

REQUEST FOR PROPOSAL

Workforce Innovation and Opportunity Act (WIOA)

ONE-STOP OPERATOR River Parishes

RFP # WIOA-ONE-STOP OPERATOR 12-1-22

**Release Date: September 1,
2022**

**Proposal Submission Details:
Please submit ONE electronic
proposal and attachments to
tscott@stcharlesgov.net**

**Due Date
October 26, 2022, by 4:00 PM
Central Time**

**Contract Period
January 1, 2023 - June 30, 2024**

Local Workforce Development Area 14

737 Paul Maillard rd
Luling, La 70070

WIOA ONE STOP OPERATOR
Request for Proposals # WIOA-ONE-STOP OPERATOR – 12-1-22

TABLE OF CONTENTS

SECTION I: INTRODUCTION AND BACKGROUND	1
A. Introduction	1
B. Workforce Innovation and Opportunity Act (WIOA) Overview	2
C. Subrecipient Designation	2
D. WIOA’s Local Governing Body: LWDB 14 and The River Parishes	3
E. LWDB 14 Vision, Mission, Objectives and Values	3
SECTION II: SOLICITATION INFORMATION	4
A. Solicitation Timetable	4
B. Eligible Bidders	5
C. Procurement	5
D. Notification of Intent to Bid	6
E. Proposal Minimum Requirements and Submission Instructions	6
F. Bidders’ Conference and Written Questions	6
SECTION III: ONE-STOP OPERATOR DESCRIPTION	6
A. One-Stop Operator Scope of Work	6
B. One-Stop Operator Preferred Qualities and Values	8
C. Location of Services	8
D. LWDB 14 Policies	9
SECTION IV: PROPOSAL TECHNICAL REQUIREMENTS	9
A. Notification of Intent to Bid – Required submission by 08-26-2022	9
B. Proposal Content Requirements and Organization	9
C. Proposal Format Requirements	9
SECTION V: PROPOSAL NARRATIVE, BUDGET AND ATTACHMENTS	10
A. Narrative Questions	10
B. Budget	11
C. Attachments	11

SECTION VI: PROPOSAL REVIEW, EVALUATION AND AWARD PROCESS	11
A. Technical Review	11
B. Evaluation & Selection	12
C. Award Process	12
D. Protest Procedure	13
E. Public Disclosure	14
SECTION VII: GENERAL INFORMATION	14
A. Incurred Proposal Costs	14
B. Withdrawal	14
C. Termination Due to Non-Availability of Funds	14
D. Negotiation/Discussion	15
E. Misrepresentation	15
F. Disallowed Costs	15
G. Monitoring	15
H. Assurances and Certifications	15
I. Reports	15
J. Conflict of Interest	15
SECTION VIII: DISCLAIMERS AND GENERAL PROVISIONS	16

WIOA ONE-STOP OPERATOR

Request for Proposals # WIOA-ONE-STOP OPERATOR – 12-1-22

SECTION I: INTRODUCTION AND BACKGROUND

A. Introduction

The Local Workforce Development Board 14(LWDB 14), in partnership with the River Parishes Chief Elected Officials (CLEOs), is responsible for overseeing the River Parishes workforce development system, called LWDA 14. The Local Workforce Development Board is responsible issuing this Request for Proposals (RFP) on behalf of the River Parishes and CLEOs to identify and select a qualified entity to serve as the One-Stop Operator (OSO), funded by Department of Labor (DOL) federal funds under the Workforce Innovation and Opportunity Act (WIOA) (Public Law No: 113-128).

This RFP is seeking proposals from qualified entities with demonstrated expertise, neutrality and capacity to manage the One-Stop Center to ensure it is customer focused, welcoming and fully accessible to all, integrated with onsite and community workforce development services, and offers comprehensive solutions to job seekers, workers and businesses. The OSO will coordinate with the River Parishes and its partners to minimize duplication and promote seamless service delivery at the One-Stop Center that aligns with WIOA standards and the Local Integrated Workforce Plan.

The vision for the One-Stop Operator is a servant leader who works collaboratively with LWDA 14 and our One-Stop Center partners to create a harmonious and productive space where excellent customer experience is the focus and center of all activity. The selected OSO will demonstrate partnership orientation, commitment to equity, diplomacy, an unbiased approach with all stakeholders, and knowledge of local needs and resources. As the keeper of goodwill and standards, the OSO will maintain operational oversight and functional leadership that aligns with partners to enhance services, making the One-Stop Center a vibrant foundation for workforce development in our community.

Geographic Area: The River Parishes

Proposed Subaward Amount: The One-Stop Operator will be funded as a WIOA Title I subaward. For planning purposes, bidders should estimate WIOA funding of **\$55,000** for this RFP. LWDB 14 reserves the right to increase or decrease the total estimated subaward amount; it is provided solely as guidance to bidders in preparing their proposal budget. Bidders are not required to request the full amount of estimated funding available.

Type of Subaward: Cost Reimbursement Subaward

Anticipated Subaward Start Date: October 1, 2022

Initial Subaward End Date: June 30, 2024

Option to Extend: LWDB 14 reserves the right to extend the subaward for another two years on an annual basis through June 30, 2024, based on future funding availability, any additional regulations or rule-making from the Federal Department of Labor, community need, subrecipient's performance, and other factors.

B. Workforce Innovation and Opportunity Act (WIOA) Overview

On July 22, 2014, President Obama signed into law the Workforce Innovation and Opportunity Act (WIOA). WIOA is designed to improve and streamline access to federally funded employment, education, training, and support services. Every year the key programs that form the pillars of WIOA help tens of millions of job seekers and workers to connect to good jobs and acquire the skills and credentials needed to obtain them. The enactment of WIOA has provided an opportunity for reforms to ensure the One-Stop Delivery System is job-driven, responding to the needs of employers and preparing workers for jobs that are available now and in the future.

WIOA has six main purposes:

1. Increase access to and opportunities for employment, education, training, and support services for individuals, particularly those with barriers to employment.
2. Support the alignment of workforce investment, education, and economic development systems in support of a comprehensive, accessible, and high-quality workforce development system.
3. Improve the quality and labor market relevance of workforce investment, education, and economic development efforts.
4. Promote improvement in the structure and delivery of services.
5. Increase the prosperity of workers and employers.
6. Provide workforce development activities that increase employment, retention, and earnings of participants and that increase post-secondary credential attainment and as a result, improves the quality of the workforce, reduces welfare dependency, increases economic self-sufficiency, meets skills requirement of employers, and enhances productivity and competitiveness of the nation.

C. Subrecipient Designation

The awardee of this award will be a subrecipient. A subrecipient is a non-Federal entity that receives a subaward from a pass-through entity to carry out all or part of a Federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency (2 CFR §200.93 Subrecipient).

A subrecipient must comply with all applicable uniform administrative requirements, cost principles and audit requirements. In this situation, the pass-through agency of the funds has a responsibility to monitor the subrecipient to ensure the grant funds are being used for authorized purposes and as required by the grant agreement and applicable regulations. For more information, please see: 2 CFR Part 200; 2 CFR Part 2900; TEGL 15-16; and ESD Policy 5250 Subrecipient/Contractor Pass-Through Entity Determination Requirements. For information on uniform guidance 2 CFR 200 and 2 CFR 2900, visit:

<https://www.gpo.gov/fdsys/granule/CFR-2014-title2-vol1/CFR-2014-title2-vol1-part200/content-detail.html>
OR
<https://www.gpo.gov/fdsys/search/pagedetails.action?granuleId=CFR-2016-title2-vol1-part2900&packageId=CFR-2016-title2-vol1>

D. WIOA’s Local Governing Body: Local Workforce Development Board 14, and The Chief Elected Officials

An agreement between LWDB 14 and the River Parishes CEOs provides the foundation for workforce development initiatives across the River Parishes. Elected officials from the River Parishes work closely with and appoints members to the local Workforce Development board. Together, with business and community representatives, their mission is to ensure coordination of the workforce development system.

The Executive Board and LWDB 14 have established the Local Integrated Workforce Plan that strategically supports The Louisiana Workforce Commission’s mission “We put people to work.”

E. LWDA 14 Vision, Mission, Objectives and Values

Vision: Our Vision is to serve as the liaison amongst jobseekers and members of business and industry to ensure a competitive and competent economic ecosystem.

Objectives:

1. The needs of businesses and workers drive workforce solutions, and local boards are accountable for this within the communities they serve.
2. One-Stop Centers provide excellent customer–centric services and focus on continuous improvement; and,
3. The workforce system supports strong regional economies and plays an active role in community and workforce development.

Core Values:

WIOA was built around the following key principles:

- Increase access and opportunity, particularly for those individuals with barriers to employment, to ensure success in the labor market support the alignment of workforce investment, education, and economic development systems in the creation of a comprehensive, accessible, and high-quality workforce development system.
- Promote improvement in the structure and delivery of services to better address the employment and skill needs of workers, jobseekers, and employers increase the prosperity of workers, jobseekers, and employers.
- Provide workforce investment activities, through local workforce development systems, that increase the employment, retention and earnings of participants, and increase attainment of recognized postsecondary credentials by participants.

SECTION II: SOLICITATION INFORMATION

A. Solicitation Timetable

Request for Proposal (RFP) Release	September 1, 2022
Virtual Bidders' Conference	October 19, 2022 held via Zoom (link to be provided at a later date)
Deadline for Written Questions	Question Period: September 12th-16th, 2022 Written questions regarding RFP scope, content, or need for clarification accepted. Email questions to tscott@stcharlesgov.net
Notification of Intent to Bid Due	October 5, 2022 send notifications to tscott@stcharlesgov.net
Proposal Package Due	October 26, 2022 Email proposal package with RFP number in title to: tscott@stcharlesgov.net Proposals due by 4:00 p.m. CST, incomplete or late proposals will not be accepted.
Technical Review	November 2, 2022, <u>The RFP Review Committee will score each proposal using the evaluation criteria.</u>
Evaluation of Proposals & Virtual Oral Interviews (if held)	November 16, 2022 <u>Organizations will have 10 minutes to discuss their proposal/ organization and 10 minutes to respond to questions from the RFP committee. (**if necessary)</u> Review Committee will vote on a recommended awardee(s) to be reviewed and forwarded on to the full board
Announcement of Subaward	November 16, 2022 via email from tscott@stcharlesgov.net
Subaward Negotiations and Development	November 29th - 30th, 2022 Contract negotiations and executions with finalists via email tscott@stcharlesgov.net

B. Eligible Bidders

The One-Stop Operator must be an entity (public, private, or nonprofit), or a consortium of entities that includes at least three (3) of the required One-Stop partners with demonstrated effectiveness, located in the River Parishes. Such entities may include:

- Government agencies or governmental units, such as local or county governments, school districts, state agencies, and federal WIOA partners
- Employment Service State agencies under Wagner-Peyser Act, amended by title III of WIOA
- Native American Tribes, tribal organizations, Alaska Native entities, Native American-controlled organizations serving Indigenous people, or Native Hawaiian organizations
- Educational institutions, such as: institutions of higher education, nontraditional public secondary schools such as night schools, and area career and technical education schools (however, elementary, and other secondary schools are not eligible to become a one-stop operator)
- Community-based organizations, nonprofit entities, or workforce intermediaries
- Adequate financial resources or the ability to obtain them
- Ability to meet the RFP design specifications at a reasonable cost, as well as the ability to
- meet performance goals
- Satisfactory record of past performance in delivering the proposed or similar services
- Ability to prioritize and provide services and/or a program that can meet the need identified
- Satisfactory record of integrity, business ethics and fiscal responsibility
- Necessary organization, accounting and operational controls
- Technical skills to perform the work
- Alignment with LWDB #14's mission, vision, and value

LWDA 14 is interested in receiving proposals from qualified individuals as well as from organizations. For an individual to be selected as the subrecipient, they must have a current business license. The Subrecipient would need to provide LWDA 14 with its federal Unique Entity Identity Number and Employment Identification Number.

C. LWDA 14 Procurement

LWDB 14 conducts all procurements in a manner providing full and open competition as required under 2 CFR 200, other federal and state laws and regulations, and LWDB 14 Procurement Policy. This RFP identifies all relevant requirements, technical review process, evaluation factors, scoring point range, and selection process. Technical Review will be completed for all proposals received by **October 26, 2022** and for which Notifications of Intent to Bid were received by **October 5, 2022**.

LWDB 14 reserves the right to revise any part of the RFP at any time before the submission deadline date, if necessary. These revisions will become addendums to the RFP and will be posted on the LWDB 14 website at www.letsworkriverparishes.com. Bidders are responsible for checking the website frequently to remain informed about the procurement process. Bidders must amend proposal packages, as addendums if necessary. Failure to acknowledge any addendum that affects proposal requirements will result in disqualification of the proposal.

D. Notification of Intent to Bid

Entities planning to submit a proposal in response to this RFP are required to **submit a Notification of Intent to Bid via email by October 5, 2022**. Email the organization's name; contact person's name, email address and phone number; and submit a proposal by October 26, 2022 to tscott@stcharlesgov.net. Please include the RFP number in the email subject line. If the Notification of Intent to Bid is not received or arrives after the due date, proposals will be disqualified.

E. Proposal Minimum Requirements and Submission Instructions

To be considered for review, proposals must follow the submission instructions in this RFP, provide all information required in the proposal narrative, and include all required forms and attachments (signed and dated by your organization's representative, as indicated). The bidder selected through this solicitation will be required to agree to the General Terms and Conditions in LWDA 14's contract and must also comply with all applicable federal and state laws and regulations, and with local policies established by the LWDB 14.

Please submit proposals via email tscott@stcharlesgov.net or by mail P.O. Box 1010 Hahnville, La 70057 and include the RFP number in the title of the email. The proposal must be emailed as one PDF document that includes all attachments. All proposals must be received **October 26, 2022 at 4 p.m., central standard time**. Proposals not received by this date and time will be automatically disqualified, without exceptions. Post marked proposal packages dated with the deadline date will not be accepted.

F. Bidders' Conference and Written Questions

Potential bidders and others who may be interested in the OSO RFP are invited to a virtual Bidders' Conference on **October 19, 2022**. This is an opportunity to ask questions about the RFP and proposal requirements, with LWDB 14's staff present to share information and answer questions. Those who want to attend the Bidders' Conference will receive an invitation to the Zoom meeting link prior to the Bidders' Conference via email.

LWDB 14 welcome's questions about the RFP submitted by email. Please submit questions in writing by emailing tscott@stcharlesparishgov.net with the RFP number in the email subject line. The deadline for written questions is **August 15, 2022**. Questions submitted after this deadline will not receive a response to their question. Questions and responses will be posted at www.LetsWorkRiverParishes.com.

SECTION III: ONE-STOP OPERATOR DESCRIPTION

A. One-Stop Operator Scope of Work

The One-Stop Operator will coordinate the service delivery of core and required partners, business services, and other community partners working with the comprehensive and affiliate Let's Work River Parishes Centers. The WIOA MOU serves the key purpose of defining partner roles and focuses, in part, on the shaping of the workforce system. This includes the sharing of resources, referral agreements, etc. In the end, the overall goal is to ensure efficiency and effectiveness within our River Parish region.

Responsibilities

Service Delivery and Partners

1. Establish and maintain key relationships with workforce partners, including industry
2. Develop an in-depth understanding of the partner programs, services, and performance requirements
3. Coordinate regular Partner meetings, including identifying and scheduling guest speakers, creating the agenda, communicating effectively to maintain partner participation, lead the meetings with a goal toward consensus building, completing tasks assigned at meetings, and/or follow up as necessary
4. Convene quarterly meetings of the One-Stop Partners
5. Conduct Quarterly updates and Provide Quarterly Reports to the LWDB #14.
6. Plan and ensure cross-training of staff for core and required partner programs, on a variety of topics; develop and distribute desk aids/asset map and update as necessary; maintain master staff contact lists
 - Include best practices from national, state, or other regional sources to ensure quality customer services and program implementation
7. Assist the Board in ensuring all partners are fulfilling responsibilities as outlined in the MOU
8. Implement strategies to improve information sharing among partner programs
9. Ensure compliance with WIOA, WIOA regulations, state and local policies, and the U. S. Department of Labor Statement 29 CFR 38 Implementation of Nondiscrimination and Equal Opportunity Provisions of the Workforce Innovation and Opportunity Act; Final Rule.
10. Recommend and assist in initiating strategies to increase partner referrals and co-enrollments
11. Assist partners in coordination efforts, including streamlining services, resource leveraging, and minimizing duplication of efforts
12. Serve as a “Point of Contact” to facilitate communication amongst partner agencies
13. Identify and share best practices or research-related topics as determined by partners
14. Coordinate Louisiana Workforce system performance measures and deliverables established by the LWDB #14

Business Services

15. Develop, offer and deliver quality business services that assist specific businesses and industry sectors in overcoming the challenges of recruiting, retaining, and developing talent for the regional economy
16. Address immediate and long-term skilled workforce needs of in-demand industries and address critical skill gaps within and across industries
17. Respond to employers’ requests including providing interview space, job fairs, and other services offered by Louisiana Workforce
18. Coordinate with the Rapid Response (RR) Coordinator at the state level to align system partners, local RR services for workers who have or will be dislocated from their jobs due to a business or plant closure, a major employer downsizing, or natural disasters
19. Collaborate with system partners to facilitate and participate in special projects such as job fairs, business-driven workshops, and be responsible for communicating employers’ needs to the Louisiana Workforce staff
20. Respond to employers’ requests including providing interview space, job fairs, and other services offered by Louisiana Workforce Coordinate with the Rapid Response (RR) Coordinator at the state level to align system partners, local RR services for workers who have or will be dislocated from their jobs due to a business or plant closure, a major employer downsizing, or natural disasters.

A. One-Stop Operator Preferred Qualities & Values

Partnership and Collaboration: Prioritizes strong partnerships, aims to collaborate in a facilitative way, and always works towards the win-win.

Customer Service Focus: Unwavering dedication to delivering excellent services to all LWDA 14 One-Stop Center customers – job seekers, workers, and businesses; also considers partners and colleagues as customers.

Systems Orientation: Ability to see, facilitate and build connections through a systems lens, looking beyond just programs.

Anti-Racism: Commitment to anti-racism and equity that includes demonstrated knowledge of and experience in effective strategies.

Facilitative Leadership: Assists others in reaching their goals; does not require center stage.

Commitment to Access: Believes in and works towards a no wrong door approach; strives to eliminate barriers and reach new audiences.

Neutrality: Works on behalf of and is equally accountable to all LWDB 14 One-Stop Center partners. Provides services in an equitable fashion and refrains from bias and partiality in thinking, decisions, influence, and actions.

Lived Experience: Personal experience that aligns with customers' challenges and needs is valued, in addition to professional experience.

Mediator: Conflict resolution and mediation skills at the organizational and individual levels.

Sustainability: Proactively facilitates planning that builds long-term strategies and resources.

Motivation: Excited to help the LWDB 14 One-Stop Center reach its full potential as the backbone of the workforce development system in our community.

Innovator: Experience in providing and sharing best practices found throughout the country for the delivery of WIOA services and programs.

B. Location of LWDB 14 One-Stop Operator

The OSO is expected to have a full-time presence at the One-Stop Center, located at 737 Paul Maillard Luling, LA 70070.

The OSO must be able to coordinate and execute responsibilities virtually if One-Stop Center closures are required due to the COVID- 19 pandemic or other reasons.

C. LWDB 14's System Policies

For information about LWDB 14's policies and standards view below. Links to specific Training and Employment Guidance Letters (TEGL) are provided below.

TEGL 04-15: [Vision for the One-Stop Delivery System under WIOA](#)

TEGL 08-15: [Operating Guidance for WIOA](#)

TEGL 10-16 Change 1: [Performance Accountability](#)

TEGL 15-16: Selection of One-Stop Operators [Selection of One-Stop Operators](#)

TEGL 16-16: One-Stop Operator Guidance for American Job Center Network [One-Stop Operator Guidance for American Job Center Network](#)

TEGL 19-14: Vision for the Workforce System and Initial Implementation of WIOA [Vision for the Workforce System and Initial Implementation of WIOA](#)

SECTION IV: PROPOSAL TECHNICAL REQUIREMENTS

A. Required Notification of Intent to Bid submitted no later than October 26, 2022 4:00 pm CST

B. Proposal Content Requirements

To facilitate the proposal review process and maximize comparability, proposal packages must be submitted as a single PDF document that includes all items below, in the order shown.

- Proposal Cover Sheet (signed)
- Table of Contents with page numbers
- Proposal Narrative (including Narrative Questions and Budget Narrative)
- Budget Worksheet
- Reference Forms (3)
- Applicant Info & Pre-Award Assessment
- Audit Report (or most recent financial statements if no Audit Report is available)
- Conflict of Interest Attestation (signed)
- LWDB 14 Assurances & Certifications (signed)
- Acknowledgement of all Addendums

C. Proposal Format Requirements

Font: 12 point, Times New Roman

Paper/Pages: 8 ½ x 11 inches; numbered; 1-inch margins

Maximum Page Limit of the Proposal Narrative: 15 pages (this does not include attachments)

SECTION V: PROPOSAL NARRATIVE, BUDGET & ATTACHMENTS

A. Narrative Questions

Bidders are advised to review all parts of this RFP to provide context for the following narrative questions. Please include the question before each of your responses.

1. Describe in detail what integrated service delivery means to you/your organization. How will you interact with workforce development partners to ensure customers have a seamless and supportive experience engaging with the Local Workforce Development One-Stop Center? (8 points)
2. Describe strategies and ideas you will help develop, promote, and initiate to improve access to services at the Local Workforce Development One-Stop Center. (8 points)
3. How will you champion and help to infuse anti-racism, equity and inclusion into the Local Workforce Development One-Stop Center's policies, practices, and culture? (8 points)
4. Briefly summarize your knowledge, experience, and professional network in the River Parishes, the Puget Sound region, and Washington State. How will you leverage these networks to improve services and outcomes at the the Local Workforce Development One-Stop Center? If you are a current the Local Workforce Development One-Stop System partner or have professional relationships with the Local Workforce Development One-Stop System partners, please describe how you will demonstrate neutrality in a role that supports the system. (8 points)
5. Describe your understanding of a systems approach, your experience with building and improving systems, and how you will utilize a systems approach as the One-Stop Operator. (8 points)
6. Share your history of success in developing sustainable partnerships, processes, and resources and describe how you will apply your acquired knowledge and experience to create enduring assets for the Local Workforce Development One-Stop Center. (8 points)
7. Describe your mission, services provided, current customer base, funding sources, and funding stability. How does your proposal to serve as the One-Stop Operator align with your mission, goals, skills, and capacity? (8 points)
8. Describe your experience and demonstrated success as a facilitative leader for partnerships, both generally and in the specific areas listed below. (8 points)
 - a. Keeping partners actively engaged
 - b. Maintaining awareness of and respect for partners' varying needs and goals
 - c. Holding partners accountable to commitments and shared agreements

- d. Proactive mediation and conflict mitigation or resolution
 - e. Avoiding conflicts of interest and maintaining neutrality
9. Describe demonstrated ability and knowledge in the following areas, clearly articulating years and depth of experience, specific approach, measurable outcomes, notable achievements, and any relevant credentials. (8 points)
- a. Improving customer service
 - b. Integrating anti-racism and equity into policies, processes, and culture
 - c. Expanding services to new groups (e.g., geographic, virtual services, reducing barriers)
 - d. Providing and/or coordinating training and presentations
 - e. Collaboratively developing policies, procedures, and processes
 - f. Building operations and facility management
 - g. Compliance monitoring, preparation, hosting, and follow-up
 - h. Continuous quality improvement
10. The One-Stop Operator in our community functions as a servant leader, facilitator, and manager who reports to and works on behalf of and the Local Workforce Development partners located at the Local Workforce Development One-Stop Center. Please explain how you will integrate our leadership structure with your organization’s chain of command and decision-making to ensure efficiency, responsiveness, and respect for the local authority and expertise of partners. (8 points)

B. Budget

1. Please complete the Budget Worksheet, including all costs for which you request funding through this RFP. All included costs must be reasonable, allowable, necessary, and allocable among the stated cost categories, and based on cost principles from 2 CFR 200 and CFR 2900. (The Budget Worksheet does not count towards the 15-page Proposal Narrative limit.) (10 points)
2. Provide a Budget Narrative that describes and breaks down all expenses in the Budget Worksheet, including sufficient details to enable assessment of cost reasonableness. Please also include the items below in your Budget Narrative. (The Budget Narrative counts toward the 15-page Proposal Narrative limit.) (10 points)
 - a. Leveraged funds from your organization with explanation of how funds will support proposed OSO services.
 - b. Any additional expenses related to the proposed FTE, such as travel costs, benefits, staff training, supplies, equipment rental, and any other expenses that may apply.

C. Attachments

- **LWDB # 14 Assurances and Certifications Form**
- **WIOA Assurances and Certification Form**

SECTION VI: PROPOSAL REVIEW, EVALUATION & AWARD PROCESS

A. Technical Review

The RFP Review Committee will conduct a Technical Review of proposals to ensure that all technical requirements of the RFP have been met, such as inclusion of all required attachments and adherence to page

limits. Proposals passing Technical Review will be forwarded to the LWDB 14 for review, evaluation, and scoring.

B. Evaluation & Selection

The proposal review and evaluation process will be conducted utilizing a fair and objective process that adheres to LWDB 14’s Procurement Policy and all other applicable state and federal regulations.

Proposals received by the October 26, 2022 due date and passing Technical Review will be scored by the LWDB 14 using the following rubric.

RFP SCORING RUBRIC

	Possible Points
Proposal Narrative Questions 10 questions x 8 points per question	80 points
Budget Worksheet	10 points
Budget Narrative	10 Points
Total Possible Proposal Points	100 Points

Proposals must receive a total score of 70 points or higher to be considered for funding. After the RFP Review Committee completes proposal review and scoring, they may decide they are ready to recommend a proposal for funding to the Local Workforce Development Board.

If all proposals are deemed inadequate as assessed by the RFP Review Committee, LWDB 14 will have the option of re-posting the RFP or conducting a sole source procurement.

LWDB 14 may select a proposal based on the initial information received without modification. However, LWDB 14 reserves the right to conduct virtual or phone interviews, request further information of the evaluation process prior to making a funding award recommendation to the Executive Board. If it is determined to be in the best interest of LWDA 14, any proposal may be rejected.

C. Award Process

Each bidder submitting a proposal will be notified via email, of LWDB 14’s decision concerning their proposal. Formal notification to award a contract and the actual execution of a contract are subject to the following conditions:

- Approval by the RFP Review Committee and the Executive Board
- Receipt of WIOA funds from federal and state administering agencies
- Continued availability of WIOA funds

LWDB 14 reserves the right to modify or alter the requirements and standards as set forth in this RFP based on requirements mandated by state or federal agencies. In such instances, LWDB 14 will not be held liable for provisions of the RFP package that become invalid.

Additional funds received by LWDB 14 may be used to expand existing contracts or to fund competitively rated proposals not initially funded under this RFP. These decisions shall be at the discretion of LWDB 14.

D. Protest Procedure

This procedure is available to bidders who submitted a response to this solicitation document and who have participated in a debriefing conference. Upon completing the debriefing conference, the bidder is allowed three (3) business days to file a protest via email to tscott@stcharlesgov.net.

Bidders protesting this procurement shall follow the procedures described below. Protests that do not follow these procedures will not be considered. This protest procedure constitutes the sole administrative remedy available to bidders under this procurement.

All protests must be in writing and signed by the protesting party or an authorized agent. The protest must state the grounds for the protest with specific facts and complete statements of the action(s) being protested. A description of the corrective action being requested should also be included. Only protests identifying an issue of fact concerning the following subjects will be considered:

- A matter of bias, discrimination, or conflict of interest on the part of the Evaluation Committee.
- Non-compliance with procedures described in the RFP document.

Protests not based on the above will not be considered. Protests will be rejected as without merit if they address issues such as: 1) an evaluator's professional judgment on the quality of a proposal, or 2) agency's assessment of its own and/or other agencies' needs or requirements.

Upon receipt of a protest, a protest review will be held by LWDB 14. The Board Chairman or his/her designee will consider the records and all available facts and issue a decision within ten (10) business days of receipt of the protest. If additional time is required, the protesting party will be notified of the delay via email.

In the event a protest may affect the interest of another bidder, such bidder will be given an opportunity to submit its views and any relevant information on the protest.

Protests not based on the above will not be considered. Protests will be rejected as without merit if they address issues such as: 1) an evaluator's professional judgment on the quality of a proposal, or 2) agency's assessment of its own and/or other agencies' needs or requirements.

Upon receipt of a protest, a protest review will be held by LWDB 14. The Board Chairman or his/her designee will consider the records and all available facts and issue a decision within ten (10) business days of receipt of the protest. If additional time is required, the protesting party will be notified of the delay via email.

Protests not based on the above will not be considered. Protests will be rejected as without merit if they address issues such as: 1) an evaluator's professional judgment on the quality of a proposal, or 2) agency's assessment of its own and/or other agencies' needs or requirements.

Upon receipt of a protest, a protest review will be held by LWDB 14. The Board Chairman or his/her designee will consider the records and all available facts and issue a decision within ten (10) business days of receipt of the protest. If additional time is required, the protesting party will be notified of the delay via email.

In the event a protest may affect the interest of another bidder, such bidder will be given an opportunity to submit its views and any relevant information on the protest.

The final determination of the protest shall:

- Find the protest lacking in merit and uphold the agency's action.
- Find only technical or harmless errors in the agency's acquisition process and determine the agency to be in substantial compliance and reject the protest.
- Find merit in the protest and provide the agency options which may include:
 - Correct the errors and re-evaluate all proposals.
 - Reissue the solicitation document and begin a new process.
 - Make other findings and determine other courses of action as appropriate.

If LWDB 14 determines that the protest is without merit, LWDB 14 will enter into a contract with the apparent successful subrecipient. If the protest is determined to have merit, one of the alternatives noted in the preceding paragraph will be taken.

E. Public Disclosure

All data, material, and documentation originated and prepared by the bidder pursuant to the RFP shall belong exclusively to the Local Workforce Development Board and be subject to disclosure under the Freedom of Information Act (See FIOA.gov).

SECTION VII: GENERAL INFORMATION

A. Incurred Proposal Costs

The entire cost for the preparation and delivery of the proposal or any related communication shall be at the expense of the bidder.

B. Withdrawal

A submitted proposal may be withdrawn via email to tscott@stcharlesgov.net. Please include the RFP number in the subject line of the email.

C. Termination Due to Non-Availability of Funds

When funds are not appropriated or are otherwise unavailable to LWDB 14 to support continuation of this RFP or any subaward(s) herein, they shall be cancelled as of the effective date set forth in the termination notice.

D. Negotiation/Discussion

LWDA 14, the Chief Local Elected Officials, and the LWDB 14 reserve the right to conduct discussions with bidders in order to ensure a full understanding of the proposal. Selection of an organization as a subrecipient does not constitute approval of the subaward proposal as submitted. Before the subaward is awarded, LWDB 14 may enter into negotiations about such items to include, but not be limited to, program components, allowable activities, staffing, funding levels, and administrative systems in place to support services implementation. If the negotiations do not result in a mutually acceptable submission, LWDB 14 reserves the right to terminate the negotiations and decline to fund the proposal. Bidders will be accorded fair and equal treatment with respect to any opportunity for discussion and revisions concerning their proposals.

E. Misrepresentation

If, in the course of the RFP process, it is determined that the bidder has made a false statement, misrepresentation, or that inaccurate information has been provided, the bidder may be terminated from the RFP process.

F. Disallowed Costs

The subrecipient selected as a result of this RFP must have sufficient funds available to reimburse any determined disallowed costs that occur during the subaward period.

G. Monitoring

A successful bidder awarded a subaward will be overseen and monitored by LWDB 14 board staff to ensure compliance with the requirements of WIOA, the activities per the Statement of Work, performance reporting requirements, and the terms and conditions of the contract governing the subrecipient. Monitoring will include a compliance review of the requirements of WIOA, the Uniform Guidance at 2 CFR part 200 and 2 CFR part 2900. The subrecipient will also be required to develop internal monitoring procedures. The subrecipient will be responsible for monitoring any subawards it may make.

H. Assurances and Certifications

Bidders must review and sign the LWDB 14 ASSURANCES AND CERTIFICATIONS form, stating they will comply with all federal, state, and local requirements and all applicable WIOA regulations. This form must be included with the proposal package. Bidders are also expected to review the WIOA ASSURANCES AND CERTIFICATIONS form and be prepared to sign the form if selected for a subaward from this RFP.

I. Reports

Routine monthly and quarterly written reports will be required. Specific required reports will be discussed during the contract negotiation process. Subrecipients must have the capability of generating and/or providing required reports. Other reports may be required during the subaward period.

J. Conflict of Interest

Every reasonable course of action will be taken by the selected subrecipient to maintain the integrity of subaward expenditures and to avoid any favoritism or illegal conduct. The subaward from this RFP will be administered in an impartial manner, free from improper personal, financial, or political gain and must follow the requirements of LWDB 14's Code of Conduct and Conflict of Interest Policy.

SECTION VIII: DISCLAIMERS AND GENERAL PROVISIONS

The following are disclaimers and general provisions of the Local Workforce Development Board 14 Agency.

- a. This RFP does not commit the LWDB 14 to award a subaward.
- b. No costs will be paid to cover the expense of preparing a proposal or procuring a subaward for services or supplies under WIOA.
- c. Formal notification to award a subaward and the actual execution of a subaward are subject to the results of negotiations between selected bidders and LWDB 14 and continued availability of WIOA funds.
- d. Any changes to the WIOA regulations and guidance, funding level or board direction may result in a change in the subaward. In such instances, River Parishes Local Workforce Development Agencies and LWDB 14 will not be held liable for what is in the bidder's proposal or this Request for Proposals package.
- e. Proposals submitted for funding consideration must be consistent with, and if funded, operated according to, the federal WIOA legislation, all applicable federal regulations, and The River Parishes policies and procedures.
- f. Bidders selected for funding must also ensure compliance with the following, as applicable:
 - i. U.S. DOL regulations 29 CFR Parts 93, 37, 2 and 98;
 - ii. Uniform Guidance 2 CFR 200 and 2 CFR 2900.
- g. Additional funds received by the River Parishes/ LWDB 14 may be contracted by expanding existing programs or by consideration of proposals not initially funded under this RFP, if such proposals were rated in the competitive range. These decisions will be at the discretion of the Local Workforce Development Board.
- h. The Board is required to abide by all WIOA legislation and regulations. Therefore, LWDA 14 reserves the right to modify or alter the requirements and standards set forth in this RFP based on program requirements mandated by state or federal agencies.
- i. Bidders will be expected to adhere to LWDB 14 procedures to collect and verify data and submit required monthly reports as well as invoices to LWDA 14.
- j. Bidders agree to adhere to all processes and tools developed and implemented by the partners who are signatories to LWDB 14 Memorandum of Understanding. Bidders understand these processes and tools are designed to facilitate integration of the workforce system's service delivery system.
- k. All bidders must ensure equal opportunity to all individuals. No individual in the River Parish area shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any WIOA funded program or activity because 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, political affiliation or

belief, and against beneficiaries on the basis of either citizenship status or participation in any WIOA Title I financially assisted program or activity.

- l. All bidders must ensure access to individuals with disabilities pursuant to the Americans with Disabilities Act.
- m. Bidders must accept liability for all aspects of any WIOA program conducted under subaward with LWDA 14. Bidders will be liable for any disallowed costs or illegal expenditures of funds or program operations conducted.
- n. Reductions in the funding level of any subaward resulting from this solicitation process may be considered during the subaward period should a bidder fail to meet expenditure, customer, and/or outcome goals specified in the subaward or when anticipated funding is not forthcoming from federal or state governments.
- o. Subrecipients will allow local, state, and federal representatives access to all its records and financial statements, WIOA records, program materials, staff, and customers. In addition, subrecipients are required to maintain all WIOA records for three years, beginning on the last day of the program year.
- p. The subaward will not be final until the Board and the successful bidder have executed a mutually satisfactory contractual agreement. The board reserves the right to make an award without further discussion of the proposal submitted. No program activity may begin prior to final Executive Board approval of the subaward and execution of a contractual agreement between the successful bidder and LWDB 14.
- q. The Board reserves the right to cancel an award immediately if new state or federal regulations or policy makes it necessary to change the program purpose or content substantially, or to prohibit such a program.
- r. The Board reserves the right to determine both the number and the funding levels of subawards finally awarded. Such determination will depend upon overall fund availability and other factors arising during the proposal review process.