



**REQUEST FOR PROPOSAL
FY 2018: ONE STOP OPERATOR**

**WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)
RFP#: WDB 021-05/17**

Important Dates

RFP Release Date:	Wednesday, May 10, 2017 11:00 AM EST
Pre-Proposal Bidder's Conference:	Thursday, May 18, 2017 2:00-4:00 PM EST 9601 Capital Lane, Largo-Kettering Meeting Room Largo, Maryland 20774
Proposal Due Date:	Thursday, June 8, 2017 4:00 PM EST Deadline to submit sealed Proposal must be received by the Issuing Office: Prince George's County Local Workforce Development Board Attn: Lisa M. Barber 1801 McCormick Drive, Suite 400 Largo, Maryland 20774

Award Announcement (s)

PROPOSALS DELIVERED AFTER 4:00 PM EASTERN STANDARD TIME (EST) ON THURSDAY, JUNE 8, 2017 WILL NOT BE ACCEPTED. The Board is not responsible for any errors of omission or otherwise on the part of the U.S. Postal Service or other carrier regarding proof of mailing. No fax or emailed proposal(s) will be accepted.

Prince George's County Local Workforce Development Board (WDB) does not discriminate against faith-based organizations or against any Bidder or Bidders because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

REQUEST FOR PROPOSAL WORKFORCE INNOVATION AND OPPORTUNITY ACT FY 2018: ONE-STOP OPERATOR

TABLE OF CONTENTS

1	SECTION A: INTRODUCTION AND STATEMENT OF INTENT	3
1.1	PURPOSE OF REQUEST FOR PROPOSAL (RFP).....	3
1.1.1	Workforce Innovation and Opportunity Act (WIOA) Overview	3
1.2	NOTE ABOUT THE ONE-STOP NAME	4
1.3	ORGANIZATIONAL BACKGROUND	4
1.4	COMMUNICATION PROCEDURES	4
1.5	EX PARTE COMMUNICATION/CONFLICT OF INTEREST	4
1.6	PRE-PROPOSAL BIDDER’S CONFERENCE	5
1.7	SCHEDULE FOR PROPOSAL SUBMISSION, REVIEW AND AWARDS	5
2	SECTION B: TECHNICAL REQUIREMENTS (VOLUME I).....	6
2.1	STATEMENT OF WORK FOR THE ONE STOP OPERATOR	6
2.1.1	One Stop Operator: Position Description and Deliverables	6
2.2	ELIGIBLE APPLICANTS	9
3	SECTION C: CORPORATE REQUIREMENTS (VOLUME II).....	9
3.1	RELEVANT CORPORATE EXPERIENCE	9
3.1.1	Corporate Financial Condition	9
3.1.2	Corporate Qualifications	9
3.1.3	Past Performance	9
4	SECTION D: STAFFING AND MANAGEMENT REQUIREMENTS (VOLUME III)	10
4.1	STAFFING FOR THE OSO	10
4.1.1	Employee Qualifications and Conduct	10
5	SECTION E: COST/PRICING REQUIREMENTS (VOLUME IV).....	10
5.1	COST PROPOSAL	10
6	SECTION F: PROPOSAL RESPONSE PACKAGE: INSTRUCTIONS, CONDITIONS, AND NOTICES.....	10
6.1	PROPOSAL PREPARATION AND FORMAT REQUIREMENTS	10
6.2	Volume I: Technical Proposal Response Outlined in Section B	11
6.2.1	Technical Proposal Documentation Submission Checklist	11
6.3	Volume II: Corporate Proposal Outlined in Section C	11
6.3.1	Corporate Proposal Documentation Submission Checklist	13

6.4 Volume III: Staffing and Management Proposal Outlined in Section D14
6.4.1 Staffing and Management Proposal Documentation Submission Checklist.....14

6.5 Volume IV: Cost/Pricing Proposal Outlined in Section E.....14
6.5.1 Cost/Price Proposal Documentation Submission Checklist15

6.6 COMPANY LITERATURE.....15

6.7 EVALUATION FACTORS FOR AWARD.....15

6.8 BEST AND FINAL OFFERS.....15

6.9 BIDDER’S CONDITIONS, REPRESENTATIONS AND AUTHORIZATIONS.....15

6.10 POST AWARD: DEBRIEFING CONFERENCES17

1 SECTION A: INTRODUCTION AND STATEMENT OF INTENT

1.1 PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The Prince George's County Local Workforce Development Board (WDB) is soliciting individual or consortium-based proposals for a high performing and qualified Contractor with the expertise to provide One-Stop Operator (OSO) services as further specified herein.

The Prince George's County Economic Development Corporation-Workforce Services Division (PGCEDC- WSD) is the non-profit administrative arm of the WDB. PGCEDC-WSD provides a variety of workforce and economic development services and support to Prince George's County businesses and residents. These services include a broad range of activities, which offer Prince George's County residents the skills and knowledge to succeed in a growing and robust economy.

Through the Local Board Agreement, the PGCEDC-WSD provides administrative assistance to WDB in overseeing the Prince George's County Local Workforce Area's Public Workforce System. The system is comprised of a full-service Career Center that serves over **30,000 individuals** and over **800 businesses** each year. The Prince George's One Stop Career Center serves as the hub of the workforce system. The Center has been designed to integrate employment and training services with business services to bridge the gap between the business community and labor force.

The Prince George's County Public Workforce System is undergoing a transformative realignment to improve its efficiency and effectiveness. The system is becoming increasingly diverse and inclusive by integrating multiple service providers and programs into one system. An integrated system ensures that the Prince George's County Local Workforce Development Area meets the needs of all customers utilizing the workforce system.

1.1.1 WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) OVERVIEW

On July 22, 2014, President Barack Obama signed into law the [WIOA](#). WIOA supersedes the *Workforce Investment Act* of 1998 (WIA), amends the *Adult Education and Family Literacy Act*, the *Wagner-Peyser Act*, and the *Rehabilitation Act* of 1973. The *WIOA Act* took effect on July 1, 2015, the first full program year after enactment.

This RFP was created in response to the 2014 WIOA legislation described above. WIOA provides the framework for a national workforce preparation system that is flexible, responsive, customer-focused, and locally managed. Mandatory partners include WIOA Youth, WIOA Adult, WIOA Dislocated Worker and other federal Youth programs; Wagner-Peyser services; the Division of Vocational Rehabilitation; Department of Social Services, and others specific to the Act.

In Section 107 of the legislation and in § 678.605 of WIOA Regulations Local Workforce Boards are required to competitively procure the OSO role and responsibilities. DOL has issued guidance for WIOA implementation in the form of both Training and Employment Guidance Letters (TEGLs) and the Final Rule (Regulations). Bidders are strongly encouraged to read the [WIOA Final Rules](#) and the [Vision for the One-Stop Delivery System under the WIOA \(TEGL 04-15\)](#).

1.2 NOTE ABOUT THE ONE-STOP NAME

Throughout this RFP the terms One Stop, Career Center and American Job Center refer to the same entity. For example, the Career Center for Prince George's County is the Prince George's One Stop which is an American Job Center.

1.3 ORGANIZATIONAL BACKGROUND

The WDB is a dynamic group of private and public sector partners that provides leadership, direction, and policy oversight for the workforce delivery system in Prince George's County. Our mission is to be a Local Workforce Development Board that drives the innovation, integration, continuity, productivity, and efficiency of a workforce system that produces a robust, qualified, and skilled workforce that meets the needs of the business community.

The membership of the WDB is represented by:

- Business Sector
- Community Based Organizations
- Higher Education
- Vocational Rehabilitation
- State Employment Services
- Labor Organizations
- Adult Education/Literacy
- Economic /Community Development
- Department of Health and Human Services
- Workforce Development Agency

The WDB provides guidance and oversight of the local workforce investment system and ensures that businesses have the skilled workers and resources needed to remain competitive and prosper. Through access to this system job seekers can acquire the training and knowledge necessary to achieve long-term careers and begin to build prosperity. Youth will also have access to opportunities in education, career exploration, and work experience with which to build career pathways.

1.4 COMMUNICATION PROCEDURES

From the issue date of this RFP until the WDB selects a proposal for award, the Contracting Officer is the sole point of contact concerning this RFP. The primary mode of communication between the Issuing Office and potential bidders will occur on the PGCEDC-WSD website: www.princegeorgesworkforce.org.

Interested parties can download the RFP and additional documents from this website beginning **May 10, 2017**. This RFP is being made available electronically. If a Bidder electronically accepts the RFP, the Bidder acknowledges and accepts full responsibility to ensure that no changes are made to the RFP. In the event of a conflict between a version of the RFP in the Bidder's possession and the Issuing Office's version of the RFP, the Issuing Office's version shall govern.

1.5 EX PARTE COMMUNICATION/CONFLICT OF INTEREST

Each Bidder shall ensure that no improper, unethical or illegal relationships or conflicts of interest exist between or among the Bidder, the WDB, and any other parties to this RFP. The Bidder is responsible for disclosing at the point of proposal submission of any such relationships. The WDB reserves the right to determine the pertinence of such relationships, when discovered or disclosed, whether intended or not, and to decide whether the Bidder's disqualifications and/or cancellation shall be at no fault or liability whatsoever to the WDB. The WDB's determination regarding any question of conflict of interest will be final.

All WDB members, Prince George's County Economic Development Corporation (PGCEDC) Board members, officers, and staff are precluded from entertaining questions concerning the completion of the proposal or the procurement process outside the confines of the Pre-Proposal Bidders' Conference. Potential bidders are asked to respect these conditions by not making personal requests for assistance, except at the conference.

1.6 PRE-PROPOSAL BIDDER'S CONFERENCE

A pre-proposal Bidder's Conference will be held on **Thursday, May 18, 2017 from 2:00 p.m. through 4:00 p.m. EST at 9601 Capital Lane, Largo-Kettering Meeting Room, Largo, MD 20774**. The WDB has selected this forum to present detailed non-competitive information on the RFP and answer questions so that all interested parties will have the benefit of the same answers. All potential bidders are encouraged to attend. *Due to spacing limitations, no more than two representatives per organization shall be admitted.*

Please submit all questions regarding this RFP by email to Lisa M. Barber, MSM. at adminandcontracts@co.pg.md.us (with the subject line "**RFP #WDB 021-05/17 Questions**") prior to the Bidder's Conference. Any and all questions will be discussed at the conference. Answers furnished during the conference will not be official until the WDB has published them in writing as an addendum to the RFP by **Friday May 26, 2017 at 5:00 p.m. EST**.

1.7 SCHEDULE FOR PROPOSAL SUBMISSION, REVIEW AND AWARDS

With the exception of proposal submission deadline, the WDB reserves the right to make changes to the timeline below. Each Bidder responding to this RFP must supply all the required documentation by volume according to this RFP. Failure to comply with this RFP will result in the disqualification of the Bidder's proposal. Delivery of submission depicting *an official postmark* prior to **Thursday, June 8, 2017 at 4:00 PM EST** will be sufficient to satisfy the submission deadline date. No email or faxed proposals will be accepted.

ACTIVITY	RESPONSIBILITY	DATE
RFP Published	Potential Bidders	May 10, 2017 11:00 AM EST
Deadline to submit Technical Questions and Non-Technical Questions via email to Lisa M. Barber, MSM at adminandcontracts@co.pg.md.us (with the subject line " RFP #WDB 021-05/17 Questions ")	Potential Bidders	May 18, 2017 4:00 PM EST <i>*No questions will be accepted after the close of Bidder's Conference</i>
Pre- Proposal Bidder's Conference Prince George's County Memorial Library 9601 Capital Lane, Largo-Kettering Meeting Room Largo, MD 20774	Issuing Office/Potential Bidders	May 18, 2017 2:00-4:00 PM EST
Answers to Potential Bidders questions posted to the PGCEDC-WSD website www.princegeorgesworkforce.org no later than this date.	Issuing Office	May 26, 2017 5:00 PM EST

ACTIVITY	RESPONSIBILITY	DATE
Please monitor the PGCEDC-WSD website for all communications regarding the RFP and awards from this date: www.princegeorgesworkforce.org	Potential Bidders	May 10, 2017 11:00 AM EST
Deadline to submit sealed Proposal must be received by the Issuing Office: WDB Attn: Lisa M. Barber 1801 McCormick Drive, Suite 400 Largo, Maryland 20774	Potential Bidders	June 8, 2017 4:00 PM EST
Selection of Successful Bidder on or around	Issuing Office	June 25, 2017
Operations to begin NO LATER THAN	Successful Bidder	July 1, 2017

2 SECTION B: TECHNICAL REQUIREMENTS (VOLUME I)

2.1 STATEMENT OF WORK FOR THE ONE STOP OPERATOR

The OSO coordinates the service delivery of required One-Stop partners, service providers of core programs and other partners working with the comprehensive One-Stop Center. This includes managing partner responsibilities in the comprehensive One-Stop Center as defined in the Memorandum of Understanding (MOU). The OSO is *prohibited* from performing functions that are reserved for the Local Board.

The sub-recipient agreement period will **begin July 1, 2017 and end June 30, 2018** with an option based on successful performance to renew the contract annually thereafter for a total of four (4) years.

The following documents define the alignment of services for the job seekers and employers in the Prince George's County Local Workforce Area:

1. WDB One Stop MOU;
2. WDB MOU with individual agencies and organizations;
3. WDB Resource Sharing Agreement; and
4. WDB One Stop Operator Contract

2.1.1 One Stop Operator: Position Description and Deliverables

- Facilitates:** The OSO role is to facilitate collaboration among the Partners. The OSO is the point of contact on issues that are central to the effective operations of partners in the Career Center:
 - A. Convene the **Career Center Partner** and the **One Stop Community Network** meetings to discuss and share general information, updates to the law, and local programs and career center updates. The One Stop Community Network consists of key organizations within the community that act as access points to One Stop services. These include faith-based entities, local municipal agencies, non-profits, and other community organizations. In conjunction with the One-Stop they provide job seekers with access to skills assessment, career development, recruitment events, online portal to apply for employment and to supportive services.

1. Provide minutes to attendees after each meeting
 2. Determine suitable agenda based on direction and communication from the WDB
 3. Ensure relevant stakeholders are invited.
- B. Develop and coordinate opportunities to share and formalize strategies about how the One Stop Career Center Partners and the One Stop Community Network can most effectively identify and assist hard to serve youth and adults with significant barriers to employment.
- C. Ensure the engagement of the following partners
1. **Core partners:**
 - Department of Workforce Development and Adult Learning (WDAL), including Unemployment Insurance, Rapid Response & Trade Assistance
 - Title I Training & Career Services
 - Division of Rehabilitation Services (DORS)
 - Adult Education & Literacy (AEL): Prince George's Community College
 2. **Additional stakeholders include:**
 - Veteran representatives: Disabled Veteran Outreach Program (DVOP) and Local Veterans Employment Representative (LVER)
 - Temporary Assistance for Needy Families (TANF)
 - Native American Programs
 - Job Corps
 - Migrant & Seasonal Programs
 3. **Other relevant stakeholders may include but are not limited to:**
 - Prince George's County Memorial Library System
 - Local business representatives, including Chambers of Commerce and economic development entities
 - Prince George's County Public Schools
 - Vocational and Secondary Schools
 - Faith-Based Organizations
- ❑ **Coordinates:** Develop a mechanism to leverage available training funds from partner programs such as AEL, TANF, State-funded training and Federal Pell Grants, so that WIOA training funds supplement other sources of training awards:
- A. Make training funding arrangements with partner organizations in the career center.
 - B. Convene discussion and intervention, as needed to assist with the coordination of training funding.
 - C. Assist in the coordination efforts for the provision of Rapid Response activities that includes the employer, affected workers, the WDB, Maryland Department of Labor, Licensing and Regulation (DLLR) Dislocation Services Unit, and Prince George's One Stop Partners.
- ❑ **Validates:** Ensure partner organizations adhere to the MOU documents regarding service provision, infrastructure and operations contributions as determined in WDB and WIOA legislation:
- A. Ensure Unemployment Insurance personnel provide periodic updates on Unemployment Insurance to the One Stop partner staff.

- B. Ensure One Stop Career Center partners adhere to the staffing schedules referenced in the MOU.
 - C. Ensure scheduled meetings have taken place according to the MOU agreement.
 - D. Coordinate closings/interference with regular One Stop service delivery as depicted in the MOU.
 - E. Follow-up with partners who have not engaged regarding MOU schedule as agreed in the MOU.
 - F. Communicate with partners regarding resource sharing contributions.
 - G. Document partners' challenges to delivering One Stop services as agreed in the MOU.
- ❑ **Facilitation and Alignment:** Facilitate and align partnerships to build capacity and enhance service delivery of the Prince George's One Stop system:
- A. Facilitate alignment regarding the actual implementation of customer flow agreed-upon in the MOU.
 - 1. Develop Universal Intake Form and Referral Form for all partners providing services in the One Stop Career Center.
 - 2. Develop Resource Manual of all partners providing services in the One Stop Career Center.
 - B. Develop asset maps of pertinent workforce organizations, training providers/institutions, post-secondary institution, high schools, supportive service providers, MOU partners, county agencies, community-based and faith-based organizations within Prince George's County (as identified by the WDB).
 - C. Utilize asset maps to convene partners and facilitate the WDB's efforts in the creation of the One Stop Community Network.
 - D. Enhance the customer centered design model for the Prince George's One Stop. The model will include partners within the asset map and One Stop Community Network. Bidders are encouraged to refer to the **Ready-to-Work Customer Flow** and the **Ready-to-Work Assessment Form** for the Prince George's One Stop Career Center.
- ❑ **Reports:** The One Stop Operator will be responsible for reporting to the WDB quarterly on the topic of WIOA Section 188 compliance, the provisions that require equal opportunity and nondiscrimination in the workforce system ([See TEN 20-16](#)). The One Stop Operator will provide the following reports:
- A. Written summary regarding partner compliance with MOU
 - 1. Determine data needs for reporting
 - 2. Determine challenges/issues/successes for anecdotal reporting
 - B. Make oral presentation to WDB that includes aggregate career center data and summary report on partnerships and collaborations (as identified by the WDB).
 - C. Create Quarterly Newsletter for distribution to partners and public.
 - D. Report on specialized development needs of workforce system staff.
 - E. Work with WDB committees as needed for specific projects/initiatives/data.
- ❑ **Consensus Building:**
- A. Seek agreement regarding:
 - 1. Format of meetings and scheduling
 - 2. Challenges regarding partners' MOU compliance

3. Challenges regarding partners' meeting attendance issues
4. Dispute resolution processes

- ❑ **Equal Employment Opportunity (EEO):** The OSO will assess and report on EEO compliance to the WDB.

2.2 ELIGIBLE APPLICANTS

Applicants may fall within any of the following categories:

- An institution of higher education;
- An employment service State agency established under the Wagner-Peyser Act on behalf of the local office of the agency;
- A community-based organization, nonprofit organization, or intermediary;
- A private for-profit entity;
- A government agency;
- An interested organization or entity, which may include a local chamber of commerce or other business organization, or a labor organization;
- A nontraditional public secondary school such as a night school, adult school, or an area career and technical education school; otherwise elementary and secondary schools **are not eligible**.

3 SECTION C: CORPORATE REQUIREMENTS (VOLUME II)

3.1 RELEVANT CORPORATE EXPERIENCE

The proposal should indicate whether the Bidder has a *record of prior successful experience* in the implementation of the services sought through this RFP. Bidder(s) should include statements specifying the extent of responsibility on prior projects and a description of the projects' scope and similarity to the projects outlined in this RFP. Describe past experience, if any, with the One Stop service delivery model under WIOA (or similar programs). All experience under this section should be in sufficient detail to allow an adequate evaluation by the WDB.

In particular, the Bidder should demonstrate knowledge of the workforce development system and the alignment of services across multiple programs.

3.1.1 Corporate Financial Condition

The Bidder's financial solvency will be evaluated. The Bidder's ability to demonstrate adequate financial resources for performance of the sub-recipient agreement or the ability to obtain such resources as required during performance under this RFP will be given special emphasis.

3.1.2 Corporate Qualifications

All businesses/organizations must meet a minimum level of administrative and fiscal capacity in order to contract with the WDB. Therefore, all Bidders must provide their *Documentation of Qualifications*, listed in **Section F: 6.3**.

3.1.3 Past Performance

Bidders will be required to describe its organization's most noteworthy qualifications regarding workforce service delivery, WIOA implementation/operations, coordination of multiple entities for

one project, asset mapping and customer centered design. Specifically highlight those qualifications that distinguish you from your competitors.

4 SECTION D: STAFFING AND MANAGEMENT REQUIREMENTS (VOLUME III)

4.1 STAFFING FOR THE OSO

The Bidder must show understanding considered in the staffing and management of the One Stop Operator. The Bidder shall:

- Consider the types of resources required, resources available, and training requirements needed.
- Demonstrate the relevant experiences, resources, and qualifications of the proposed staff.
- Include a statement of its ability to commit full time key personnel for the full term of the sub-recipient agreement. The adequacy of personnel for the proposed project team will be evaluated on the basis of project tasks, allocation of staff, professional skill mix, and level of involvement of personnel.
- Identify at a minimum, one full-time individual dedicated to the sub-recipient agreement.
- Submit an estimated percentage of time, committed hours of work, or other identification of the proposed level of effort.
- Submit job descriptions for all staff including minimum education, training, experience, special skills, and other qualifications for each position, as well as specific duties identified in the proposal (include any relevant licenses and certifications).
- Submit an organizational chart showing lines of responsibility and authority.

4.1.1 Employee Qualifications and Conduct

The WDB reserves the right to require the selected Bidder(s) to remove any contracted employee from a WIOA funded program that is found to represent a threat to the safety of participants, other employees, and program and fiscal records. In the event of removal due to an employee's substandard performance or behavior, that negatively affects the delivery of services, the selected Bidder(s) must address the situation and inform the WDB's Contracting Officer immediately before removing the employee.

5 SECTION E: COST/PRICING REQUIREMENTS (VOLUME IV)

5.1 COST PROPOSAL

The Bidder may propose costs associated with performing the scope of work identified in the technical volume of the cost proposal and the Budget Summary of Costs Worksheet. The Bidder must submit a description of the proposed costs and explain the allocation by cost element. It is suggested that the Bidder has a minimum of three months operating capital on-hand throughout the term of the sub-recipient agreement. Through this RFP, the WDB has allocated a maximum of **Three Hundred Thousand Dollars (\$300,000.00)** for this sub-recipient agreement.

6 SECTION F: PROPOSAL RESPONSE PACKAGE: INSTRUCTIONS, CONDITIONS, AND NOTICES

6.1 PROPOSAL PREPARATION AND FORMAT REQUIREMENTS

Bidders must submit their proposals in the format, including heading descriptions, outlined below. To be considered, the proposal must respond to all requirements and in this part of the RFP. An

official of the organization authorized to bind the Bidder to its provisions must sign the proposal (*See Proposal Affidavit*).

- Proposals should be printed on white paper, single-spaced, using a 12-point font (Times New Roman) and one-inch margins on all sides; pages should be numbered (Page X of XX) for ease of reference. Text should be presented single-sided on each separate page with one staple or binder clip in the upper-left hand corner, securing all pages. Binders and bonded proposals are not necessary
- Bidder's must submit one **(1)** original and complete submission in **four distinct volumes** with a titled volume sheet and list of contents within each volume as page zero. Volumes are as: (1) **Technical Volume**; (2) **Corporate Volume**; (3) **Staffing and Management Volume**; and (4) **Cost and Pricing Volume**. **Bidders must submit thirteen (13) paper copies of the technical proposal only and all four volumes on a USB.**

6.2 Volume I: Technical Proposal Response Outlined in Section B

This section should not exceed ten (10) pages, excluding the one page volume sheet from the total narrative count. It should include the requested information in the following order: (**Please caption each section as outlined below and include the section headings**). The Bidder is responsible for making sure that all the elements outlined in the Technical Volume are reflected in the proposal.

OSO Project Narrative (Section B)

Describe your experience with and/or philosophy regarding the following:

1. Establishing processes for regular communication with partner programs and agencies on workforce development matters, and ensuring that standards of service are met.
2. Evaluating workforce staff activities to reduce duplication of services.
3. Developing and maintaining MOUs.
4. Establishing a record of Collaborative Partnerships.
5. Enhancement of quality processes and standards throughout the Workforce System.
6. Understanding of Federal laws and workforce or related laws, including WIOA.
7. Knowledge of One Stop Center operations in the current and/or previous legislations.
8. Demonstrated (*in-county and out-of-county bidders*) evidence of credible and realistic partnerships and collaborations with businesses and/or non-profits located in Prince George's County.

6.2.1 Technical Proposal Documentation Submission Checklist

- Technical Proposal.** The narrative is limited to **ten (10) pages only**.

6.3 Volume II: Corporate Proposal Outlined in Section C

This section **should not exceed five (5) pages**, excluding the one page volume sheet, Pre-Award Survey, Notarized Proposal Affidavit, Corporate Financial Condition, and Past Performance submissions from the total count.

Corporate Narrative

- Briefly describe your organization's mission and/or vision.
- How does it align with this funding opportunity and its goals?

- Why is your organization in the best position to deliver the requested services?
- How do your organization's goals align with those of the WIOA workforce system?
- What experience do you have in working with WIOA partners or within the WIOA system?

Duly Signed and Notarized Proposal Affidavit

Pre-Award Survey

- A. Signature of individual with legal and fiduciary responsibility for the organization/entity attesting to the following statement on the Proposal Affidavit:

By executing the NOTARIZED PROPOSAL AFFIDAVIT FORM, "Bidder" acknowledges that "Bidder" has read RFP#WDB 021-05/17, understands it, and agrees to be bound by its terms and conditions.

Corporate Financial Condition

Bidders must document **all** of the following information, and indicate not applicable, if necessary:

1. Legal Entity (*Proof of Incorporation, 501(c)(3), etc. and Designation from the IRS of tax-exempt status) —**Must submit document proving legal entity.**
2. Certificate of Good Standing for the State of Maryland — **Must submit with this section.**
3. Annual Budget of \$100,000 (or more) —**Must submit an annual budget document identifying various sources of the amounts.**
4. Written personnel policies. —**Must submit table of contents of personnel policies.**
5. Written Conflict of Interest Policy for Staff and Board. —**Must submit copy of Conflict of Interest Policy**
6. Written grievance procedure for customers/clients—**Must submit a copy of grievance procedure.**
7. More than one funding source —**Must submit revenue documentation identifying various sources of the amounts.**
8. Proven Fiscal Capacity including Capacity for Fund Accounting—**Must submit bound copy of most recent formal audit completed within last two (2) years. Must satisfactorily address all findings.**
9. Current Financial Statements—**Must submit current reporting period financials**
10. Has (or is able to obtain) liability, property and bodily insurance, motor vehicle (if applicable), death benefits, fidelity bonding, unemployment insurance, officer's insurance/employee dishonesty insurance and Worker's Compensation Insurance — **Must submit certificate of insurance.**
11. Internet connectivity, individual e-mail accounts for key personnel and workstation capable of running the latest versions of Microsoft Internet Explorer web browsers, or willingness and budget to acquire these technologies. — **Must submit letter describing how organization currently addresses or plans to address these criteria.**
12. Copy of Tax Exemption—**Must submit with this section.**
13. Copy of approved Certificate of Indirect Costs— **Must submit with this section.**

- Corporate Qualification.** Do not include any information that is not specifically requested.

Bidder must complete the following forms: ***-Must submit with this section.***

14. Pre-Award for Relocating Establishments
15. W-9
16. Certified MBE Utilization and Fair Solicitation Affidavit
17. Certification Regarding Lobbying
18. Drug Free Workplace Requirements Certification
19. Certification Regarding ACORN Prohibition

Past Performance

The Bidder must submit written past performance reference information for those contracts specified above in Relevant Corporate Experience, and for any current and/or prior contracts.

Past performance references should be at least three (3) references for projects completed or in progress in at least the last five (5) years for a similar type project. The information shall include:

- A. The company name, beginning/ending dates of contracts, and the contact persons' name, title, telephone number for past performance reference that WDB can contact, as a reference for your firm.
- B. If the Bidder(s) have and/or have had any current and/or prior contracts with WDB, performance information on the contract should be noted. Current and/or past performance information should include a description of the statement of work with benchmarks, per yearly cost estimates, outcomes, and current relationship status.
- C. Information on problems encountered on the contracts and corrective actions taken to resolve those problems. Problems may include those related to the Bidder's operations, policies, planning, scheduling, or practices including, but not limited to: serious injuries or fatalities; regulatory notices of violation resulting from environmental non-compliances; missed milestones; and cost overruns.
- D. Submit a List of Terminated Contracts. This list shall include partially or completely terminated (for convenience or default) contracts within the past **five (5)** years.

6.3.1 Corporate Proposal Documentation Submission Checklist

- Cover Sheet, Pre-Award Survey, and Notarized Proposal Affidavit** duly signed by individual with legal and fiduciary responsibility for the organization/entity.
- Relevant Corporate Experience.** The narrative is limited to five (5) pages **only**. Also submit at least **three (3)** current Letters of Reference attesting to the Bidder's capability with similar projects. .
- Corporate Financial Condition.** Document **all** nineteen (19) parts with the requested forms submission, as applicable.
- Past Performance.** The reference is limited to at least three (3) similar completed and/or in progress project with the last five (5) years for any current and/or prior contracts. In addition, a list of any terminated (for convenience or default) contracts within the past five (5) years.

6.4 Volume III: Staffing and Management Proposal Outlined in Section D

This section should not **exceed five (5) pages**, excluding the one page volume sheet, and various key personnel documentation submissions from the total count.

Staffing and Management Requirements

- A narrative, not to **exceed five (5) pages**, describing the Bidder's experience in similar contracts and his/her ability to provide services in the Prince George's County Local Workforce Area.
 1. Staffing (Including Job Descriptions, Experience, and Percent of Time Allocated to OSO Duties)
 2. Partner Collaboration
 3. Partner and Center Communication
 4. Performance Reporting
 5. Adherence to Board and Administrative Entity Policies and Procedures

6.4.1 Staffing and Management Proposal Documentation Submission Checklist

- Staffing Requirements:** The narrative is *no more than five (5) pages*.
- Key Personnel:** Submit all key personnel job descriptions, resumes, and applicable licenses, in addition, to the Bidder's organizational chart. Explain your process for hiring new staff members. Identify any special skills or certifications of staff and address the staff's ability to meet needs as a One Stop Operator. Please do not append resumes of individuals who will not be working on this project.

6.5 Volume IV: Cost/Pricing Proposal Outlined in Section E

There is no page limitation on the cost proposal, and include the one page volume sheet.

Cost Proposal

- A. The Bidder should provide the:
 - All-inclusive fixed price for which the work will be done, including a breakdown of the number and kind of professional/non-professional staff that will be utilized in the project.
 - Total hours, the hourly rate required by staff classification, the descriptions and amounts of other charges, including communications, travel and miscellaneous expenses, and the resulting all-inclusive fixed price for which the requested work will be done
 - Projected annual cost of each service as identified in **Section B** of this RFP.
- B. ***In reference to for-profit:*** For-profit bidders are eligible to negotiate and earn a profit as a OSO. Costs or prices under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the non-Federal entity under Subpart E - Cost Principles (2 CFR 200).
- C. All cost information will be included in Volume IV of the proposal. **None of the cost information contained in Volume IV should be included in any other proposal volumes** unless specifically requested in the solicitation.
- D. All pages in the Volume IV Cost/Pricing Proposal, including forms, tables, and exhibits must be numbered and identified in the volume table of contents. The cost proposal shall be sufficiently complete so that cross-referencing to other proposal volumes is not necessary. **There is no page limitation on the cost proposal.**

E. The Bidder must have an explanation of how costs will be recorded and tracked, including the name and software version of the proposed accounting system.

6.5.1 Cost/Price Proposal Documentation Submission Checklist

- Cost Proposal.** No page limitation; must be submitted in hardcopy and USB by cost element
- The Cost Proposal and Budget Summary of Cost Worksheet.
- Salary Detail Cost Estimate Form (*Reference 2 CFR 200.430*)

6.6 COMPANY LITERATURE

Elaborate brochures or other presentations, beyond what is sufficient to present a complete and effective proposal, **are not desired**. Elaborate artwork, expensive paper, bindings, and visual and/or other presentation aids **are not required**.

6.7 EVALUATION FACTORS FOR AWARD

The following is the total weight for this RFP. Bidders **must have a total of 80% or higher for each volume** outlined in the scoring methodology to be recommended to the WDB for final selection.

RFP SCORING METHODOLOGY	
Volume 1: Technical Requirements	45
Volume II: Corporate Requirements	15
Volume III: Staffing and Management Requirements	15
Volume IV: Cost & Pricing Requirements	25
Total Available Points	100 points

6.8 BEST AND FINAL OFFERS

The WDB reserves the right to conduct discussions with Bidders for the purpose of obtaining “best and final offers” as follows:

- A. Enter into pre-selection negotiations;
- B. Schedule oral presentations; *and*
- C. Request revised Proposals.

The One Stop Committee (OSC) will limit any discussions to those Bidders whose proposals have the potential for selection. The WDB will award to the responsible Bidder whose proposal, conforming to the solicitation, will be the *most advantageous* to the County, cost or price and other factors. The Criteria for Selection found in **Section F:6.7** shall also be used to evaluate the best and final offers.

6.9 BIDDER’S CONDITIONS, REPRESENTATIONS AND AUTHORIZATIONS

By submitting its proposal, each Bidder understands, represents, and acknowledges that:

- A Bidder or his/her authorized representative may withdraw or modify his/her proposal by written notice received, at the Issuing Office’s address, prior to the exact hour and date specified for proposal receipt.
- All of the Bidder’s information and representations in the proposal are material and important, and the Issuing Office may rely upon the contents of the proposal in negotiations, contractual

obligations, and awarding the contract(s). The Bidder agrees that the proposal will remain firm for a period of one hundred twenty (120) calendar days after the date specified for receipt of proposals or until a sub-recipient agreement is fully executed. The information in the proposal will become a public record upon sub-recipient agreement execution.

- Bidders selected and serving as a WIOA OSO are sub-recipients of a Federal award and thus are required to follow the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (2 CFR 200).
- Bidders shall not issue press releases, internet postings, advertisements or any other public communications pertaining to this Project without prior written approval of the Issuing Office, and then only in coordination with the Issuing Office.
- Each Bidder, by submitting its proposal, authorizes the WDB to release to the State of Maryland information concerning the Bidder's Maryland taxes, unemployment compensation, workers' compensation liabilities, and total compensations for individuals charged to the sub-recipient agreement.
- The Bidder has arrived at the cost(s) and amount(s) in its proposal independently and without consultation, communication, or agreement with any other Bidder or potential Bidder. The Bidder shall not disclose any of these items on or before the proposal submission deadline specified in the Section A:1.7 of this RFP.
- The Bidder has not attempted, nor will it attempt, to induce any firm or person to refrain from submitting a proposal on this sub-recipient agreement, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal.
- The Bidder has not made, under separate sub-recipient agreement with the WDB, any recommendations to the Issuing Office concerning the need for the goods and services described in its proposal or the specifications for the goods and services described in the proposal.
- The Bidder is not currently under suspension or debarment in the State of Maryland, any other State or the Federal government and, if the Bidder cannot so certify, then it shall submit along with its proposal a written explanation of why it cannot make such certification (2 CFR 200.213).
- The Bidder must clearly identify and describe the services being offered in response to this RFP. Bidders are cautioned that the organization, as well as the thoroughness of the response, is critical to the evaluation process.
- The Bidder's Proposal forms must be legible and complete in their entirety, with all required supplemental information presented in an organized, comprehensive, and easy-to-follow manner.

- The fully executed Agreement will require the selected Bidder to assume responsibility for all goods and services offered in its proposal whether it produces them itself or through subcontract. Additionally, if the Bidder uses any subcontractor, the proposal should be clear on the roles, responsibilities, and outcomes of each. The substitution of one subcontractor for another must be made at the discretion and prior written approval of PGCEDC-WSD. The WDB will consider the selected Bidder to be the sole point of contact with regard to contractual matters.
- The WDB is not liable for any costs the Bidder incurs in preparation and submission of its proposal, in participating in the RFP process, or in anticipation of award of the sub-recipient agreement.
- The WDB may make investigations (including on-site visits and contacting any or all references) as deemed necessary, to determine that the Bidder's competence, number of qualified employees, business organization, and financial resources are adequate to perform according to the RFP.
- The WDB reserves the right to reject any proposal if the evidence submitted by the Bidder proves the Bidder is not qualified to carry out the obligations of the RFP and to complete the Project as specified.
- The WDB reserves the right to vary or change the terms of any sub-recipient agreement executed as a result of this RFP, including funding levels, the scope of work, performance standards, and shortening or extending the sub-recipient agreement period, as it deems necessary in the interest of the Board and its programs, pending availability of funds.
- To the best knowledge of the person signing the proposal for the Bidder, the Bidder, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding or proposing on any public contract, except as the Bidder has disclosed in its proposal.
- To the best knowledge of the person signing the proposal for the Bidder and unless the Bidder has otherwise disclosed in its proposal, the Bidder has no outstanding, delinquent obligations including, but not limited to, any Federal and State tax liabilities not being contested on appeal or other obligation of the Bidder that is owed.
- Until the selected Bidder receives a fully executed and approved written sub-recipient agreement from the Issuing Office, there is no legal and valid sub-recipient agreement, in law or in equity.

6.10 POST AWARD: DEBRIEFING CONFERENCES

Bidders whose proposals are not selected will be notified of the name of the selected Bidder and given the opportunity to be debriefed. The Issuing Office will schedule the time and location of the debriefing. The debriefing will not compare the Bidder with other Bidders, other than the position of the Bidder's proposal in relation to all other Bidders' proposals. **A Bidder's exercise of the opportunity to be debriefed does not constitute the filing of a protest.**