workforce CONNECTIONS
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

RFP 101
Request for Proposal Workshop

September 29, 2022

Welcome

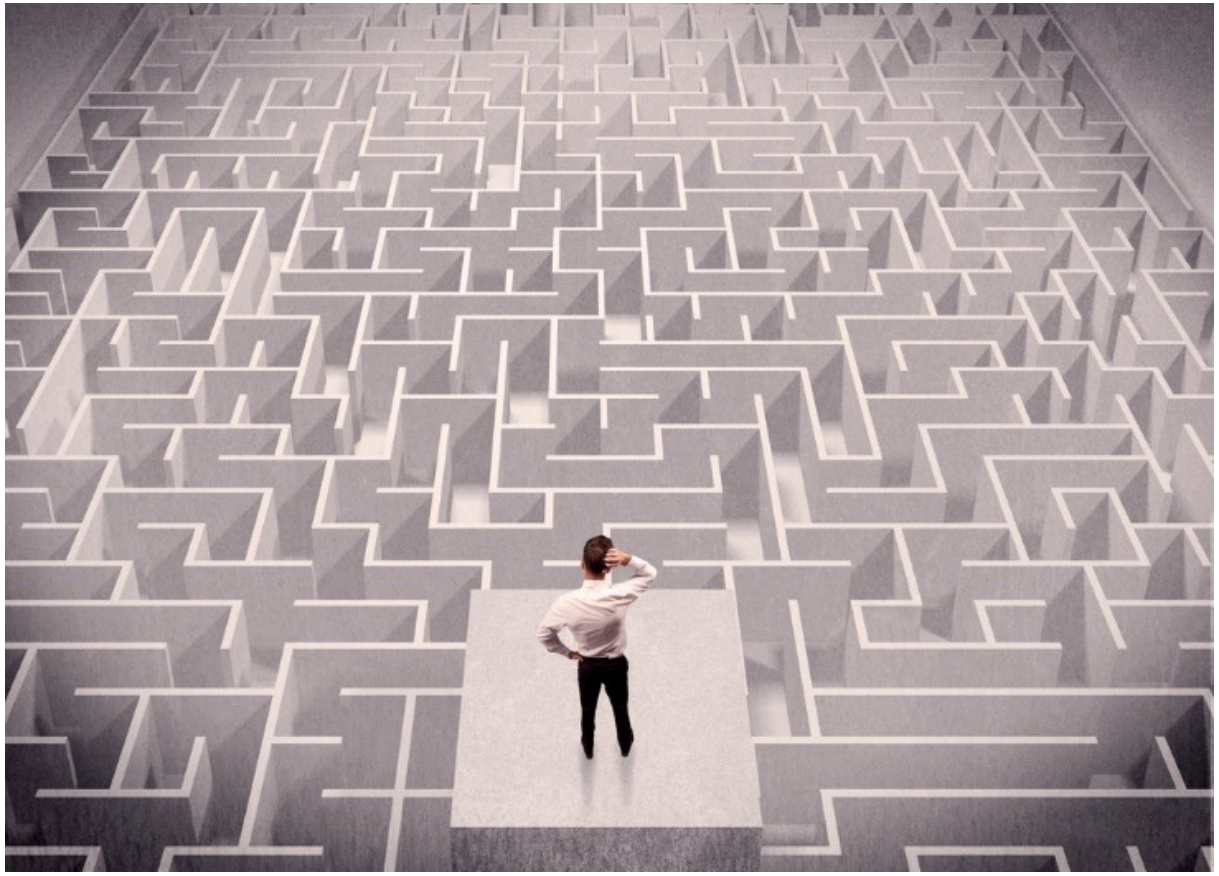
Executive Director Jaime Cruz

workforce CONNECTIONS
PEOPLE. PARTNERSHIPS. POSSIBILITIES.
$20 Million
FOR EMPLOYMENT AND TRAINING SERVICES
WANT TO LEARN MORE?
RFP 101 WORKSHOP
THURSDAY, SEPTEMBER 29, 2022
10 A.M. TO NOON
OR 2 P.M. TO 4 P.M.
Workforce Connections
6330 W. Charleston Blvd., Suite 150
Las Vegas, NV 89146
Organizations specializing in employment and training are encouraged to learn more about the Request for Proposal (RFP) process for approximately $20 million of annual federal Workforce Innovation and Opportunity Act (WIOA) funding earmarked for Southern Nevada. The Title I funding provides employment and training services at Southern Nevada American Job Centers that address the needs of employers and job seekers.
The RFP will be released
OCTOBER / NOVEMBER 2022
via the Workforce Connections website,
www.nvworkforceconnections.org
REGISTER TO ATTEND HERE:
www.nvworkforceconnections.org/rfp101
Auxiliary aids and services are available upon request to individuals with disabilities by notifying Dianne Tracy in writing at 6330 W. Charleston Blvd., Ste. 150, Las Vegas, NV 89146; or by calling (702) 638-8750; or by fax at (702) 638-8774. The TTY/TDD access number is (800) 326-6868 / Nevada Relay 711. A sign language interpreter may also be made available with twenty-four (24) hours advance notice.
An Equal Opportunity Employer/Program.

Objectives

- Workforce Development System
- Fiscal and Administrative Considerations
- Programmatic Considerations
- How to Apply

Demystify the Process



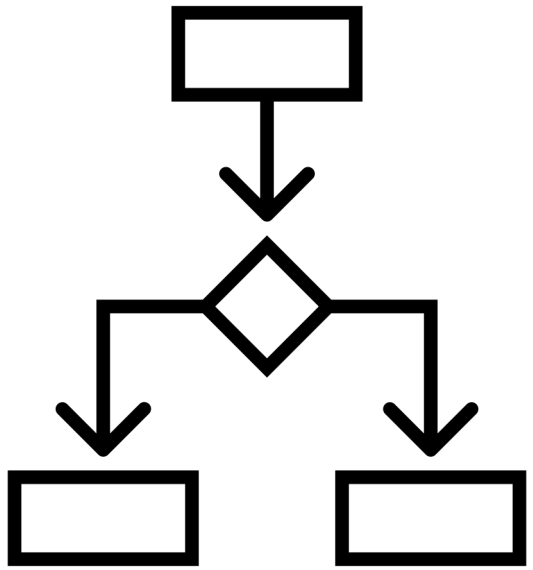
Help you avoid

common mistakes

Determine if your organization is a good fit for our funding

So we can help people obtain employment

Workforce Development System

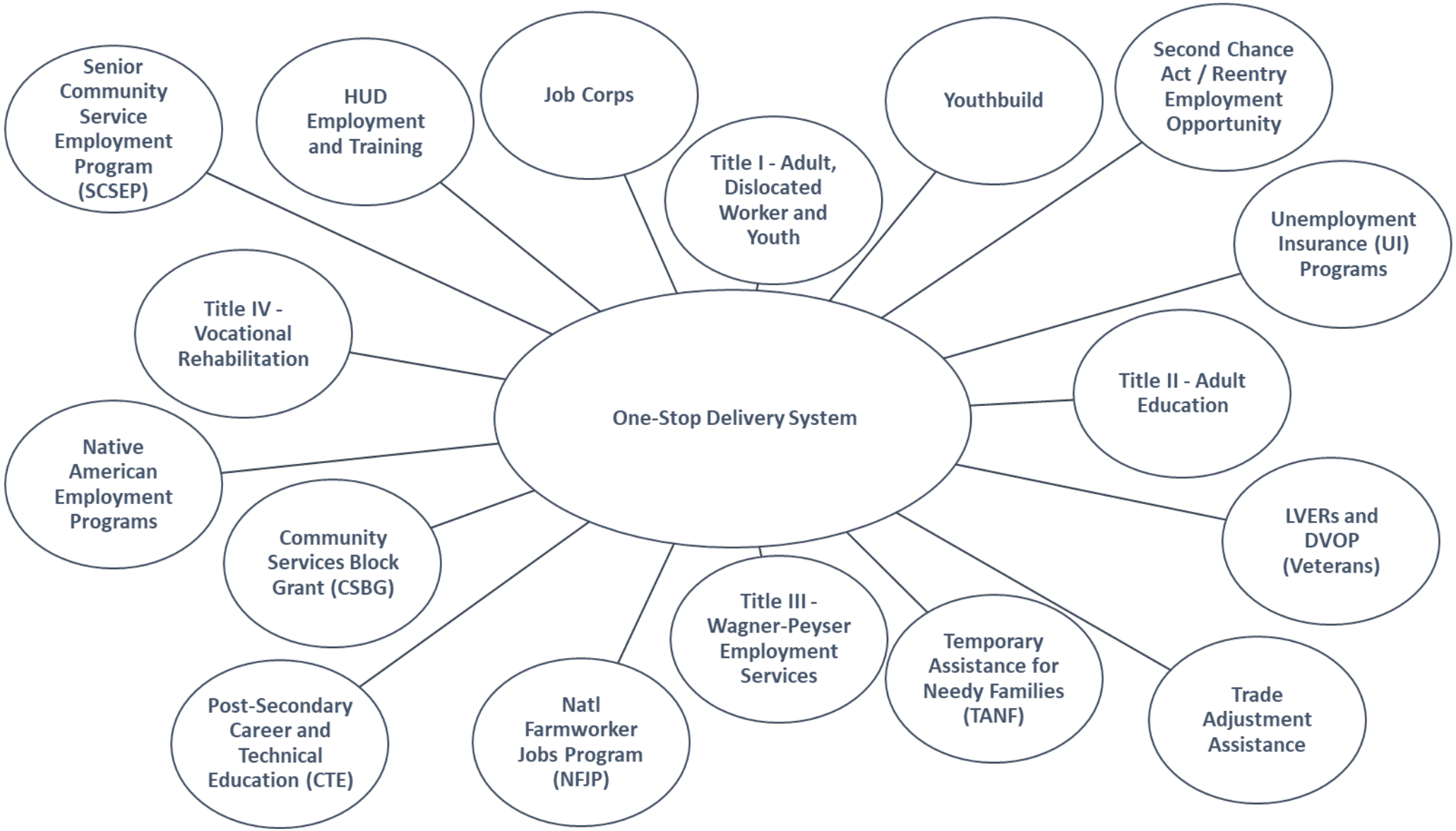


WIOA
Workforce Innovation and Opportunity Act

- Federal Legislation
- Braids 17 funding streams spanning four federal agencies
  - Labor
  - Education
  - Health and Human Services
  - Housing and Urban Development

17 Mandated Partners
Form the

One-Stop Delivery System


One-Stop Delivery System
Senior Community Service Employment Program (SCSEP)
HUD Employment and Training
Job Corps
Title I - Adult, Dislocated Worker and Youth
Youthbuild
Second Chance Act / Reentry Employment Opportunity
Unemployment Insurance (UI) Programs
Title II - Adult Education
LVERs and DVOP (Veterans)
Trade Adjustment Assistance
Temporary Assistance for Needy Families (TANF)
Title III - Wagner-Peyser Employment Services
Natl Farmworker Jobs Program (NFJP)
Post-Secondary Career and Technical Education (CTE)
Community Services Block Grant (CSBG)
Native American Employment Programs
Title IV - Vocational Rehabilitation

Who are some of our system partners?

EmployNV CAREER HUB
An AmericanJobCenter of Nevada

EmployNV YOUTH HUB
An AmericanJobCenter of Nevada

EmployNV BUSINESS HUB
An AmericanJobCenter of Nevada

workforce CONNECTIONS
one stop CAREER CENTER
An americanjobcenter of Nevada

NEVADA JobConnect
A Proud Partner of
americanjobcenter of Nevada

DETR
Nevada Department of Employment, Training and Rehabilitation
ONE NEVADA - Growing a Skilled, Diverse Workforce

State of Nevada Department of Education
Nevada Ready!

NV.gov
Nevada Department of Health and Human Services
Division of Welfare and Supportive Services

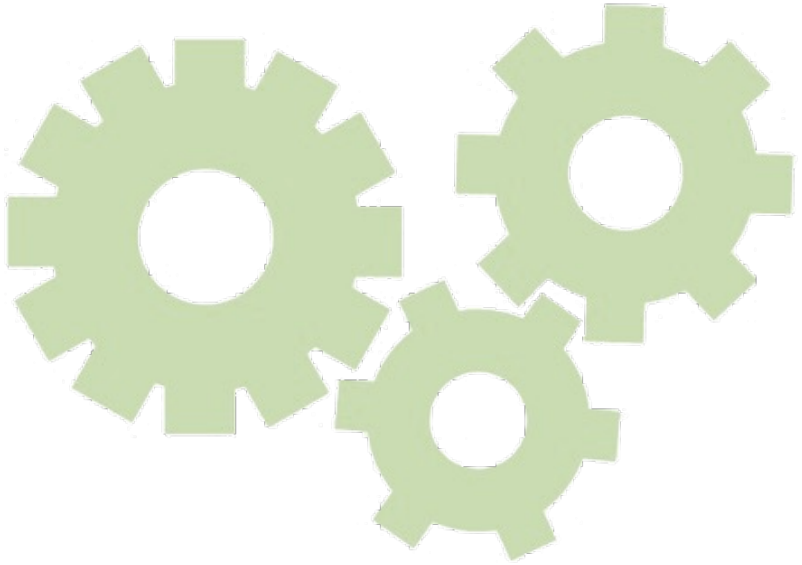
Service Locations

- Comprehensive One-Stop Career Center
- Three JobConnect offices
- Temporary Assistance for Needy Families (TANF) Belrose office
- 12 library locations
- 5 Harbor locations
- 6 Employ NV Business Hubs
- Multiple other specialty centers including rural offices in Nye and Lincoln County

Local Area

- Clark County
- Esmeralda County
- Lincoln County
- Nye County

Local Governance



- Two entities provide governance
  - Chief Local Elected Officials Consortium
  - Local Workforce Development Board
- Set direction and vision

Workforce Connections Primary Duties

Convene the One-Stop Delivery System

- System MOU and cost sharing
  - Defines how the 17 partner programs work together
- Facilitate cooperation and integration among the partner programs

Administer WIOA Title I Programs

- Provide technical assistance to service providers
- Act as fiscal agent for the money
- Monitor service provider programs
- Competitively procure WIOA Title I providers for Adult, Dislocated Worker and Youth programs
- Competitively procure a one-stop operator to coordinate services in the centers

Fiscal and Administrative Considerations

Federal

US Dept of Labor (DOL)

State

Department of Employment, Training & Rehab (DETR)

Local Areas

Local Workforce Development Board (LWDBs)

Sub-Recipients

Nature of Funding

Federal Funds

Cost Reimbursement

Sub-award

Timing of Funding

- Yearly allocation
- Funds have a 2-year life
- Compete at least every 4 years

Allowable Costs

WC Policy FIS-020-01

Participant and Project Costs

Staff and Fringe

Overhead

Is this funding a good fit?

Federal Financial Management Standards

Uniform Guidance at 2 CFR Part 200

Internal controls versus prescribed rules

Emphasis on written policies and procedures

Federal Financial Management Standards

- Systems must be sufficient…
- 7 basic standards
- 2 CFR Part 200.302

7 Basic Standards

01

Identification in accounts of awards received and expended

02

Accurate, current, and complete financial results (accrual basis)

03

Records that identify adequately the source and application of funds

7 Basic Standards
(continued)

Budget-to-actual

04

Accountability for funds and assets – used for intended purpose

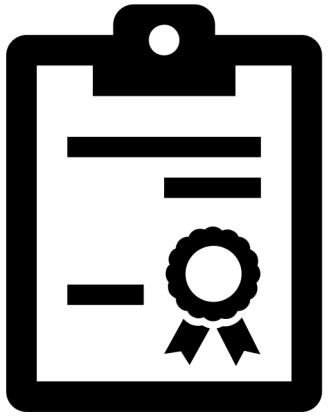
05

06-07

Written policies and procedures

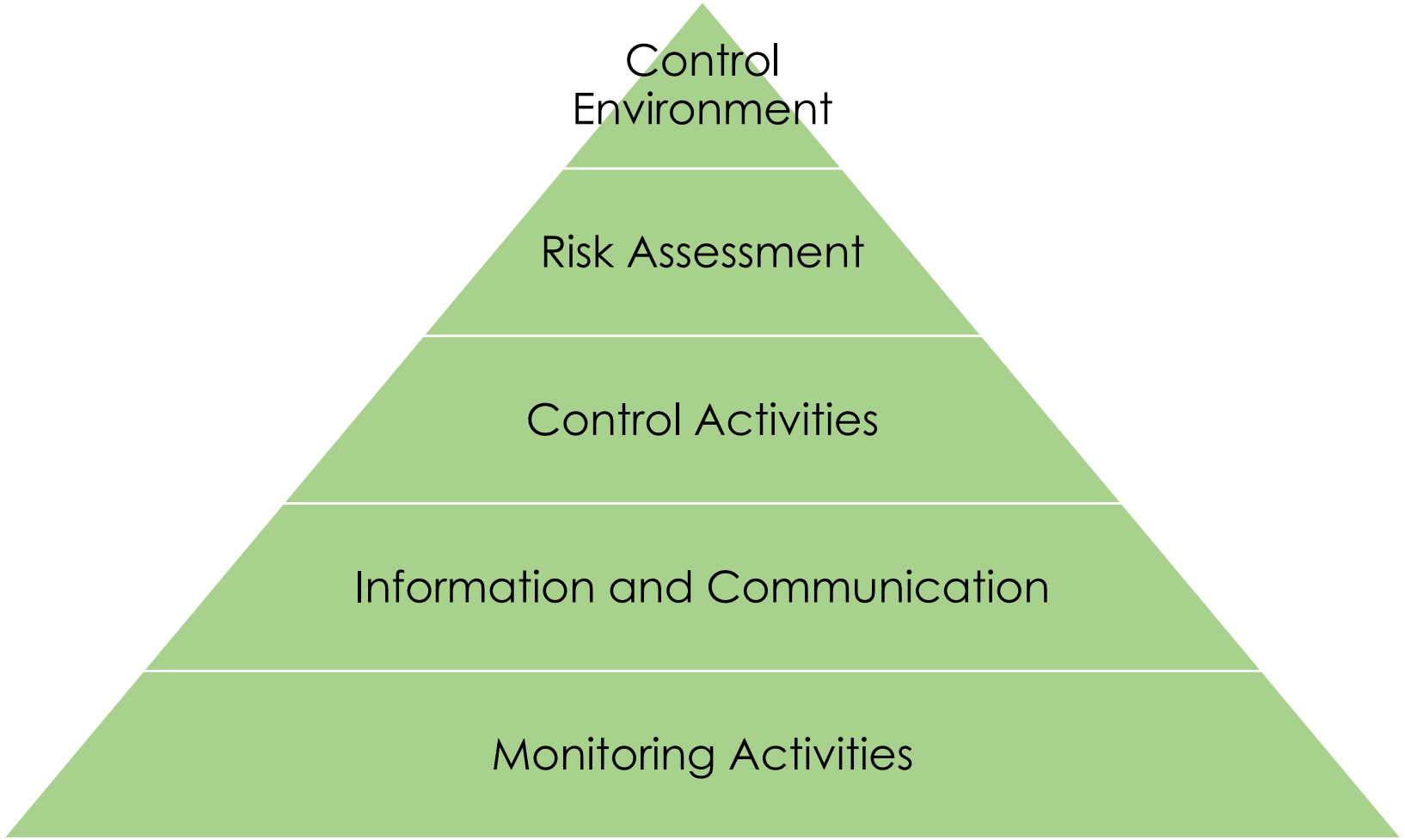
ROAD TO
SUCCESS

Internal Controls Basics



- Definition: Processes designed to provide reasonable assurance of:
  - Effective operations;
  - Accurate reporting; and
  - Compliance
- Mitigate fraud, waste and abuse

Components of Internal Controls

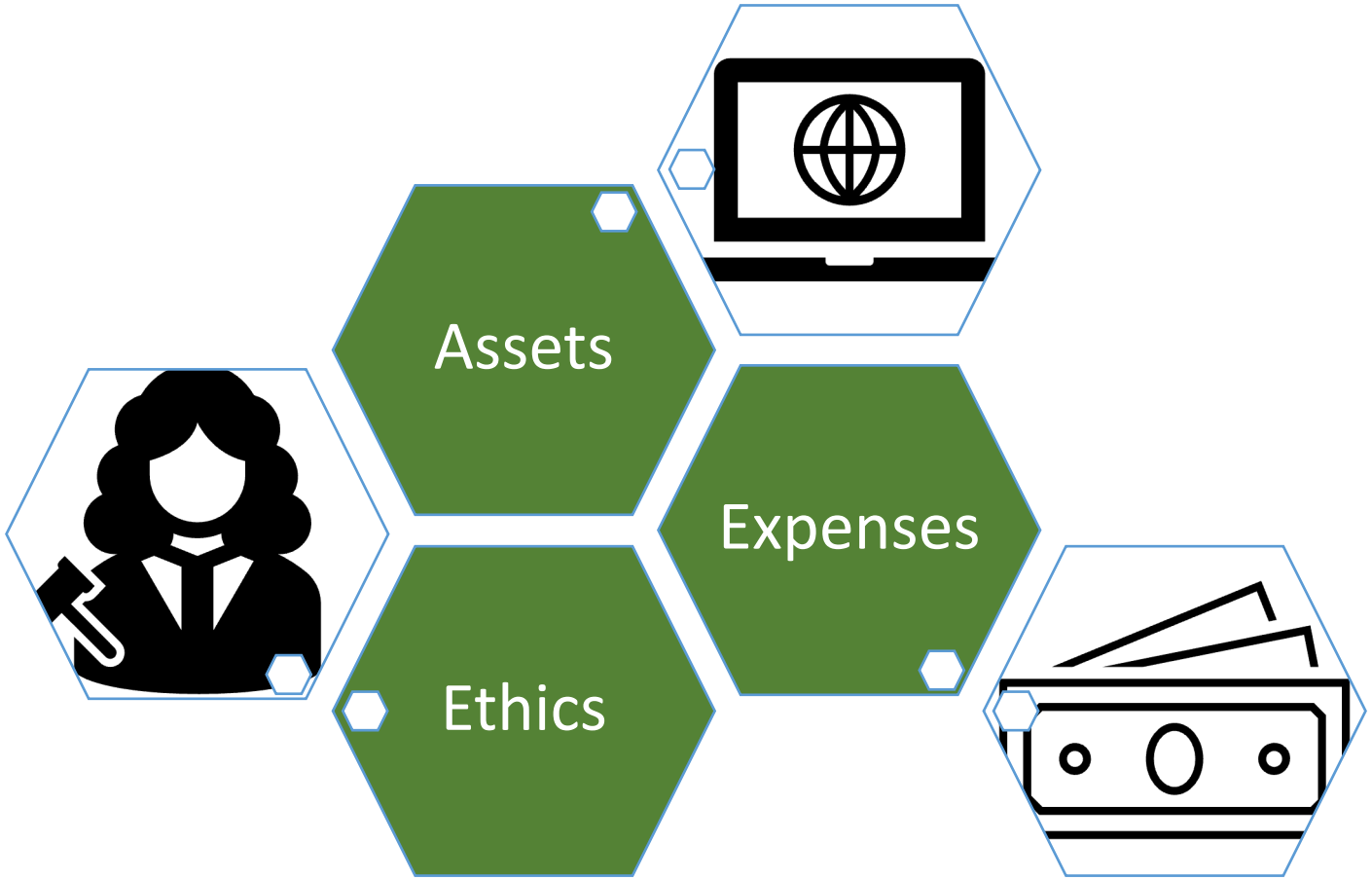


Control Environment

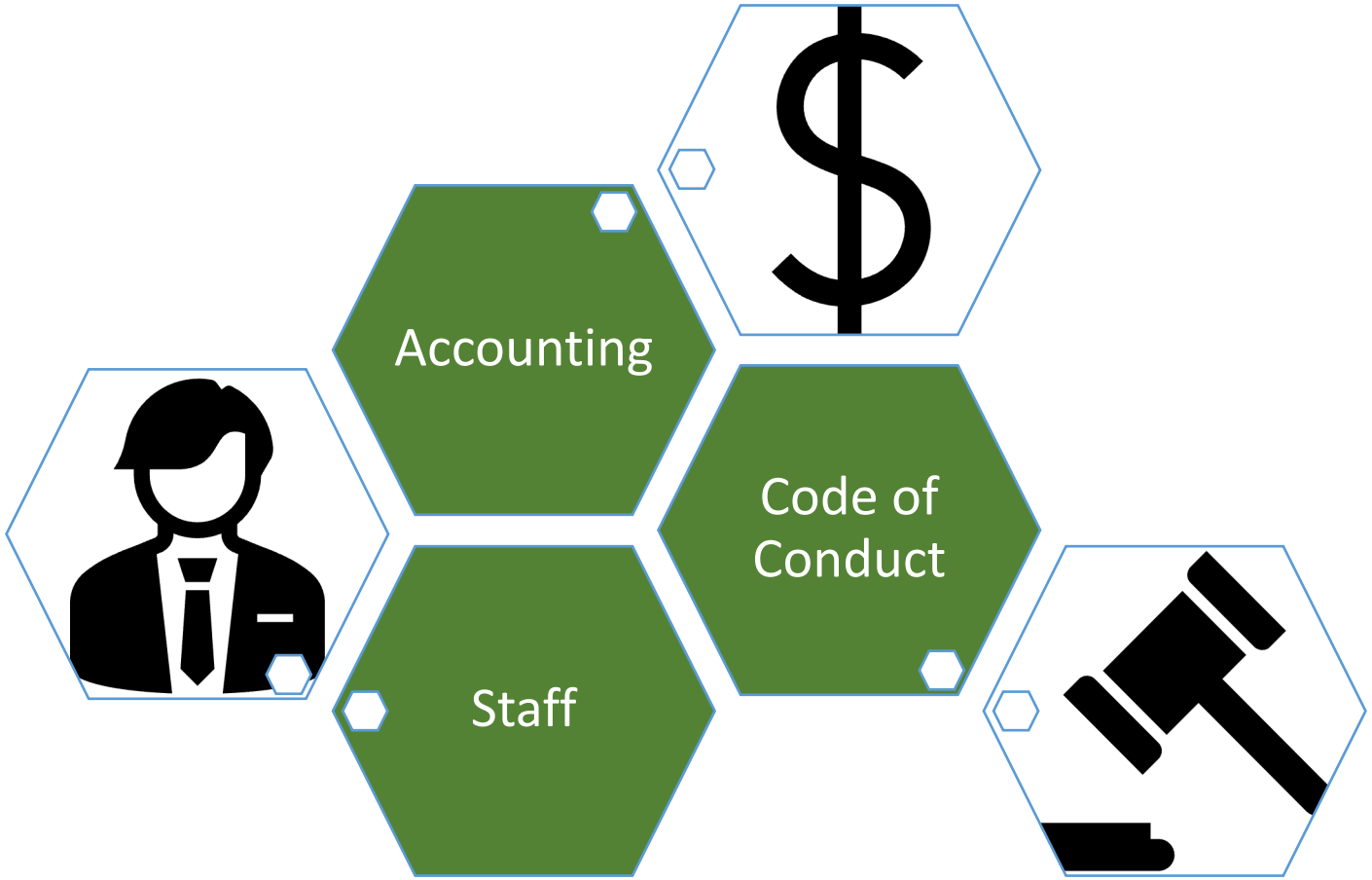
- Commitment to integrity
- Board oversight
- Management structure
- Staff priority
- Accountability

Risk Assessment

Risk Assessment Sample Questions



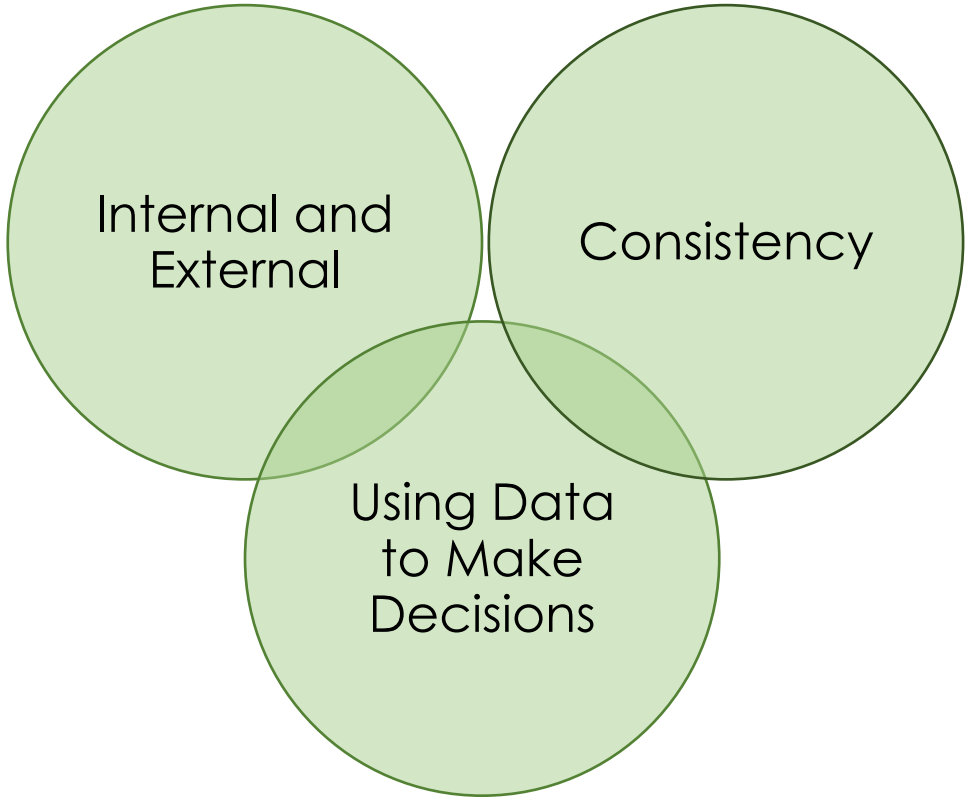
Risk Assessment Sample Questions - Continued

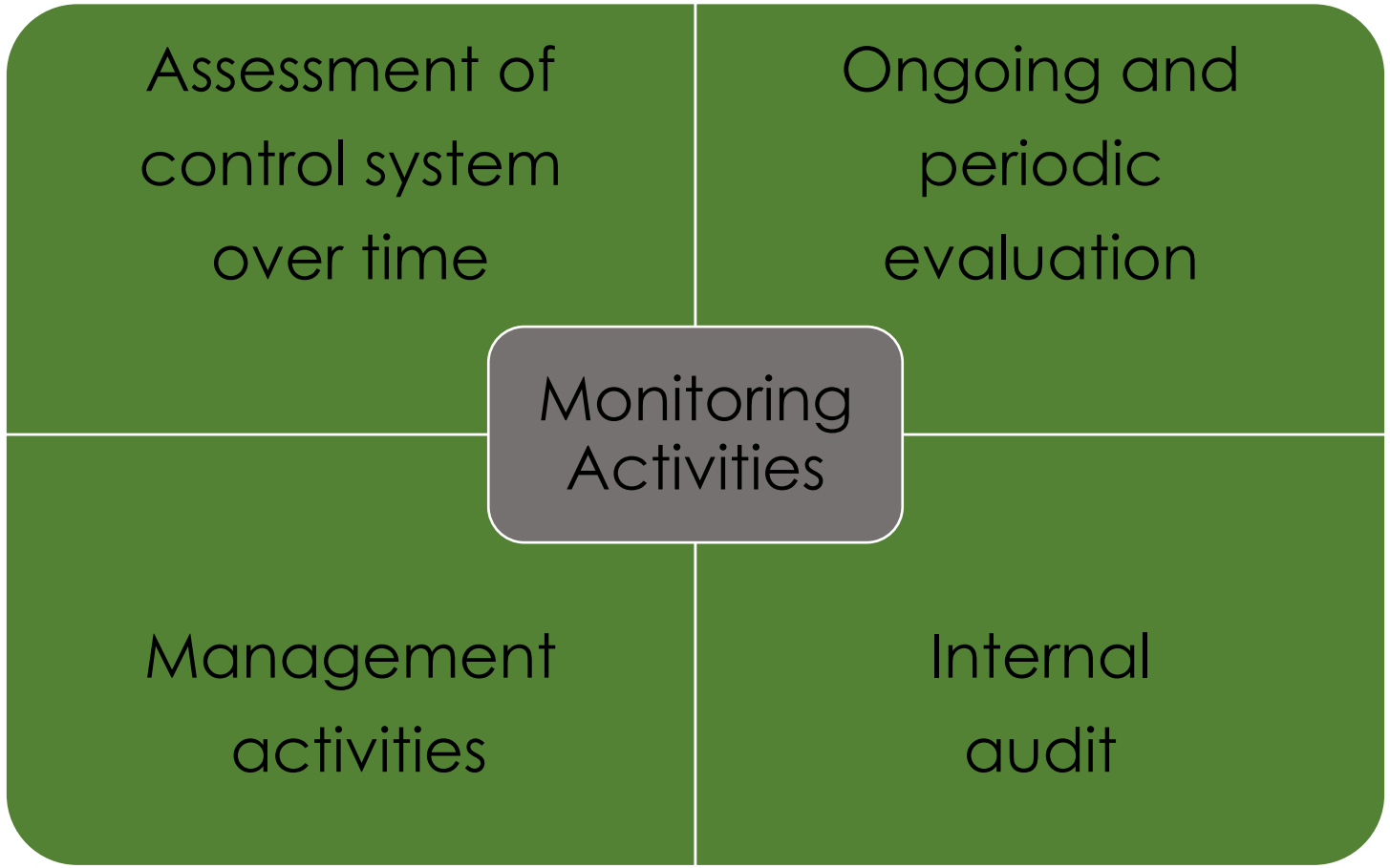


Control Activities

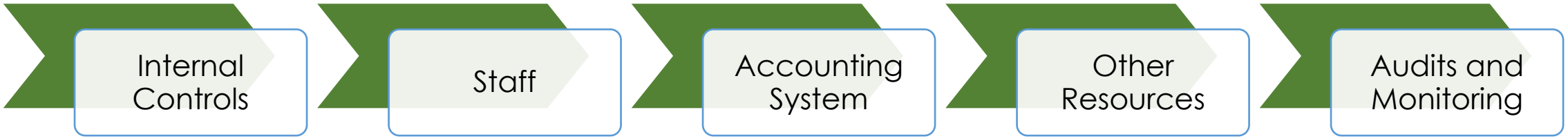
Approvals and Authorizations	Verifications	Reconciliations	Independent Reviews	Asset Security	Segregation of Duties

Information and Communication

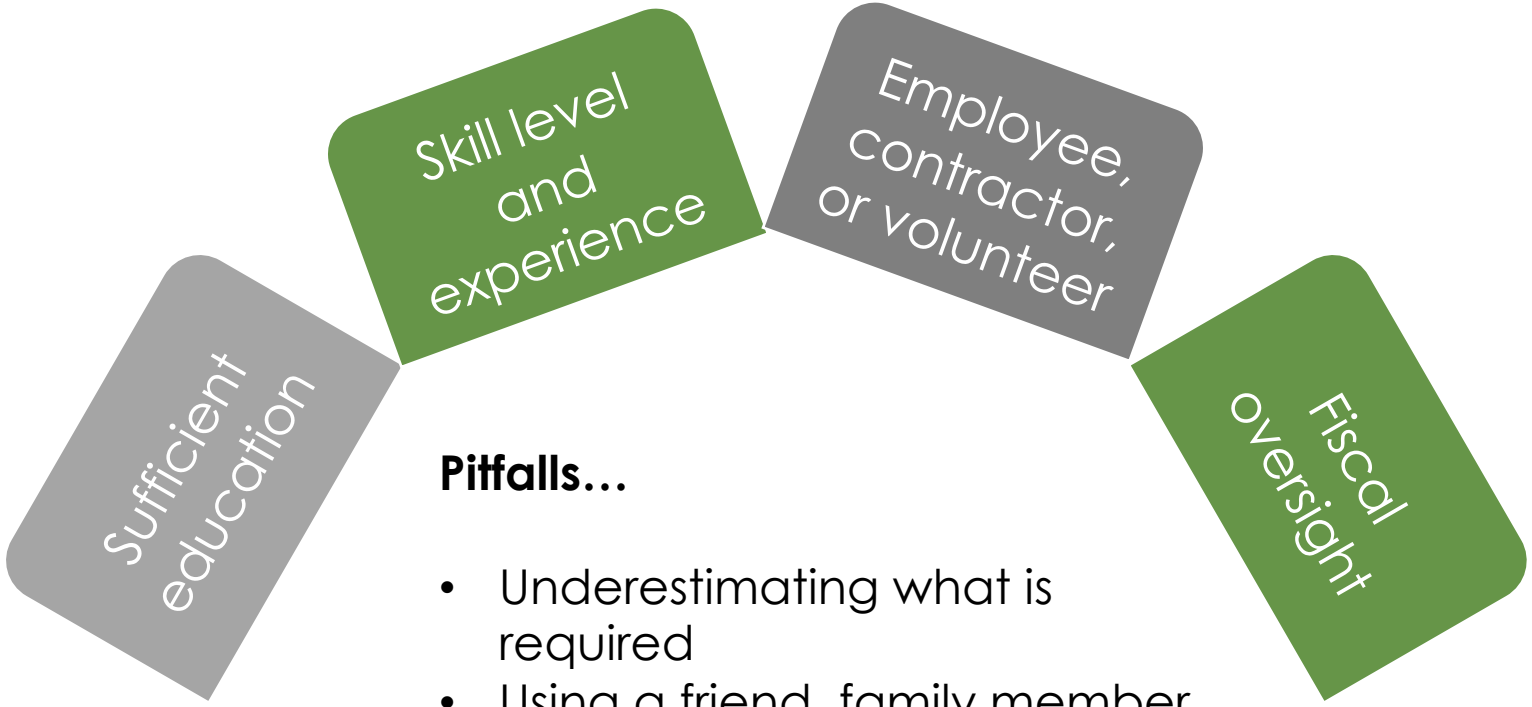



Assessment of control system over time
Ongoing and periodic evaluation
Monitoring Activities
Management activities
Internal audit

Fiscal Capacity



Fiscal Staffing Considerations



Pitfalls…

- Underestimating what is required
- Using a friend, family member, or volunteer
- Lack of oversight

Effective Accounting System – 10 components

Accounting software with controls

Identify the receipt and expenditure of funds separately

Record expenditures by component categories

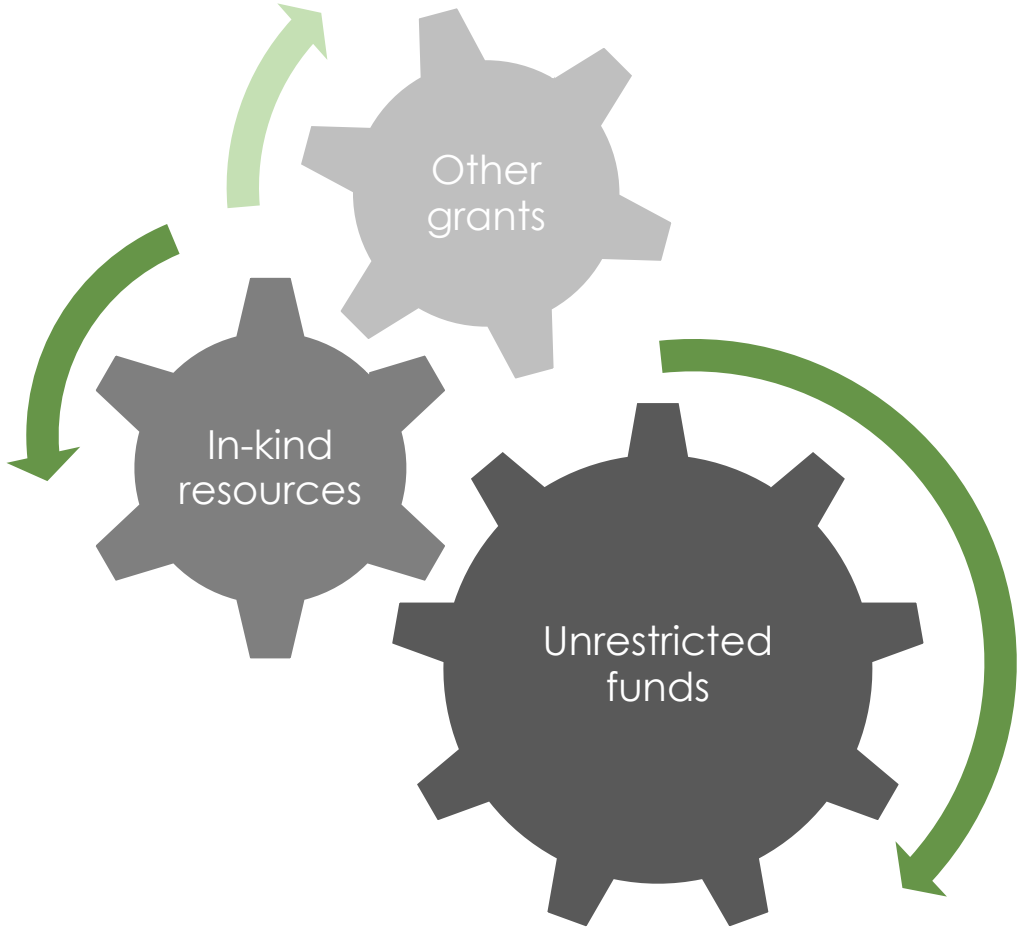
Time distribution identified with cost objective

Certified time distribution records

Effective Accounting System – continued

- Segregation of direct, shared direct and indirect costs
- Indirect cost rate
- Cost allocation plan
- Budgetary controls for total funds
- Budgetary controls for cost categories

Other Resources



- Match Requirements
- Disallowed Costs
- Cash Flow

Audits and Monitoring

Audits

- Overall Financial Status
- Other Federal Awards
- Findings

Monitoring

- Internal and External
- Findings
- Corrective Action

Recap…

- Funds subject to requirements in the Uniform Guidance
- Internal controls are super important
- See fiscal and administrative policies on WC website

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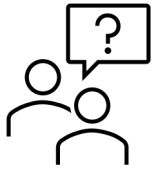
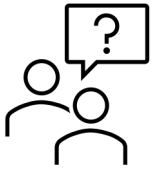


Questions and Answers



Programmatic Considerations

WIOA Title I

Employment and Training Program

Adult & Dislocated Workers

Youth

Target populations

- Low income or public assistance
- Individuals with barriers to employment
- Historically marginalized populations

Adult & Dislocated Worker

Minimum Eligibility Requirements

Youth Eligibility

Out-of-school youth/young adults

In-school youth/young adults

Federal Performance Indicators

Adult/DW

- Employment Rate 2nd Quarter after Exit
- Employment Rate 4th Quarter after Exit

Youth

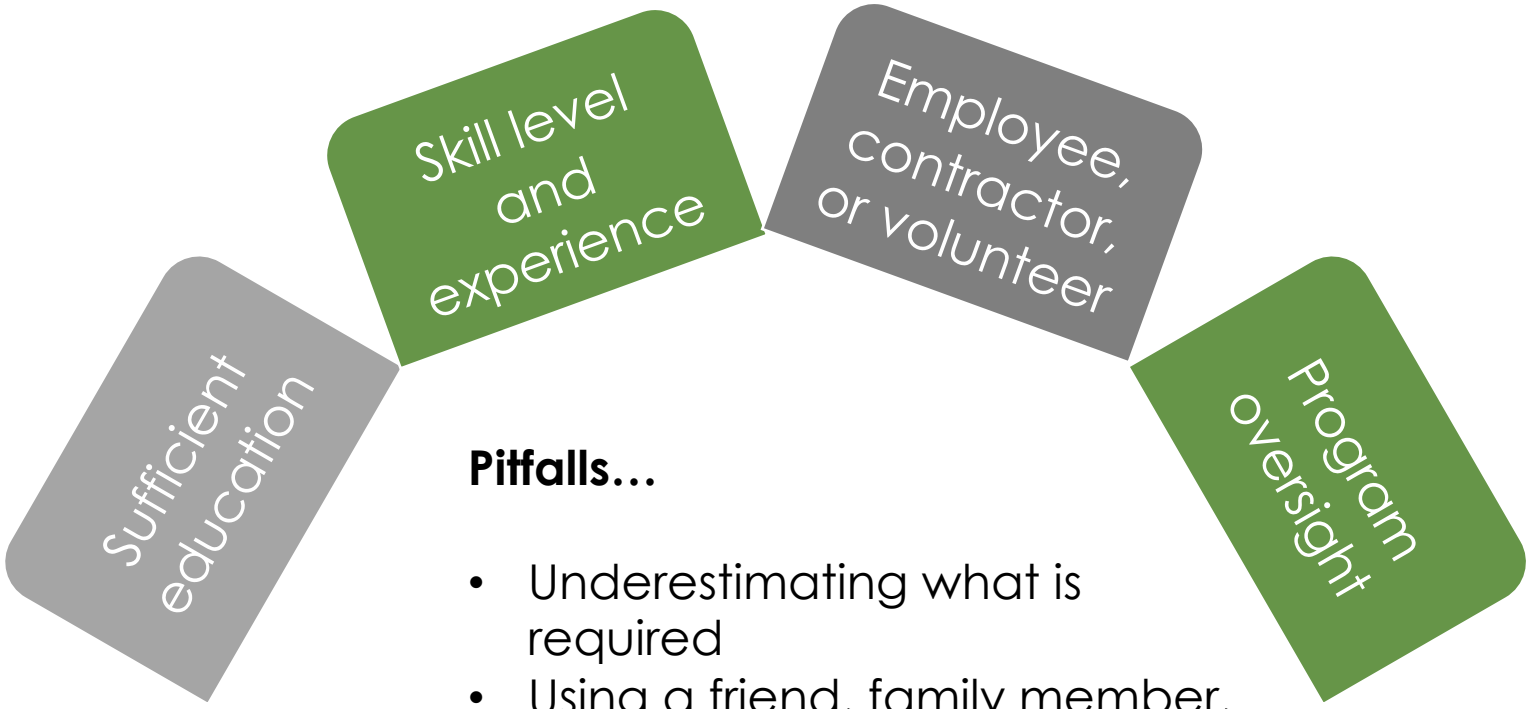
- Employment/Education Rate 2nd Quarter after Exit
- Employment/Education Rate 4th Quarter after Exit

All

- Credential Attainment
- Measurable Skills Gains
- Median Earnings

Programmatic Capacity

Program Staffing Considerations



Pitfalls…

- Underestimating what is required
- Using a friend, family member, or volunteer
- Lack of oversight

How to Apply

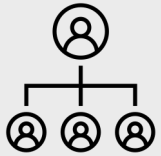
RFP Cycle

Announcement
Bidder's Conference
Q & A Period
Prepare Proposal
Submit Proposal
Public Reveal
Evaluation & Selection
Approval
Award
Pre-Award Risk Assessment
Contract Negotiations
Executed Contract

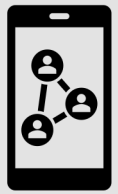
Announcement

Email Blast

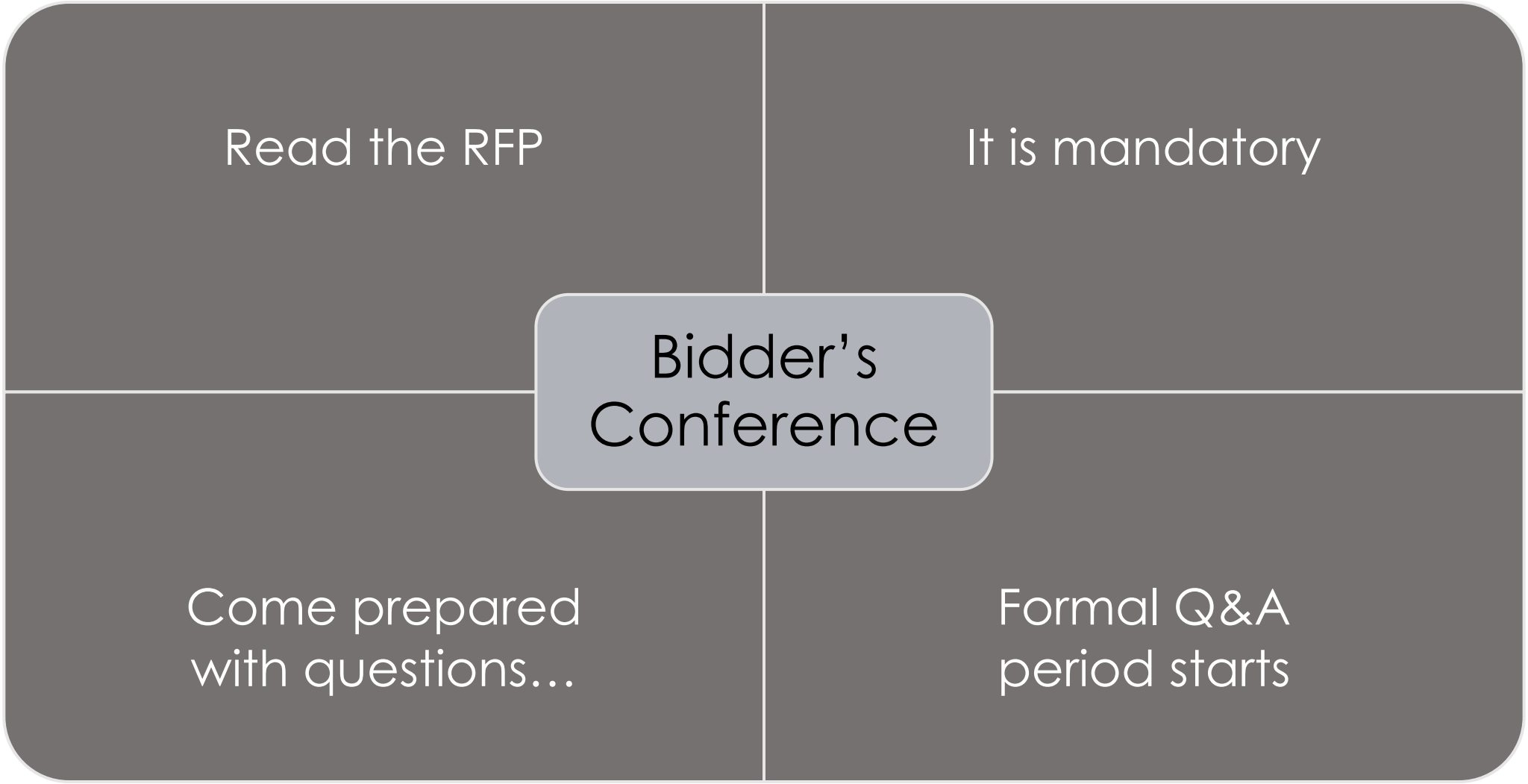
National Organizations



Media



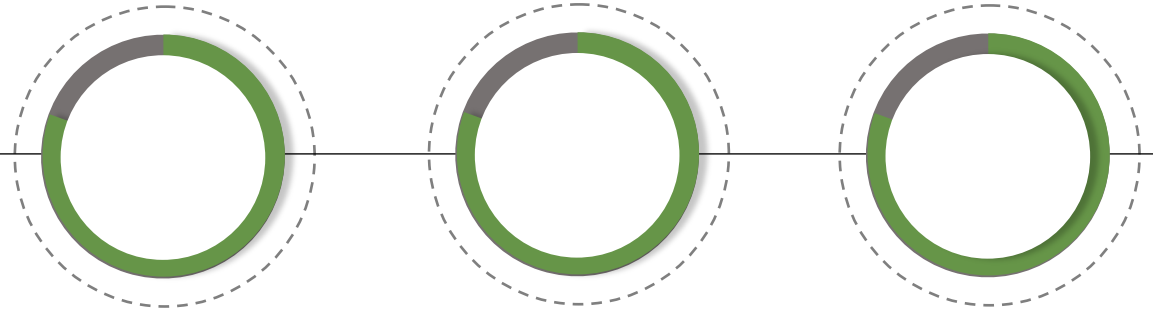
Website


Read the RFP
It is mandatory
Bidder's Conference
Come prepared with questions…
Formal Q&A period starts

Ex-parte communication

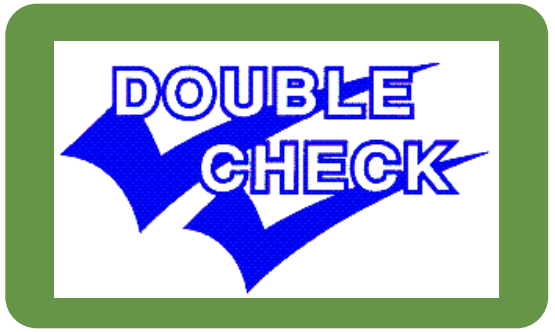
Ask questions via the portal

Answers posted via the portal



Question and Answer Period

Proposal Preparation Recap



Submit Proposal

Enter into portal

Save and submit

You're in the running!

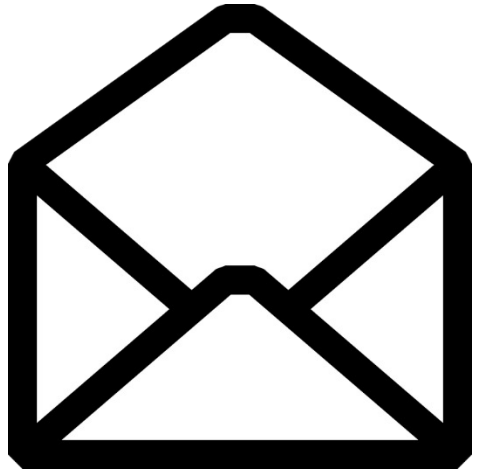
DON’T MISS THE DEADLINE!!

Public Proposal Reveal

Usually revealed soon after deadline

List compiled of all respondents

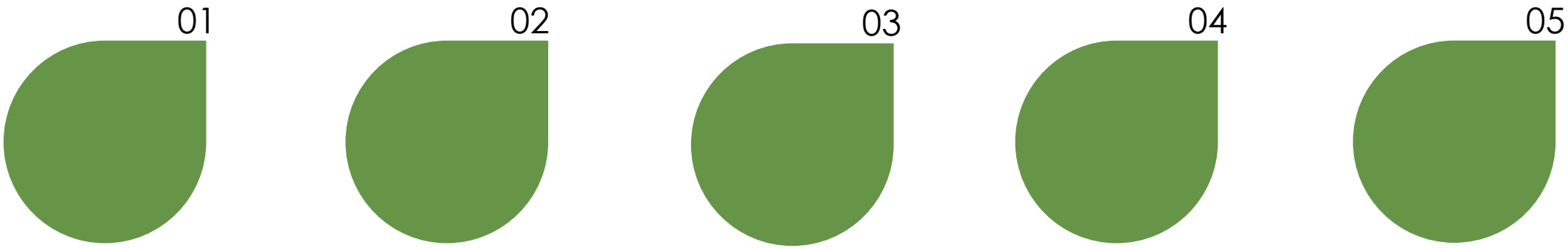
Posted on portal



Pre-qualification Process

- Specifications in RFP
- Pass or fail
- Notified individually if fail

Evaluation and Selection



01 Independent evaluation by third party

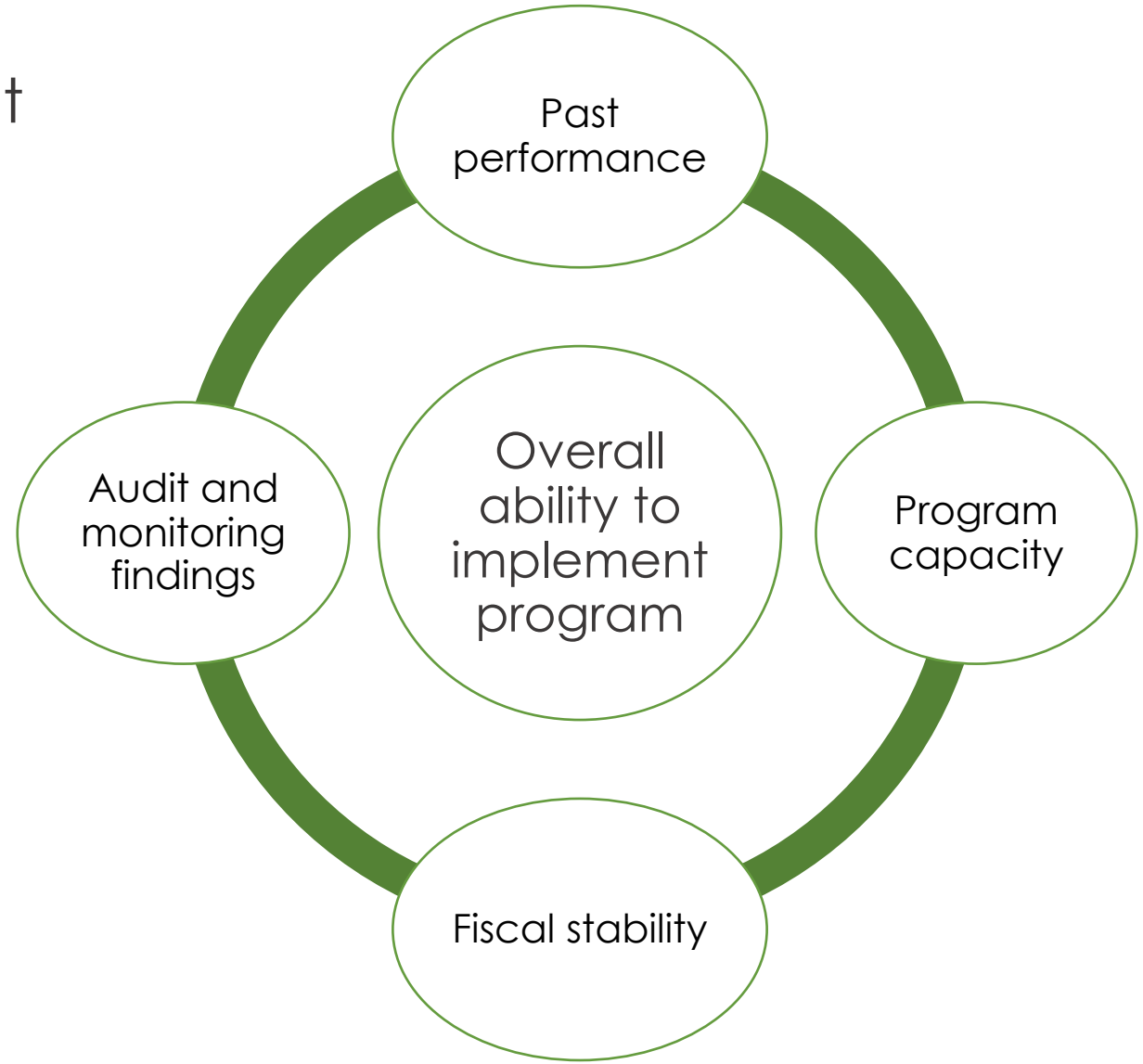
02 Selection panel and/or selection committee evaluation

03 Interviews and/or site visits if deemed necessary

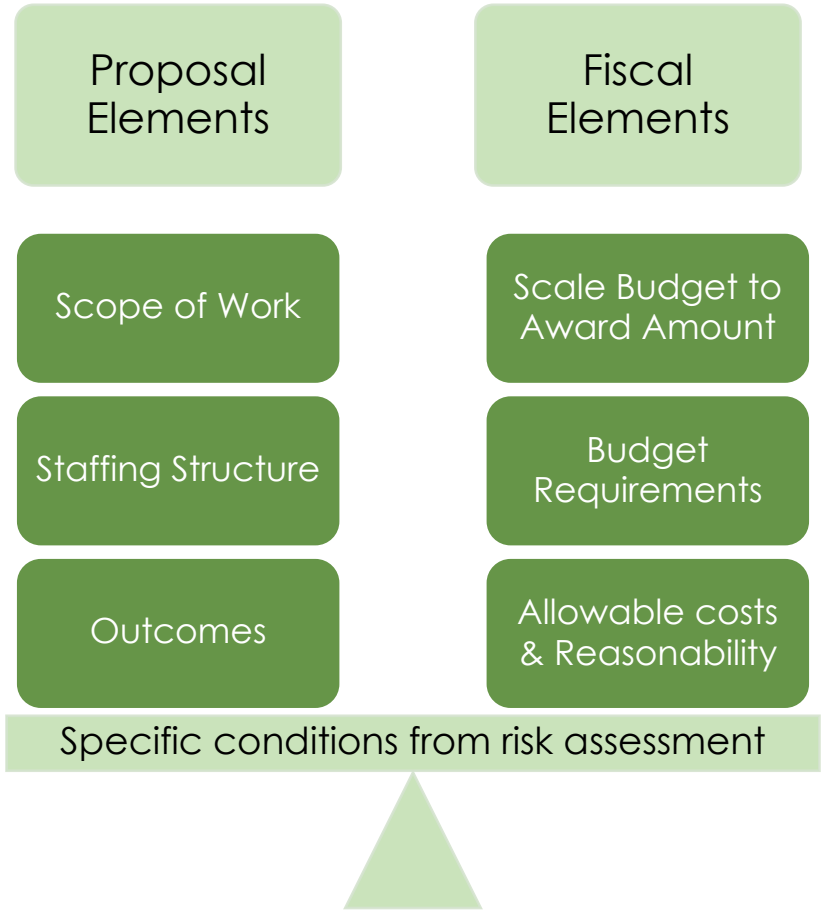
04 Recommendation by selection panel and/or selection committee and approvals

05 Committee, Board, and LEO approvals, as appropriate

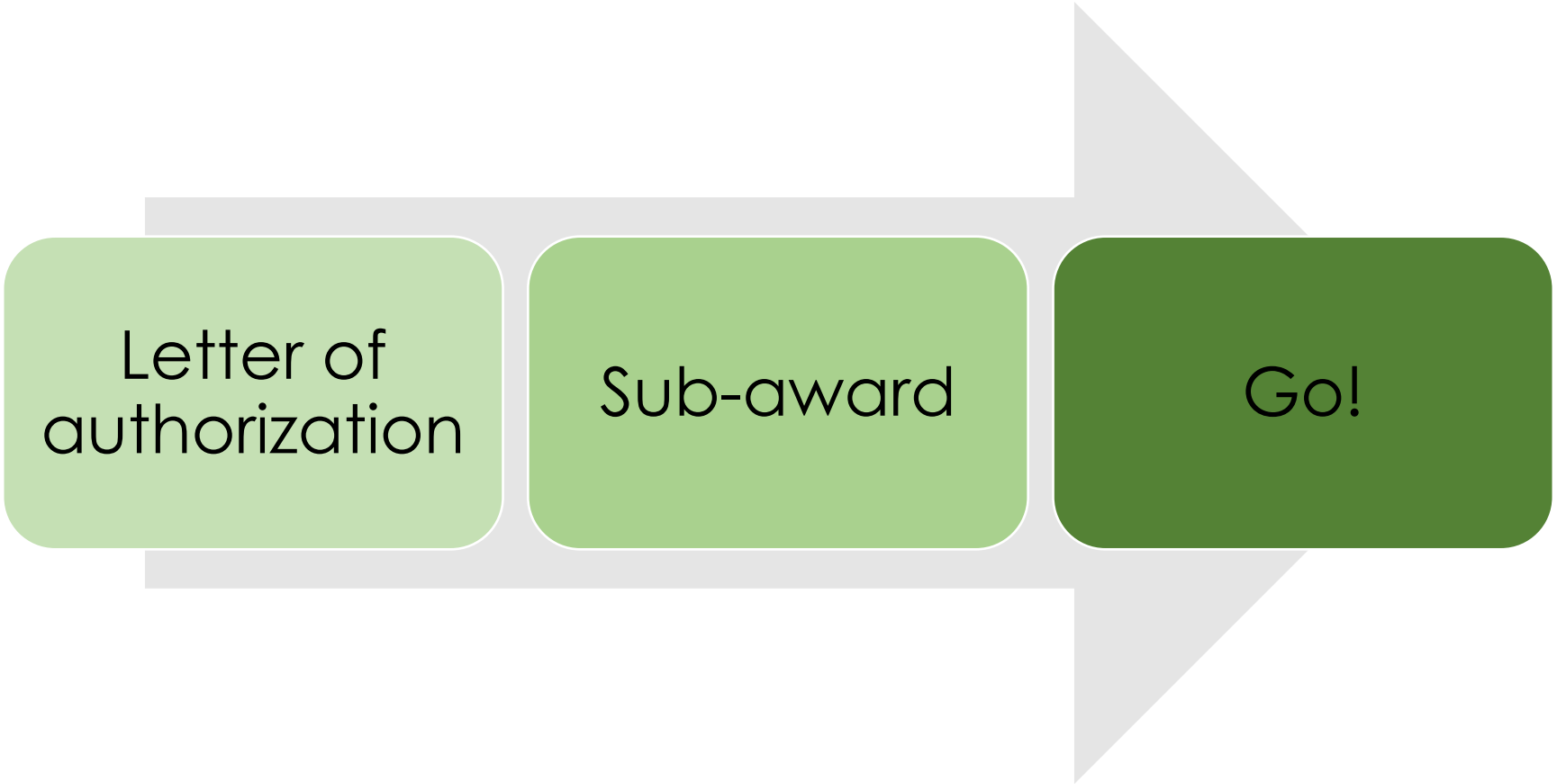
Pre-award Risk Assessment



Contract Negotiations



Post-Award Process



Training Activities

- Initial training
- Ongoing training
- Technical assistance

Next Steps

Go to the WC website
www.nvworkforceconnections.org

- Sign up for RFP notifications
- Get more information
- Consider if this funding is a good fit for your organization

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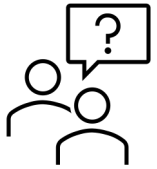
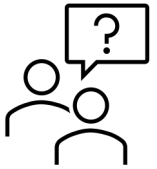
Questions and Answers