

# **REQUEST FOR PROPOSAL**

## **Workforce Innovation and Opportunity Act (WIOA)**

### ***One-Stop Operator***

**Published November 13, 2020**

**RFP No. WC-20-OSO-OSDS-001**

**Catalog of Federal Domestic Assistance (CFDA) Number 17.258 – Adult**

**CFDA Number 17.259 – Youth**

**CFDA Number 17.278 – Dislocated Worker**

**Submission Deadline**

**January 15, 2021 at 2:00 PM**

***Late submissions will not be accepted.***

**Workforce Connections is an Equal Opportunity Employer/Program.**

**Auxiliary aids and services are available upon request for individuals with disabilities. Nevada  
Relay 711 or (800) 326-6868**

## TABLE OF CONTENTS

<b>REQUEST FOR PROPOSAL TIMELINE</b>	3
<b>SECTION 1: RFP INTRODUCTION</b>	4
1.1 Solicitation	4
1.2 Mandatory Bidders' Conference	5
1.3 RFP Questions and Addenda	6
1.4 Statement of Qualifications	7
1.5 Funder Evaluation Survey	7
1.6 Submittal of Proposals	8
1.7 Public Proposal Reveal	9
1.8 Prequalification Process	9
1.9 Selection Process	9
1.10 Award Process	10
<b>SECTION 2: OVERVIEW</b>	10
2.1 Workforce Innovation and Opportunity Act	10
2.2 Roles and Responsibilities of WC	11
2.3 Scope of Work of the One-Stop Operator	12
2.4 One-Stop Partner Programs	13
2.5 Responsibility Revisions	14
<b>SECTION 3: PROGRAM DESCRIPTION</b>	14
3.1 Background	14
3.2 One-Stop Operator Deliverables	16
3.3 Budget	16
3.4 Budget Requirements	16
3.5 Required Match	17
<b>SECTION 4: REQUIRED PROPOSAL CONTENT AND EVALUATION METHODOLOGY</b>	17
<b>SECTION 5: EVALUATION ELEMENTS – PROGRAMMATIC NARRATIVE</b>	17
5.1 Executive Summary	18
5.2 Event and Project Management	18
5.3 Communication Strategies	18
5.4 Data Collection and Reporting	18
5.5 Human Centered Design	18
5.6 Time Management	18
5.7 Internal and Quality Controls	18
<b>SECTION 6: ASSURANCES</b>	18

Request for Proposal Timeline  
 (\*All dates are subject to change)  
 (All times noted in this RFP are Pacific Time)

<b>Request for Proposal (RFP) Release</b>	<b>November 13, 2020</b>
<b>Mandatory Bidders' Conference</b> (virtual only)	<b>November 19, 2020 at 10:00 AM</b>
<b>Statement of Qualifications (SOQ) Due</b>	<b>December 9, 2020 by 5:00 PM</b>
<b>Notification(s) of SOQ Approval</b>	<b>No later than December 18, 2020 by 5:00 PM</b>
<b>Last day to submit RFP Questions</b>	<b>December 30, 2020 by 5:00 PM</b>
<b>Funder Evaluation Surveys Due</b>	<b>January 15, 2021 by 2:00 PM</b>
<b>Proposals Due</b>	<b>January 15, 2021 by 2:00 PM</b>
<b>Public Proposal Reveal</b>	<b>January 15, 2021 by 5:00 PM</b>
<b>Evaluation of Proposals by One-Stop Operator Selection Committee</b> (comprised of partners consistent with the State Plan)	<b>February 15, 2021 to March 12, 2021</b>
<b>Recommendation(s) Presented for Approval</b>	<b>March / April 2021 meeting cycle of the Local Workforce Development Board and Local Elected Official Consortium as posted on WC's website</b>
<b>Negotiations</b>	<b>May through June 2021</b>
<b>Contract Commences</b>	<b>July 1, 2021</b>

## SECTION 1: RFP INTRODUCTION

### 1.1 Solicitation

This RFP solicits qualified respondents to provide WIOA funded One-Stop Operator (OSO) services. The selected respondent must provide WIOA funded OSO services in accordance with WIOA Public Law No. 113-128, and any related Department of Labor (DOL), Nevada Department of Employment, Training and Rehabilitation (DETR), and Workforce Connections (WC) policies, directives, and the Four-Year Local Plan. For more information about WC, please visit [www.nvworkforceconnections.org](http://www.nvworkforceconnections.org).

The goal is to receive a wide variety of high-quality innovative proposals that meet the needs of the Southern Nevada Workforce Development Area (SNWDA). Respondents are invited to submit a proposal for the following:

<b>Initial Service Period:</b>	July 1, 2021 to June 30, 2022
<b>Type of Sub-Award:</b>	Cost-Reimbursement Sub-Award
<b>Option to Extend (if applicable):</b>	WC reserves the right to offer up to three one-year (twelve month) extensions of the sub-award based on evaluation of the One-Stop system, achievement of desired outcomes, availability of funds, and capacity of the sub-recipient to meet new or revised goals, objectives and standards of WC.

WC is soliciting proposals to identify an organization to serve as the OSO for the SNWDA. The OSO will be responsible for observing, collecting data, and reporting to WC on the Comprehensive One-Stop Center and affiliated One-Stop Centers located throughout the SNWDA. WC is seeking a highly professional organization to assist in the achievement of our goal for a fully functional and integrated one-stop system where customer needs are the primary focus.

WC, the Local Workforce Development Board (LWDB), is soliciting proposals from qualified entities with established/verifiable experience and expertise to perform the OSO functions, as described in the Scope of Work (SOW) of the OSO.

Eligible respondents may include:

- For-profit organizations,
- Non-profit organizations,
- Faith-based organizations,

- Community-based organizations,
- Public agencies, and
- A consortium or collaboration of these organizations.

WC encourages the participation of respondents who are certified as small businesses, minority-owned firms, and women's business enterprises. WC is committed to Equal Opportunity in its procurement process.

According to TEGL 15-16, the one-stop operator must be an entity (public, private, or nonprofit) or a consortium of entities that, at a minimum, includes three or more of the required one-stop partners of demonstrated effectiveness, located in the Local Area. Also, the proposal must clearly demonstrate that **all contractual responsibility rests solely with one legal entity serving as the fiscal agent**. The fiscal agent must retain documentation, such as meeting minutes and preliminary budgets, regarding the consortium that documents the relationship. This documentation will be used to establish a relationship for procurement purposes. Please see section 6.17 Procurement Exemptions for more information.

Organizations that have not previously been awarded a WIOA sub-award, but have managed other Federal, State, or local funds to deliver similar services are encouraged to apply.

This RFP contains the requirements that respondents must meet to submit a responsive proposal. A responsive proposal is one that complies with the content requirements and amendments of the RFP, if any. This RFP provides information regarding eligibility and submission requirements.

Successful respondents will serve as sub-recipients of WIOA funds administered by WC with funds originating from DOL and passed through from DETR.

## **1.2 Mandatory Bidders' Conference**

Organizations that intend to submit proposals must attend a mandatory virtual Bidders' Conference for their proposals to be considered. Organizations must have at least one representative attend on their behalf. To attend the Bidders' Conference virtually, register at the link identified at [www.nvworkforceconnections.org](http://www.nvworkforceconnections.org) to reserve a seat. A confirmation email will be sent to registrants which will contain the link to the video conference. You will be able to view and ask questions during the video conference. For technical difficulties, contact Chris Shaw at [cshaw@snywc.org](mailto:cshaw@snywc.org) or 702-755-6318.

The Bidders' Conference will convene at the following date, time, and location:

<b>Date:</b>	<b>November 19, 2020</b>
<b>Time:</b>	<b>10:00 AM</b>
<b>Location:</b>	<b>Virtual via Zoom</b>

The RFP process will be explained during this conference. Questions and answers from the Bidders' Conference will be posted on WC's Web-Based Procurement Portal, hereafter referred to as the portal, at [www.wcprocurement.com](http://www.wcprocurement.com).

### 1.3 RFP Questions and Addenda

To ensure a fair and objective evaluation, questions related to the RFP that arise after the mandatory Bidders' Conference must be submitted through WC's portal. Questions will be accepted through the following date:

<b>Date:</b>	<b>December 30, 2020</b>
<b>Time:</b>	<b>5:00 PM</b>

Questions that are received after the deadline will not be answered. Written responses to questions received will be posted on WC's portal only. **It is the respondent's responsibility to check the portal on a regular basis for updated information and written responses to all questions submitted.**

**PLEASE NOTE:** With the exception of the mandatory Bidders' Conference, oral questions will **NOT** be accepted.

Only the responses posted on the portal are considered clarifications to the instructions contained in this RFP. In the event that responses modify any of the terms, conditions, or provisions of this RFP, documentation will be given via a subsequent addendum to the RFP.

**No other source of response or clarification is considered valid.**

At the discretion of WC, if it becomes necessary to revise any part of this RFP, an addendum will be posted on WC's portal, [www.wcprocurement.com](http://www.wcprocurement.com).

Respondents are responsible for checking the WC portal frequently to remain informed about the procurement process, receive addenda to the RFP, read responses to questions, incorporate any new or revised information, and remain updated on other information that may affect this RFP.

#### 1.4 Statement of Qualifications (SOQ)

WC will require a SOQ to establish an organization’s qualifications to apply for WIOA funds. The SOQ determines an organization’s legal, administrative, and fiscal capacity to meet Federal, State, and local government requirements. An approved SOQ allows the organization to be eligible to respond to this RFP. Organizations that have had an SOQ approved prior to October 31, 2019, must re-submit an updated SOQ through WC’s portal to be eligible to compete. WC will notify all respondents in writing regarding approval to the contact email address listed in the portal submission. **One (1) electronic SOQ package through WC’s portal must be submitted for each respondent and is due no later than:**

<b>Due Date:</b>	<b>December 2, 2020</b>
<b>Time:</b>	<b>5:00 PM</b>
<b>WC’s Web-Based Procurement Portal:</b>	<a href="http://www.wcprocurement.com">www.wcprocurement.com</a>
<b>Notification Date:</b>	<b>No later than December 18, 2020 by 5:00 PM</b>

If multiple SOQs are submitted from the same entity, only the last SOQ submission received prior to the deadline will be reviewed.

Please submit any questions regarding the SOQ through the portal.

#### 1.5 Funder Evaluation Survey

WC will utilize the **Funder Evaluation Survey** as a tool to evaluate each respondent’s grant outcomes, demonstrated ability, and capacity. WC will complete a **Funder Evaluation Survey** for all respondents who have expended WIOA funds from WC at any time on or after July 1, 2016. Even though WC will complete a form for respondents who have been funded by WC, respondents are highly encouraged to solicit a survey response from a different grantor. Those respondents who have not expended WIOA funds on or after July 1, 2016, are also highly encouraged to solicit a survey response from any grantor.

All **Funder Evaluation Surveys** will be received directly by WC via email and the form will be located at [www.wcprocurement.com](http://www.wcprocurement.com). **Completed Funder Evaluation Surveys will only be accepted from the grantor to the email address below.** Though the **Funder Evaluation Surveys** will not be scored, they will be utilized by the OSO Selection Committee during the selection process. All **Funder Evaluation Surveys** are due to WC no later than:

<b>Due Date:</b>	<b>January 15, 2021</b>
<b>Time:</b>	<b>2:00 PM</b>
<b>Form Location:</b>	<a href="http://www.wcprocurement.com">www.wcprocurement.com</a>
<b>Submission Address:</b>	<a href="mailto:RFP-OSO@snvwc.org">RFP-OSO@snvwc.org</a>

### 1.6 Submittal of Proposals

All proposals must be submitted through WC’s portal at [www.wcprocurement.com](http://www.wcprocurement.com). **Proposals will NOT be accepted via any other format including but not limited to facsimile, email, mail, or hand delivery.**

Each respondent is required to submit their proposal using language that is easy to read and understand. The respondent must avoid repetitious material. Each proposal should clearly demonstrate the respondent’s ability to effectively provide the services requested. All required sections and document uploads must be completed in the portal before the system will allow the proposal to be submitted.

Respondents who wish to amend a previously submitted proposal must re-submit the entire proposal through the portal prior to the deadline noted in this RFP. If multiple proposals are submitted by the same entity for this RFP, only the last submission received prior to the deadline will be reviewed.

**All proposals must be submitted on or before:**

<b>Date:</b>	<b>January 15, 2021</b>
<b>Time:</b>	<b>2:00 PM</b>
<b>Location:</b>	<a href="http://www.wcprocurement.com">www.wcprocurement.com</a>

**The online portal will not allow submissions after the closing date and time listed above. Respondents are highly encouraged to allow adequate time for submission in the event of technical or other problems.**



## 1.7 Public Proposal Reveal

The list of respondents to this RFP will be revealed at the date below:

<b>Date:</b>	<b>January 15, 2021</b>
<b>Time:</b>	<b>5:00 PM</b>
<b>Location:</b>	<a href="http://www.wcprocurement.com">www.wcprocurement.com</a>

## 1.8 Prequalification Process

Respondents must successfully complete the prequalification process in order to be eligible to compete for this RFP. This process includes:

- 1) Attendance at the mandatory Bidder's Conference, and
- 2) Approval of the organization's SOQ.

## 1.9 Selection Process

The proposal review and evaluation process will be conducted utilizing a fair and objective process that adheres to WC's Procurement Policy and all other applicable State and Federal regulations.

Proposals which are successfully submitted through the portal and meet the prequalification requirements as defined in section 1.8 Prequalification Process will be subject to the following two-step procedure to evaluate and determine funding recommendations:

### 1) Proposal Evaluation

- An impartial third party, using a rubric, will evaluate proposals (see Section 4: Required Proposal Content). Consistent with State purchasing requirements, the Budget Forms will be evaluated at a later time during the Funding Recommendation procedure.
- Proposals which receive a 70% or above will advance to the Funding Recommendation procedure and will be reviewed by the OSO Selection Committee as designated in the Nevada WIOA Unified State Plan.

### 2) Funding Recommendation – The OSO Selection Committee may select a proposal based on the initial information received; however, the OSO Selection Committee reserves the right to request additional data and/or conduct interviews prior to making a recommendation of an award to the LWDB and Local Elected Official Consortium (LEOs).

- The following information may be considered by the OSO Selection Committee when determining final funding recommendations:
  - Demonstrated ability to provide similar services as indicated in this RFP based on the Funder Evaluation Survey.

- Interviews if deemed applicable by OSO Selection Committee. The objectives of interviews are to address areas of proposals that may need additional clarification and/or to ensure that the respondent has the requisite ability, capacity, etc. Information which changes the original proposal will not be considered. Handouts, promotional materials, videos, overheads, etc., are not permitted at panel interviews. If deemed necessary by the OSO Selection Committee, WC staff will schedule the time and location for these interviews.
- Budget Form - Overall costs and other factors may be considered in this assessment, and priority will be given to those proposals that offer the most promising approaches to meeting the needs of the SNWDA.

The following disclaimers apply:

- If the results of any review indicate that the proposed sub-recipient may not be able to fulfill sub-award expectations, WC reserves the right not to enter into a sub-award agreement with the organization, regardless of the ranking and/or approval of the respondent's proposal.
- Proposals determined to be most advantageous to the SNWDA will be recommended for funding at the final discretion of WC.

## **1.10 Award Process**

Respondents will be notified in writing of WC's decision concerning their proposal. Formal notification to award sub-awards and the actual execution of a sub-award agreement are subject to, but not limited to, the following conditions:

- Approval by the LWDB and authorization by the LEOs,
- Receipt of WIOA funds from Federal and State administering agencies, and
- Continued availability of WIOA funds.

WC will require the OSO to participate in negotiations and modify their proposals based on the outcome of those negotiations. WC may decide not to fund part, or all, of a proposal, even though it is found to be in the competitive range.

## **SECTION 2: OVERVIEW**

### **2.1 Workforce Innovation and Opportunity Act**

WIOA presents an extraordinary opportunity to improve job and career options for our nation's workers and jobseekers through an integrated, job driven public workforce system that links

diverse talent to businesses. It supports the development of strong, vibrant regional economies where businesses thrive and people want to live and work.

WIOA fosters a nationwide system of one-stop centers, which directly provide an array of employment services and connect customers to work related training and education. WIOA furthers a high quality one-stop delivery system by continuing to align investments in workforce, education, and economic development.

WIOA reinforces the partnerships and strategies necessary for one-stops to provide job seekers and workers with high-quality career services, education and training, and supportive services they need to get good jobs and stay employed, and to help businesses find skilled workers and access other supports, including education and training for their current workforce.

WIOA seeks to improve the effectiveness of, and streamline the governing structures of, the public workforce development system, empower elected officials and workforce boards, establish structures with regional economies, and engage the key stakeholders needed to lead the system to achieve the goals of WIOA.

## **2.2 Roles and Responsibilities of WC**

Roles and responsibilities of WC include, but are not limited to, the following:

- Convene the One-Stop Delivery System (OSDS), execute the Memorandum of Understanding (MOU) with the WIOA system partners, and facilitate system integration activities,
- Oversee and evaluate the management and operations of all sub-recipient programs, including the OSO, funded by WC,
- Allocate and award funds,
- Monitor sub-recipient performance, quality of service, cost effectiveness, and report on performance to the LWDB,
- Develop and provide technical assistance to sub-recipient staff including providing standardized forms,
- Inform sub-recipients of Federal and State policies, procedures, and rules that may impact the operations of the program(s), and give assistance as needed to implement them accordingly,
- Monitor the local Management Information System (MIS), and
- Ensure compliance with all rules, regulations, and procedures issued by all funding sources.

## 2.3 Scope of Work of the One-Stop Operator

The OSO shall perform the following functions and responsibilities in support of the OSDS:

- The OSO will observe and collect the following data regarding the One-Stop Centers:
  - Existing referral processes across the OSDS partner programs,
  - Effectiveness of existing meaningful access at the comprehensive center,
  - Effectiveness of existing collateral for OSDS partner programs, and
  - Customer satisfaction surveys.
- Observations and data collection will be done with the intent of identifying opportunities for improvement. The OSO will make recommendations to WC for:
  - Reducing duplication of services across OSDS partner programs,
  - Leveraging program resources to shared customers to the mutual benefit of OSDS partner programs, and
  - Increasing efficiency, effectiveness, and a seamless service delivery across OSDS partner programs.
- Provide operational and logistical support for:
  - Certification process of One-Stop Centers,
  - LWDB-convened meetings of OSDS partner programs,
  - Cross-training of OSDS partner program staff, and
  - Other functions to support service integration, as assigned by WC.
- Collect information and maintain an online repository on the following:
  - One-Stop Center information, to include,
    - Hours of operation,
    - Key and access logs,
    - Staffing changes, and
    - Special site needs.
  - Activities at One-Stop Centers, including their calendars of events,
  - Effectiveness of “One-Stop Center” branding across system, and
  - Other operational functions, as assigned by WC.
- In addition to the Direct Personnel, Fringe Benefits and other related costs of this sub-award, the OSO will manage OSDS expenditures set by WC that support system integration, expansion and capacity building activities (see Section 6.11 for more information). OSDS expenditures will include but will not be limited to:
  - Travel for System-related initiatives,
  - Equipment/Furniture/Signage for WC-designated One-Stop Centers, and
  - Consultants/Support Contracts for System-related initiatives.

An entity serving as a OSO, that also serves a different role within the OSDS, may perform some or all of these functions when it is acting in its other role, if it has established sufficient firewalls and conflict of interest policies and procedures. The policies and procedures must conform to the

specifications in 20 CFR 679.430 for demonstrating internal controls and preventing conflict of interest.

The OSO will not be involved in the design, development, or delivery of career services, nor will the OSO provide direction to any staff on the delivery of career services. The OSO will not perform the following functions:

- Convene OSDS partner programs,
- Resolution of customer complaints,
- Prepare/submit local plans (as required under sec. 107 of WIOA),
- Oversight of system MOU and Infrastructure Funding Agreement,
- Select/terminate OSDS contractors for career services, and youth providers,
- Negotiate local performance accountability measures, or
- Develop/submit budget for activities of the LWDB in the local area.

## **2.4 One-Stop Partner Programs**

The role of the OSO will be to interact with the seventeen (17) partner programs of the OSDS including:

- Adult, Dislocated Worker, and Youth formula programs under Title I of WIOA,
- Adult Education and Family Literacy Act programs under Title II,
- Wagner-Peyser Employment Services programs under Title III,
- Rehabilitation Act programs under Title IV,
- Carl Perkins Career and Technical Education,
- Community Services Block Grant,
- Indian and Native American programs,
- HUD Employment and Training programs,
- Job Corps,
- Local Veterans Employment Representatives and Disabled Veterans Outreach Program,
- National Farmworker Jobs Program,
- Senior Community Service Employment Program Title V,
- Temporary Assistance for Needy Families,
- Trade Adjustment Assistance programs,
- Unemployment Compensation programs,
- YouthBuild, and
- Second Chance Act Programs.

## **2.5 Responsibility Revisions**

The roles and responsibilities of WC and the SOW of the OSO may be refined and changed as:

- Federal and State law or requirements are enacted and implemented covering the workforce development system,
- Regulations and procedures are developed or changed by DOL,
- WC's governing boards adopt local direction and procedures, and
- WC develops and coordinates mandatory strategic initiatives for the SNWDA.

## **SECTION 3: PROGRAM DESCRIPTION**

### **3.1 Background**

WC, the administrative entity for the LWDB, seeks proposals from organizations to serve as the OSO. The area is comprised of Clark, Esmeralda, Lincoln, and Nye Counties, including Boulder City, Henderson, Las Vegas and North Las Vegas. The area is currently served by a network of centers including: one (1) Comprehensive One-Stop Career Center; four (4) affiliate one-stop centers; ten (10) library location one-stop centers; two (2) Employ NV Business Hubs; multiple other youth locations and specialized centers; and three (3) rural offices located in Nye and Lincoln County. Additional locations are being developed, including three (3) Employ NV Career Hubs and an additional center at the Historic Westside School. Since Program Year 2017, WC has expanded its integration efforts through partnerships with DETR Nevada JobConnect offices, Department of Health and Human Services (DHHS) Temporary Assistance for Needy Families (TANF) offices, and library districts. The four (4) affiliate one-stop centers located in the urban area of Clark County include three Nevada JobConnect sites operated by DETR and one TANF site located on Belrose, which is operated by DHHS. WC continuously evaluates the need for additional locations and may add locations at its discretion.

WC's strategic vision for the SNWDA is based on the vision Statement: "Full Employment for All Southern Nevadans." It is aligned to support Nevada's Unified State Plan. An economy, historically anchored on a couple of industry sectors, is being transformed to one that is knowledge-based and technologically advanced and features multiple key industry sectors. Nevada's economy is now receiving strong economic, education and workforce development investments in the key industry sectors identified by the Governor.

WC collaborates with local education and economic development agencies in the planning efforts to develop the necessary exposure activities, demand-driven curriculum, certificate programs, programs of study, and internship opportunities that will best prepare students and job seekers to work and succeed in Nevada's key industry sectors.

WC collaborates with local businesses and industries to maintain a local OSDS that meets the needs of job seekers and employers. This is anchored by the mission Statement: “Connecting Employers to a Ready Workforce.” The local OSDS is designed to align the Nevada Unified State plan and increases access to opportunities for employment, education, training, and support services especially for youth and individuals with the greatest barriers to employment.

The following strategies have been identified:

- Continue to transition WIOA Title I services to One-Stop Centers identified and assigned by WC with services to be provided along with the other WIOA core partner programs (Title II, III, IV, and TANF),
- Maximize the leveraging of resources among the partner programs with effective referrals, co-enrollments, and partnerships, and
- Use data to determine Return on Investment and make better strategic decisions.

WC utilizes multiple engagement strategies with many partners in the area. Some of the strategies are listed below:

- Having regular system convenings,
- Seeking opportunities to co-locate with system partners,
- Engaging local economic development agencies,
- Engaging local chambers of commerce, and
- Integrating workforce professionals into local chambers and economic development agencies to ensure alignment with the business community.

WC sees the following challenges in the near term:

- Adjust for shifting social/economic climates,
- Mitigate finite resources in the OSDS,
- Meet rapidly changing needs of the local labor market,
- Raise levels of soft-skills, critical thinking, problem solving, emotional intelligence,
- Increase competency-based models for specific skill sets, and
- Improve outreach and retention strategies.

WC is soliciting proposals from respondents who can demonstrate the expertise and demonstrated capacity in serving as the OSO.

### 3.2 One-Stop Operator Deliverables

WC will assess the effectiveness of the OSO, with the assistance of the system partners, by observing the quality and timeliness of the following scope of work:

- Observation and collection of data regarding the One-Stop Centers,
- Identification of and provision of recommendations to WC for continual improvement,
- Provision of operational and logistical support for system initiatives,
- Collection of information and upkeep of an online repository for system information, and
- Management of additional OSDS expenditures set by WC.

### 3.3 Budget

The budget for this RFP must be based on the following initial funding period:

<b>Initial Funding Start Date:</b>	July 1, 2021
<b>Initial Funding End Date:</b>	June 30, 2022
<b>Initial Funding Period:</b>	Twelve (12) months

The **Budget Form** is a Microsoft Excel file that has a summary page and 7 budget detail pages that require line item detail, for a total of 8 pages. There are lines identified at the bottom of each budget detail page for a brief description of charges, and each line item is **required** to have a concise description justifying the charges.

There are detailed instructions contained in the budget template as Excel comments that may be revealed by hovering with a computer mouse over the red triangles. The budget summary page is locked and auto-populates based on information entered on the budget detail pages. All charges must be rounded to the nearest whole dollar.

On the budget summary page identify the name and contact information for the staff person who WC may contact with any questions regarding the budget.

### 3.4 Budget Requirements

Budgets for this project must include only one full-time position solely dedicated to this project and all related direct and indirect expenses. This position will be expected to handle all components of this project.



### 3.5 Required Match

There is no required match for the OSO function.

## SECTION 4: REQUIRED PROPOSAL CONTENT AND EVALUATION METHODOLOGY

The proposal shall clearly demonstrate the respondent's ability to provide the requested services. A responsive proposal is one that complies with the content requirements of the RFP. The RFP provides information regarding the format in which proposals must be submitted, the requirements that must be met to be eligible for consideration, the respondents' responsibilities, and the documents to be included.

To simplify the review process and obtain the maximum degree of comparison, the major sections of the proposal shall include:

<b>Executive Summary</b>	<b>See Section 5.1</b>
<b>Project Narrative</b>	<b>See Section 5.2-5.7. Tables and graphs are not allowed in this section.</b>
<b>Budget</b>	<b>See Section 3.4</b>
<b>Certification</b>	<b>Proposal Affirmation, Certification, and Conflict of Interest signed by an authorized representative.</b>
<b>Funder Evaluation Survey</b>	<b>See Section 1.5</b>

Proposals will be evaluated by an independent third party and evaluations will be weighted as follows:

- Executive Summary Section 5.1 (10%), and
- Project Narrative addressing associated prompts. Sections 5.2 – 5.7 (90%)

## SECTION 5: EVALUATION ELEMENTS – PROJECT NARRATIVE

All respondents must respond to the following questions and instructions. Questions must be answered in concrete language, using quantifiable measurements whenever possible, and be specific about the role of each collaborator.

Any confidential or proprietary content disclosed in items 5.1 – 5.7 should be noted, and the content should be copied and pasted verbatim from the appropriate prompt into the **Proprietary Information** field (maximum of 10,000 characters) within the portal. This information will not be scored or forwarded to the OSO Selection Committee. Refer to Section 6.4 for more information regarding proprietary limitations.

**5.1 Executive Summary** (10%, maximum 2,000 characters)

Provide a consolidated overview of the responses to prompts 5.2 through 5.7.

**5.2 Event and Project Management** (20%, maximum 5,500 characters)

Describe your organization and staff's current and/or past experience with managing projects of similar size and function.

**5.3 Communication Strategies** (20%, maximum 5,500 characters)

Describe your overall knowledge and abilities regarding effective communication strategies with multiple partners from diverse organizations.

**5.4 Data Collection and Reporting** (20%, maximum 5,500 characters)

Describe your knowledge and ability to collect and report on data effectively.

**5.5 Human Centered Design** (5%, maximum 1,375 characters)

Describe your knowledge and ability to identify practices and theories used in Human Centered Design.

**5.6 Time Management** (15%, maximum 4,125 characters)

Describe your strategy to prioritize and manage multiple projects with simultaneous deadlines.

**5.7 Internal and Quality Controls** (10%, maximum 2,750 characters)

Describe your internal control framework for both OSO and fiscal activities and how they relate. How will your organization provide management support and quality control for the contract as a whole?

**SECTION 6: ASSURANCES**

**6.1 Federal Financially Assisted Programs**

As a condition to the award of financial assistance from DOL, under WIOA and consistent with 29 CFR Part 38.25, the respondent assures that it has the ability to comply with the nondiscrimination and equal opportunity provisions of the following laws and will remain in compliance for the duration of the award of Federal assistance:

- Section 188 of WIOA, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or against beneficiaries on the basis of either citizenship status or participation in any WIOA financially assisted program or activity,
- Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color and national origin,
- Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities,
- The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age, and
- Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs

The respondent also assures that, as a recipient of WIOA funding, it will comply with 29 CFR Part 38 and all other regulations implementing the laws listed above. This assurance applies to the respondent's operation of the WIOA funded programs or activities, and to all agreements the respondent makes to carry out the WIOA funded programs or activities. The respondent understands that the United States has the right to seek judicial enforcement of this assurance.

## **6.2 Unique Entity Identifier and System for Award Management (SAM)**

The respondent is required to be registered in and maintain an active SAM registration with current information at all times during, if selected, the term of the sub-award agreement.

## **6.3 Rights Reserved**

Although WC's intent is to award a contract as a result of this solicitation, the issuance of this solicitation in no way constitutes a commitment from WC to award and execute a contract.

Upon a determination that such actions are deemed to be in its best interest, WC, at its sole discretion, reserves the right to:

1. Reject any or all proposals, cancel this solicitation, or to accept or reject any or all items in any or all proposals,
2. Waive or not waive any immaterial technicality, irregularity, and/or deviation,
3. Disqualify any respondent on the grounds of actual or apparent conflict of interest,
4. Delay, amend, reissue, or cancel any part of this solicitation,
5. Modify the solicitation processes and timelines,

6. Reject any proposal based upon the respondent's prior history with WC or any other entity which documents, without limitation, unsatisfactory performance, adversarial or contentious demeanor, significant failure(s) to meet contract milestones or any other contractual failures,
7. Limit the SOW prior to the award of a contract, or not to award a contract, and
8. If awarded, terminate any contract.

#### **6.4 Public Record**

1. Federal, State and local laws and regulations mandate public access to public government records. Therefore, unless the information is exempt from disclosure by law, the content of any request for clarification, exception, amendment, response to this solicitation, or any other related documentation, will be available for public inspection after the award of a contract.
2. If the respondent believes that any portion of its proposal contains proprietary or confidential information the respondent must, at the time of submittal, request that WC withhold from public disclosure such information by indicating within the portal what information is proprietary or confidential. The respondent must not designate the entire proposal as proprietary or confidential. A proposal that is designated as proprietary or confidential in its entirety will be considered non-responsive.
3. If the respondent requests that WC withhold from disclosure information identified as confidential, the respondent understands and agrees to assume all responsibilities for any litigation, objection, or procedure resulting from the non-disclosure.
4. Failure to identify any information as "Proprietary" or "Confidential" that is released by WC shall constitute a complete waiver of any and all claims for damages caused by the release of such information.
5. The respondent shall indemnify, hold harmless and defend WC from and against all liabilities, claims, actions, damages and expenses, including but not limited to attorney's fees and costs that may be awarded to any party in relation to the request for information.
6. The respondent shall hold the LEOs, LWDB members, the respective counties and cities, WC, their officers, agents, and employees harmless from any and all claims, court costs, fees and penalties, settlements, judgements, legal costs and any other liabilities of any kind arising from the withholding of the respondent's information.
7. All requests for the release of any information pertaining to this solicitation and any subsequent contract award or amendment thereto must be made in compliance with WC established policies and procedures that can be located at <http://nwworkforceconnections.org>.

WC reserves the right to modify or alter the requirements and standards as set forth in this RFP based on program requirements mandated by State or Federal agencies. In such instances, WC will not be held liable for provisions in the RFP package that become invalid.

### **6.5 Ex-Parte Communication**

It is the policy of WC to prohibit ex-parte communication regarding this procurement process with any LWDB member, LEOs, Programs Committee member, Budget & Finance Committee member, WC staff, consultants, or other persons serving as an evaluator during the procurement process. Respondents that directly contact any of the aforementioned parties risk elimination of their proposals from further consideration.

Any communication by telephone, email, letter, face-to-face conversation, or other off-the-record contact is strictly prohibited. Any discovered ex-parte communication will be provided to WC's Executive Director for review and appropriate action. Respondents who improperly influence the proposal review and evaluation process in any way will be subject to disqualification.

**NOTE:** Under no circumstances may an individual who is an evaluator collaborate and/or communicate with any respondent. Evaluators will be asked to sign the "Conflict of Interest Certification for Request for Proposal" stating they have not communicated or collaborated with any respondent.

### **6.6 Termination due to Non-Availability of Funds**

When funds are not appropriated or otherwise made available by WC to support continuation of this RFP or any sub-award(s) therein, they shall be cancelled as of the effective date set forth in the termination notice. The OSO shall be reimbursed for the reasonable value of any cost incurred but not yet recovered under the sub-award as of the date of termination.

### **6.7 Protests**

Any respondent who has a protest in connection with this request shall have the right to submit, in writing, their protest to WC. Untimely protests will not be considered. The written protest must be submitted to:

**Jaime Cruz, Executive Director  
Workforce Connections  
6330 W. Charleston Blvd., Suite 150  
Las Vegas, NV 89146**

The protest must be in a format as outlined in WC Policy Admin-010-08, Procurement Protest Standards. This policy is located at [www.nvworkforceconnections.org](http://www.nvworkforceconnections.org).

Failure by the respondent to request clarification of any inadequacy, omission, or conflict will not relieve the respondent of this responsibility. The signature on the **Proposal Affirmation, Certification, and Conflict of Interest Form** will be considered as implicitly denoting that the respondent has a thorough comprehension of the full intent and scope of this RFP.

## **6.8 Proposal Preparation Costs**

The entire cost for the preparation of a proposal, and any related costs, shall be borne by the respondent.

## **6.9 Fiscal Requirements**

The OSO will be subject to the Federal provisions contained in 2 CFR Part 200 and Part 2900 (Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards) as well as State and local policies and procedures. WC's fiscal policies are located at [www.nvworkforceconnections.org](http://www.nvworkforceconnections.org).

## **6.10 Budget Negotiations**

WC reserves the right to negotiate funding types of combined contracts, funding amounts, and budget line items based on the actual available funding and final amounts awarded to each sub-recipient.

## **6.11 One-Stop Delivery System Expenditures**

WC will require the OSO to incorporate expenditures into the budget that benefit the OSDS. These expenditures will be incurred in one of two ways:

1. WC may opt to procure or use an existing procurement and pay for the expenditures. WC will then send an invoice to the OSO to be repaid to WC from contract funds, or
2. These expenditures may be required to be procured and paid for by the OSO and billed to the contract. WC will initiate and have final approval regarding all procurement actions conducted by the OSO for OSDS expenditures.

## **6.12 Audit Requirements**

Organizations expending at least \$750,000 in Federal funds during the sub-recipient's accounting year are subject to a Single-Act audit per the provisions contained in 2 CFR Part 200 Subpart F.

Audit expenses may only be billed to WC sub-awards when the audit work is performed, or accrued, regardless of the period being audited.

For all sub-recipients, except for commercial for-profit organizations, Single-Act audits must be uploaded to the Federal Audit Clearinghouse no later than nine months after the end of the auditee's accounting year. Commercial for-profit entities must submit Single-Act audits to WC within thirty (30) days of the audit report date, or by nine months after the end of the auditee's accounting year, whichever is sooner, for manual submission to DOL.

### **6.13 Allocated Direct Costs**

Respondents are required to describe their "Allocation Base" (e.g., direct hours worked, square footage usage, etc.) on several budget detail pages. This allocation base describes the existing or anticipated methodology that will be used to prorate common or shared direct operating costs among projects. Examples of shared direct costs are infrastructure/operating costs (e.g., rent and copier machines), as well as personnel (e.g., program manager) providing benefits to multiple funding sources or projects. Shared direct costs do not normally benefit the organization as a whole, because those costs are traditionally indirect costs. Computation columns are provided on the budget detail pages to aid in this calculation.

Expenses that are solely WIOA where the benefit to system is not able to be determined by funding stream or population (Adult, DW and Youth) must be prorated to all three funding streams using monthly system enrollments. This information will be provided to the OSO each month prior to the invoice due date.

### **6.14 Indirect Costs**

Indirect costs are costs incurred by an organization that do not directly benefit any one program or project, but indirectly support all aspects of the organization. Common indirect costs include accounting, legal, human resources, and executive management. Sub-recipients must have one of the following in order to bill indirect costs to a WC sub-award:

- An indirect cost rate agreement with a Federal cognizant agency,
- An indirect cost rate agreement with a cognizant pass-through entity,
- The ability to utilize the Federal de minimis rate, and
- WC-negotiated indirect rate (after the award of funds)

Cost allocation plans are no longer allowable to substantiate the billing of indirect costs unless the OSO is a government entity.

## **6.15 Profit**

Only commercial for-profit organizations may incorporate profit into their budget. Profit will be negotiated and must be contained in a single line item on the Other Overhead budget tab. Profit will be based on expenditures in the budget where risk is incurred and will not exceed ten percent (10%) of those expenditures.

## **6.16 Sub-contracts**

All sub-recipients must procure sub-contracts according to WC procurement requirements, and those sub-contracts must be pre-approved by WC. An award of funds or approval of a budget does not exempt procurement requirements. Guidance regarding WC procurement requirements is contained in WC policy Admin-010-06 on the WC website at [www.nyworkforceconnections.org](http://www.nyworkforceconnections.org).

## **6.17 Joint Proposals**

Organizations wishing to submit a joint proposal for funding must select one entity to be the fiscal agent.

The fiscal agent may sub-contract post award with members of the joint proposal, to provide services or resources to the project.

In cases of joint proposals, the successful respondent/fiscal agent will be required to comply with procurement standards as applicable and appropriate post award.

To qualify as a member of the joint proposal, the organization must have been part of the proposal development, bring resources into the program, and be an integral part of the project SOW. The OSO and all collaborating members must adequately document their involvement in the development of the proposal for the procurement record.

Contractors are required to meet the following criteria. For more details see matrix below:



Non-Exempt Contractor Criteria	Procurement Exemption Criteria
<ul style="list-style-type: none"> <li>• May be a sub-recipient or a vendor depending on the nature of the goods/services provided,</li> <li>• Does not provide services integral to the SOW as proposed in the RFP (i.e. most non-participant related services)</li> </ul>	<ul style="list-style-type: none"> <li>• Part of a joint proposal for funding - one entity receives the grant award as the fiscal agent, and the other entity(s) are written into the proposal by name,</li> <li>• Contributes resources to the OSO function - via contract or donation,</li> <li>• Performs an integral part of SOW,</li> <li>• Maintains documentation regarding the collaboration such as meeting agendas, draft budgets, draft proposals, etc.</li> </ul>

Sub-recipients, including the OSO, wishing to certify any collaborating entities as procurement-exempt post award, must complete a WC Partner Procurement form, submit documentation substantiating the relationship, and have the contract reviewed and approved by WC prior to execution.

**6.18 Additional Funding and Funding Renewals**

WC may grant sub-recipients, including the OSO, additional funding, at its sole discretion, based on the availability of funds and the needs of the SNWDA. Per State requirements, WC may fund sub-recipients, including the OSO, for up to four consecutive years without an additional procurement action. In subsequent funding periods, contract amounts may increase or decrease depending on available funding and the needs of the system. WC does not make any guarantees, express or implied, that funding will be renewed beyond the initial funding period. WC also reserves the right to incorporate a performance-based model to award additional funds.

**6.19 Additional Assurances**

By submitting a proposal in response to this solicitation, the respondent assures that it has not given, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to any public servant or any employee or representative of same, in connection with this procurement action. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest may result in the disqualification of a respondent’s proposal. An award may not be made where a conflict of interest exists. WC will evaluate and determine whether a conflict of interest exists and whether it may reflect negatively on WC’s selection of a sub-recipient(s). WC reserves the right to disqualify any respondent on the grounds of actual or apparent conflict of interest.

With the submission of a proposal, the respondent assures that it is not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency. The respondent also assures that it has not been disqualified or otherwise prevented from proposing on, or completing a Federal, State or local government project because of a violation of law or safety and labor standards.

With the submission of a proposal, the respondent assures that no funds awarded as a result of this solicitation will be used, or proposed for use, to encourage or induce the relocation of a business, or part of a business, if such relocation will result in the loss of employment for any employee of such business at its original location and such original location is within the United States.

WC is an equal opportunity employer/program and requires that the successful respondent(s) comply with established Federal, State and local nondiscrimination, equal opportunity and drug free workplace applicable laws and regulations, as appropriate.

With the submission of a proposal, the respondent assures that the entity or organization it represents has not been convicted of a felony criminal violation under any Federal law within the preceding 24 months.

With the submission of a proposal, the respondent assures that the entity or organization it represents has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

With the submission of a proposal, the respondent assures that the entity or organization it represents has not made, and it will not make, any payment prohibited under 31 U.S.C. §1352(a)(1), which addresses limitations on the use of appropriated funds to influence certain Federal contracting and financial transactions.