile or email will not be accepted



# Technical Review

Technical Review Requirements
<b>Attended mandatory bidders conference</b>
<b>Response to RFP submitted by deadline</b>
<b>Correct proposal format in the following areas:</b>
<ul style="list-style-type: none"><li>• Title Page</li></ul>
<ul style="list-style-type: none"><li>• Table of Contents: Include page numbers</li></ul>
<ul style="list-style-type: none"><li>• Executive Summary: One (1) page</li></ul>
<ul style="list-style-type: none"><li>• Program Requirements: e.g., Scope of Work, Program Design, etc.</li></ul>
<ul style="list-style-type: none"><li>• Number of Narrative Pages: Not to exceed twenty (20)</li></ul>
<ul style="list-style-type: none"><li>• Font: 12 Point Times New Roman</li></ul>
<ul style="list-style-type: none"><li>• Spacing: Double-spaced</li></ul>
<ul style="list-style-type: none"><li>• Margins: One (1) inch (applies to all margins)</li></ul>
<ul style="list-style-type: none"><li>• Pages: Single-sided</li></ul>
<ul style="list-style-type: none"><li>• Footer: Name of organization submitting proposal &amp; page number on each page</li></ul>
<ul style="list-style-type: none"><li>• Labels: Each section and applicable subsection(s)</li></ul>
<b>Attachments</b>
<ul style="list-style-type: none"><li>• Affirmation &amp; Certification and Conflict of Interest</li></ul>
<ul style="list-style-type: none"><li>• Statement of Qualifications</li></ul>
<ul style="list-style-type: none"><li>• Job descriptions/resumes of key staff</li></ul>
<ul style="list-style-type: none"><li>• LWIB Evaluation Form</li></ul>
<b>Budget Detail &amp; Narrative (12 pages total)</b>
<b>One (1) unbound original copy of the proposal &amp; one (1) electronic PDF copy on a USB flash-drive in a sealed envelope submitted correctly</b>





# Proposal Content

Proposal Content	
<b>Title Page</b>	<ul style="list-style-type: none"> <li>• Form 1 – Title Page</li> </ul>
<b>Table of Contents</b>	<ul style="list-style-type: none"> <li>• Required with page numbers included.</li> </ul>
<b>Executive Summary</b>	<ul style="list-style-type: none"> <li>• One (1) page</li> </ul>
<b>Proposal Narrative</b>	<ul style="list-style-type: none"> <li>• Demonstrated Ability</li> <li>• Program Narrative</li> <li>• Innovative Strategies</li> <li>• Fiscal Narrative.</li> <li>• <b><i>Total cannot exceed 20 pages</i></b></li> </ul>
<b>Letters of Support/MOUs</b>	<ul style="list-style-type: none"> <li>• Partner roles, responsibilities, &amp; resources provided</li> </ul>
<b>Resumes/Job Descriptions</b>	<ul style="list-style-type: none"> <li>• All staff</li> </ul>
<b>Budget Forms</b>	<ul style="list-style-type: none"> <li>• Form 2 – One-Stop Budget Template</li> </ul>
<b>Funder Reference</b>	<ul style="list-style-type: none"> <li>• Form 3 – LWIB Evaluation Form</li> </ul>
<b>Signature Sheet</b>	<ul style="list-style-type: none"> <li>• Form 4 – Proposal Affirmation, Certification, and Conflict of Interest</li> </ul>



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## Dual Roles

### **Operator**

- Coordination of partners to increase integration of service delivery and efficiency of customer flow
- Convene and implement MOUs/resource sharing agreements with mandated partners

### **WIOA Title I Service Provider**

- Provide adequate staffing during all hours of operation, including on-site management
- Career services
- Coordination of training services



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# Programmatic Elements

## **Programmatic Elements**

- Required Components
- WC Strategic Initiatives
- Economic Development Support
- Innovative Strategies
- Special Projects
- Branding, Forms & Assessments



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## **Required Components**

### **Workshops and Required Career Services**

- Provided directly by Operator
- Provided by WIOA mandated partner (e.g. Adult Ed)
- Provided by volunteers/sub-contracted entities

### **Front Desk & Resource Room Support**

- WC will provide two (2) front desk representatives and Resource Room Coordinator
- Operator will be expected to provide support based on demand/customer flow



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## **WC Strategic Initiatives**

### **Mobile One-Stop**

### **Science, Technology, Engineering & Math (STEM)**

- Career Exploration Workshops (facilitated by WC staff)
- Innovation

### **Workforce Development Academy (WDA)**

- Required participation for all WC-funded staff

### **Rapid Response**



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# **Economic Development Initiatives**

## **Business Engagement – Special Projects**

- Dedicated funds for two (2) full-time staff assigned to provide case management, etc. and training for workforce initiatives related to Ec. Dev., as coordinated through the Business Engagement Specialist Team (BEST)

## **On-the-Job Training (OJT)**



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# **Economic Development Initiatives**

## **Incumbent Worker Training**

- 20% of WC allocation can be spent on training costs
- Requires WC approval

## **Customized Training**

- Requires WC approval

## **Registered Apprenticeship**



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## **Innovative Strategies**

### **Career Pathways**

- Occupation- or sector-specific
- Targets individuals who are basic skills deficient

### **Career Counseling/Career Development**

- In-depth assessments and guidance toward appropriate career goals
- Qualified/credentialed staff





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## Special Projects

### **AARP Foundation Back-to-Work 50+ Program**

- Non-WIOA funds awarded through the national AARP Foundation to serve 50+ jobseekers
- Program currently in place

### **CFPB Veterans Financial Coaching Program**

- Non-cash grant
- Pays for the salary of a financial coach stationed at the OSCC and providing assistance to transitioning veterans
- Scheduled to begin on 3/30/15



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# **Branding, Forms & Assessments**

## **WC & One-Stop Career Center Branding**

### **Standardized Forms and Assessments**

- To be created/determined by WC prior to July 1, 2015



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## **Fiscal & Budget Elements**

### **Budget & Budget Narrative**

- Form 2

### **Budget Period**

- July 1, 2015 – June 30, 2016

### **Budget Requirements**

- WC will pay all facilities-related and supply costs of partners and the Operator, including: rent, utilities, equipment and IT support, repairs and maintenance, office supplies, postage, and printing

### **Training Expenditures**

- A minimum allocation of 50% of the total contract funds will be reserved by WC for training expenditures.



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## Budget Template

PY15 WORKFORCE CONNECTIONS ONE STOP CAREER CENTER OPERATOR BUDGET TEMPLATE						
(effective for contracts starting PY15 and after) - revised 3/6/15						
Organization Name:						
Contract Name/Funding Type: <b>One Stop Career Center Operator RFP</b>						
Budget Period (Dates):						
*NOTE: THIS PAGE IS LOCKED AND POPULATES BASED ON INFORMATION ENTERED ON THE SECTION TABS TO THE RIGHT OF THIS SHEET.*						
Cost Type	Budget Summary	Contractor Paid	WC Paid	Percent of Budget		Matching Resources
Operator Costs	A. Staff & Fringe Benefits	\$ -		0.0%	0.0%	\$ -
	B. Operator Overhead	\$ -		0.0%		\$ -
Economic Development Career & Training	C. Training Activities		\$ -	0.0%	0.0%	\$ -
	D. Supportive Services	\$ -		0.0%		\$ -
	E. Program Staff & Fringe Benefits	\$ -		0.0%		\$ -
General Career & Training Services	F. Training Activities		\$ -	0.0%	0.0%	\$ -
	G. Supportive Services	\$ -		0.0%		\$ -
	H. Program Staff & Fringe Benefits	\$ -		0.0%		\$ -
Budget Summary	<b>TOTAL One Stop Center Contract (Contractor Paid)</b>	<b>\$ -</b>		<b>0.0%</b>		
	<b>TOTAL WC Paid</b>		<b>\$ -</b>	<b>0.0%</b>		
	<b>TOTAL Project Expenses</b>	<b>\$0</b>		<b>0.0%</b>		
	<b>TOTAL Matching Resources (I)</b>					<b>\$ -</b>
	<b>Match Percent</b>					<b>0.0%</b>
	<b>TOTAL Project Cost</b>	<b>\$0</b>				
Overall Budget Requirements:						
Total Operator Costs (tabs A. and B.) must total no more than \$250,000					<b>OK</b>	
Economic Development Training Activities (tab C.) must total at least \$400,000					<b>Must Increase</b>	
Total Economic Development FTEs (tab E.) must total at least 2					<b>Must Increase</b>	
Total Economic Development Costs (tabs C. through E.) must total \$500,000					<b>Must Amend</b>	
General Career & Training Services Training Activities (tab F.) must total at least \$850,000					<b>Must Increase</b>	
Total General Career Services FTEs (tab G.) must total between 8.0 and 10.0					<b>Must Amend</b>	
Total General Career & Training Costs (tabs F. through H.) must total at least \$1,700,000					<b>Must Increase</b>	
Total Project Expenses (tabs A. through H.) must total no more than \$2,450,000					<b>OK</b>	



# OSCC Operator RFP Scoring

Main Category	Percentage by Category	Sub-Category	Points
<b>Demonstrated Ability</b>	<b>30%</b>	Demonstrated Ability (6)	<b>20</b>
		LWIB Evaluation Form	<b>10</b>
<b>Program Narrative</b>	<b>25%</b>	Approach (3)	<b>4</b>
		Program Staffing & Case Management (4)	<b>4</b>
		Eligibility & Assessment (3)	<b>3</b>
		Individual Employment Plan (3)	<b>4</b>
		Training and Work-Based Learning (3)	<b>3</b>
		Performance Management (4)	<b>4</b>
		Follow-Up Strategies (2)	<b>3</b>
<b>Innovative Strategies</b>	<b>15%</b>	Career Pathways (2)	<b>10</b>
		Apprenticeship & Pre-Apprenticeship (2)	<b>5</b>
<b>Fiscal Narrative/ Budget</b>	<b>30%</b>	Fiscal Narrative (2)	<b>15</b>
		Budget	<b>15</b>
<b>Total</b>	<b>100%</b>		<b>100</b>



## WIOA ADW Performance Measures

Performance Measure	WIA	WIOA
<b>Adults &amp; Dislocated Worker Programs</b>		
Entry into unsubsidized employment (Entered Employment)	Measured in Q1 after exit.	Measured in Q2 after exit. (Additional 1 quarter lag in reporting.)
Retention in unsubsidized employment (Employment Retention)	Measured in Q2 and Q3 after exit.	Measured in Q4 after exit. (Additional 1 quarter lag in reporting.)
Earnings change after entry into unsubsidized employment (Average Earnings)	Measured as average, in Q2 and Q3 after exit.	Measured as median earnings in Q2 after exit only. Median is defined as the numerical value that separates the higher half from the lower half of earnings.
Credential rate	None	<b>New measure:</b> Percentage of participants who obtain a recognized post- secondary credential or diploma during participation or within 1 year after program exit.
In Program Skills Gain	None	<b>New measure:</b> Percentage of participants in education leading to credential or employment during program year, achieving measurable gains. Measured in real time.



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# Award Process

**Receipt of SOQ & Approval of WC Staff**

**WC ADW Committee or Youth Council Approval**

**WC Board Approval**

**Receipt of WIA funds**

**Continued Availability of WIA funds**



# Addenda

**Addendum #1: March 17, 2015**

**RFP Affected: One-Stop Career Center Operator**

**Action Required:**

- In Section 1.1 Solicitation replace “**Estimated Total Funding Available for this RFP: An amount not to exceed \$2,450,00**” with “**Estimated Total Funding Available for this RFP: An amount not to exceed \$3,000,000.**”
- In section 9.1.2 Budget Period and Amount replace “**Estimated Total Funding Available for this RFP: An amount not to exceed \$2,450,00**” with “**Estimated Total Funding Available for this RFP: An amount not to exceed \$3,000,000.**”





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Q & A