

Southern Nevada Workforce Development Board

Workforce Connections

Request for Quote (RFQ) No. V-19-006 Facilitation Services, Business Services Convening

Release Date: November 1, 2019

Deadline for submissions: **November 8, 2019** no later than **2:00 p.m.**
Proposals must be submitted electronically to rfq-pec@snvwc.gov.

Questions related to the terms and conditions of this solicitation must be submitted in writing to rfq-pec@snvwc.org.

Catalog of Federal Domestic Assistance (CFDA) Numbers

CFDA 17.258

CFDA 17.259

CFDA 17.278

For additional information you may contact:

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Introduction

Workforce Connections, Southern Nevada's Local Workforce Development Board (LWDB) is a quasi-governmental non-profit agency, governed by the Southern Nevada Chief Local Elected Officials Consortium. The consortium of City and County government officials has determined Workforce Connections to be the administrative entity for the Local Workforce Development Area (LWDA), approved by the Governor to administer funds provided under Title I of the Workforce Innovation and Opportunity Act (WIOA).

Authority

Public Law (P.L.) 113-128 WIOA; the Single Audit Act – 31 U.S.C. 7501 – 7507; 2 CFR Part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards §200.318 – §200.326; 20 CFR Part 683; State Compliance Policy (SCP) 3.9 Procurement, Workforce Connections' Policy Admin-010-06 Procurement – Acquisition.

Purpose

The LWDB, Workforce Connections, is soliciting quotes from qualified firms with established and verifiable experience and expertise to provide on-site **Facilitation Services for a Business Services Convening**. The date and premises for the event are still pending to be determined and the successful proposer will be informed on this matter once information is available.

Determination of Need

It has been determined that Workforce Connections requires the services of a facilitator or consultant to facilitate a Business Services Convening event where local stakeholders will convene for a unique and dynamic collaborative experience in support of:

- Collaborations between employers and the workforce development system,
- The development of sector strategies for cooperative planning and programing,
- Identifying specific business trends,
- The coordination of resources to achieve workforce and economic development goals,
- The use of technology and data to connect employers to a skilled workforce, and
- Productive sector partnerships.

This solicitation does not commit Workforce Connections, in any way, to accept any proposal or quote. Workforce Connections is not responsible for any costs incurred by the proposer in the preparation of a proposal or quote in response to this solicitation.

Workforce Connections may negotiate with any proposer after submitted quotes are reviewed if such action is deemed to be in the best interest of Workforce Connections.

I. Assurances

- A. With the submission of a proposal, the proposer 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 proposer 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.
- B. With the submission of a proposal, the proposer 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.
- C. Workforce Connections is an equal opportunity employer/program and requires that the successful proposer will comply with nondiscrimination and drug-free workplace applicable laws and associated regulations as appropriate.
- D. With the submission of a proposal, the proposer assures that the individual or organization it represents has not been convicted of a felony criminal violation under any Federal law within the preceding 24 months.
- E. With the submission of a proposal, the proposer 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.
- F. With the submission of a proposal, the proposer 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.
- G. Each proposer must disclose any existing or potential conflict of interest relative to the performance of the contractual services resulting from this solicitation. Any such relationship that might be perceived or represented as a conflict must be disclosed. By submitting a proposal in response to this solicitation, the proposer 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 will automatically result in the disqualification of a proposer's proposal. An award will not be made where a conflict of interest exists. Workforce Connections will determine whether a conflict of interest exists and whether it may reflect negatively on Workforce Connections' selection of a contractor.

II. Rights Reserved

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

Upon a determination that such action(s) are deemed to be in its best interest, Workforce Connections, at its sole discretion, reserves the right to:

- A. Reject any or all proposals, cancel this solicitation, or to accept or reject any or all items in any or all proposals;
- B. Disqualify any proposer on the grounds of actual or apparent conflict of interest;
- C. Delay, amend, reissue, or cancel any part of this solicitation that would not have a significant impact on any proposal;
- D. Modify the solicitation processes and timelines;
- E. Reject any proposal based upon the proposer's prior history with Workforce Connections 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;
- F. Limit the SOW prior to the award of a contract, or not to award a contract; and
- G. If awarded, terminate any contract.

III. Modifications

At the discretion of Workforce Connections, if determined necessary to amend any part of this solicitation, an addendum will be posted on the Workforce Connections' website. Proposers are responsible for checking the website frequently in order to remain informed with respect to this solicitation.

IV. Protest

- A. Workforce Connections will consider a bona fide protest with respect to its procurement actions. Any entity may file a protest with respect to this solicitation consistent with the procurement protest standards specified in Workforce Connections Policy Admin-010-08 located on the Workforce Connections website. The written protest must be submitted to Workforce Connections' Executive Director.
- B. Failure by the proposer to request timely clarifications with respect to any omission or inadequacy will not release the proposer from this responsibility. The signing of the "Affirmation Form" will be considered a thorough understanding of the intent and scope of work of this solicitation.

V. Public Record

- A. Federal, State, 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 written communication between Workforce Connections and the proposer, will be available for public inspection.
- B. If the proposer believes that any written communication, as appropriate, between the proposer and Workforce Connections contains proprietary or confidential information the proposer must request that Workforce Connections withhold from public disclosure such information by submitting in a separate envelope such information marked as “Proprietary” or “Confidential” and must include the name of the RFQ and proposer’s name.
- C. The proposer 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.

VI. Qualification Factors

To properly assist Workforce Connections in determining the proposer’s capacity to effectively and efficiently accomplish and deliver the services outlined in this solicitation, the proposer must respond to the following with respect to its ability to meet the requirements under this solicitation.

- A. Please list your organization’s qualifications
 - 1. Facilitation of community meetings,
 - 2. Facilitation of staff or executive leadership meetings,
 - 3. Experience and understanding of the public workforce development system and WIOA,
 - 4. Experience and understanding of business services delivery within a local region, and
 - 5. Organizational background.
- B. Methods of Providing Services
Please provide:
 - 1. A brief description of efforts the proposer will undertake to achieve the requirements of the scope of services, including a staffing plan for the project; and
 - 2. A brief description of the firm’s knowledge, expertise, and experience working with local government entities.
- C. Cost
There is no commitment on the part of Workforce Connections to accept the lowest cost proposal or the conditions imposed by the proposer as a requirement of acceptance. The proposed cost must contain detailed pricing information in relation to performing the services described in this solicitation.

VII. Scope of Services

Target date of event: Second half of February 2020

Facilitation services – two days, from 8:00 a.m. to 5:00 p.m.

Work closely with Workforce Connections on the planning of the event

Build on the work done in Business Services Convening Phase 1, March 2019, see

[Business-Services-Stakeholder-Conversation-Summary-Report-03-20-19.pdf](#)

Guide and support the continuing dialogue to evolve business services/employer engagement and delivery of service for the service area of Workforce Connections.

- Facilitate meetings with state and local leadership, employers and community stakeholders
- Review summary of current programs and resources
 - Align them with Workforce Blueprint 2.0, which can be found at <https://www.lvgea.org/data-and-research/workforce-blueprint/>
- Identify areas for improvement such as:
 - Gaps in coordination, communication and implementation
- Facilitate discussion to support extreme employer engagement to meet the regions talent and industry needs identified in Workforce Blueprint 2.0
 - Identify immediate needs for next steps of business services integration
 - Alignment of vision
 - Resource inventory
 - Training
 - Communication
 - Outreach
- Draft, and present post report of facilitation according to the scope for documentation processes.

VIII. Quotes Review and Evaluations

Workforce Connections may reject any quote in which the proposer’s approach, qualifications, proposed services, or proposed rate/fees are not considered advantageous for Workforce Connections. Workforce Connections reserves the right to request further information or clarification from any or all proposers at any time during the evaluation process.

Quotes will be evaluated based on the following:

Category	Maximum Point Value	Description
Proposed Rate/Fee	50	<ul style="list-style-type: none"> ▪ Consistent and in accordance with specified scope of services
	50	<ul style="list-style-type: none"> ▪ Cost-effectiveness of proposed rates/fees

IX. Contract Award

Only one (1) contract will be awarded as a result of this solicitation. Workforce Connections’ obligation for the performance of this project is contingent upon the availability of appropriated funds from which payments for this project can be made.