



# One Stop Operator Bidder's Conference

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Employ Prince George's on behalf of the  
Prince George's County Workforce Development  
November 17, 2021, 3:00-5:00 p.m.

# TODAY'S AGENDA

## Introductions

**Lisa M. Barber**, *Chief Administrative Officer, WDB Board Staff*

## Request for Proposal Overview

**Ericka N. Stevens**, *Director, Contracts & Operations*

## One Stop Operator Overview

**Walter L. Simmons**, *President & CEO, WDB Board Executive Director*

**Jamie Gunnell**, *Director, Community Development, WDB Board Administrator*

## Cost & Pricing Overview

**Jeffrey Dufresne**, *Chief Financial Officer, WDB Board Staff*

# OBJECTIVES FOR TODAY

01

Purpose of Request for Proposal

02

Role of the One Stop Operator

03

Funding, Cost & Pricing, & Period of Performance

# MEETING COURTESIES & HOUSEKEEPING

- This presentation is being recorded and will be posted to [www.pgcajc.com/rfps](http://www.pgcajc.com/rfps) for your reference.
- Please use the chat box to ask a question and be sure to include your affiliation.
- Please include the slide number (where applicable) that your question is in reference to.
- Please limit questions to one concise inquiry to allow as many attendees as possible to participate.
- Please remain muted until you are called.
- Note: We will review each question submitted within the chat at the **end** of the presentation.

# ONGOING QUESTIONS & INFORMATION

- ❑ All updates, documentation, and information regarding this RFP can be found at [www.pgcajc.com/rfps](http://www.pgcajc.com/rfps) or [www.employpg.org/rfps/](http://www.employpg.org/rfps/)
- ❑ Q & A Process
  - All questions should be emailed to [RFPSubmissions@co.pg.md.us](mailto:RFPSubmissions@co.pg.md.us)
  - Please included “**RFP# WDBRFP-001 Questions**” in the subject line of the email.
  - All questions from today’s bidders conference will be posted to the Employ Prince George’s website on or around **Friday, November 19th, 2021.**

# ELIGIBILITY STATEMENT

We acknowledge that Employ Prince George's acts in compliance with the Workforce Development Board (WDB) approved policy 1.400.100.002 Conflict of Interest Policy for the WDB, WIOA and 2 CFR 200.112 Regulations Regarding Disclosure of Financial Conflict of Interest.

Now therefore, in consideration of the mutual covenants contained herein, the following parties are precluded from submitting proposals for WDB Request for Proposals issued by Employ Prince George's:

- ☐ Employ Prince George's
- ☐ Employ Prince George's Employees
- ☐ Employ Prince George's Board Members
- ☐ WDB Members and Standing Committee Members
- ☐ Employ Prince George Corporate Board Members

# ELIGIBLE BIDDERS

WIOA Section 121(d)(2)(B): “An entity (public, private, or nonprofit), or consortium of entities including a consortium of entities that, at a minimum, includes three (3) or more of the one-stop partners described in subsection (b)(1), of demonstrated effectiveness, located in the local area, which may include;

- 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; and

- Another interested organization or entity, which may include a local chamber of commerce or other business organization, or a labor organization.

**EXCEPTION:** Elementary schools and secondary schools shall not be eligible for designation or certification as one-stop operators except that non-traditional public secondary schools and area career and technical education schools may be eligible for such designation or certification and secondary schools shall not be eligible for designation or certification as one-stop operators except that non-traditional public secondary schools and area career and technical education schools may be eligible for such designation or certification.

# EX PARTE COMMUNICATION/CONFLICT OF INTEREST

Each Bidder shall ensure that no improper, unethical or illegal relationships or conflicts of interest whether actual or apparent 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 or as soon as the situation arises of any such relationships. This includes interests that they may have with any individual or entity doing business with or proposing to do business with the WDB or Employ Prince George's (EPG).

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, EPG Board members, committee 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 this conference.



# ONE STOP OPERATOR RFP TIMELINE



RFP Release



Virtual Bidders Conference



Proposal Deadline



Anticipated Award Notification



Program Operations Begin



Mandatory WIOA OSY  
Provider Training (Virtual  
Event)

# PURPOSE OF REQUEST FOR PROPOSAL

Through this RFP, the WDB is soliciting an entity to coordinate the following:

01 Service delivery of One-Stop Career Center partners

02 Outreach and community engagement

03 Facility Operations

# WHAT YOU NEED TO DO TO APPLY

01

The application for this RFP can be found using our virtual submission portal via the following link: [https://www.grantrequest.com/SID\\_6250?SA=SNA&FID=35014](https://www.grantrequest.com/SID_6250?SA=SNA&FID=35014)

02

All of the following attachments must be uploaded in the Application Portal:

- Certification MBE Utilization and Fair Solicitation Affidavit
- Certification Regarding Acorn Prohibition Form
- Certification Regarding Lobbying
- Drug Free Workplace Requirements Certification
- Pre-Award for Relocating Establishments
- Pre-Award Survey
- Proposal Affidavit
- Statement-of-Compliance-Form
- W9 Form
- WIOA OSY Performance
- WIOA OSY RFP Forms Submittal List

# OVERVIEW



**Maryland Public  
Workforce  
System**



**American Job  
Center  
Community  
Network  
Membership**



**Partner  
Coordination**

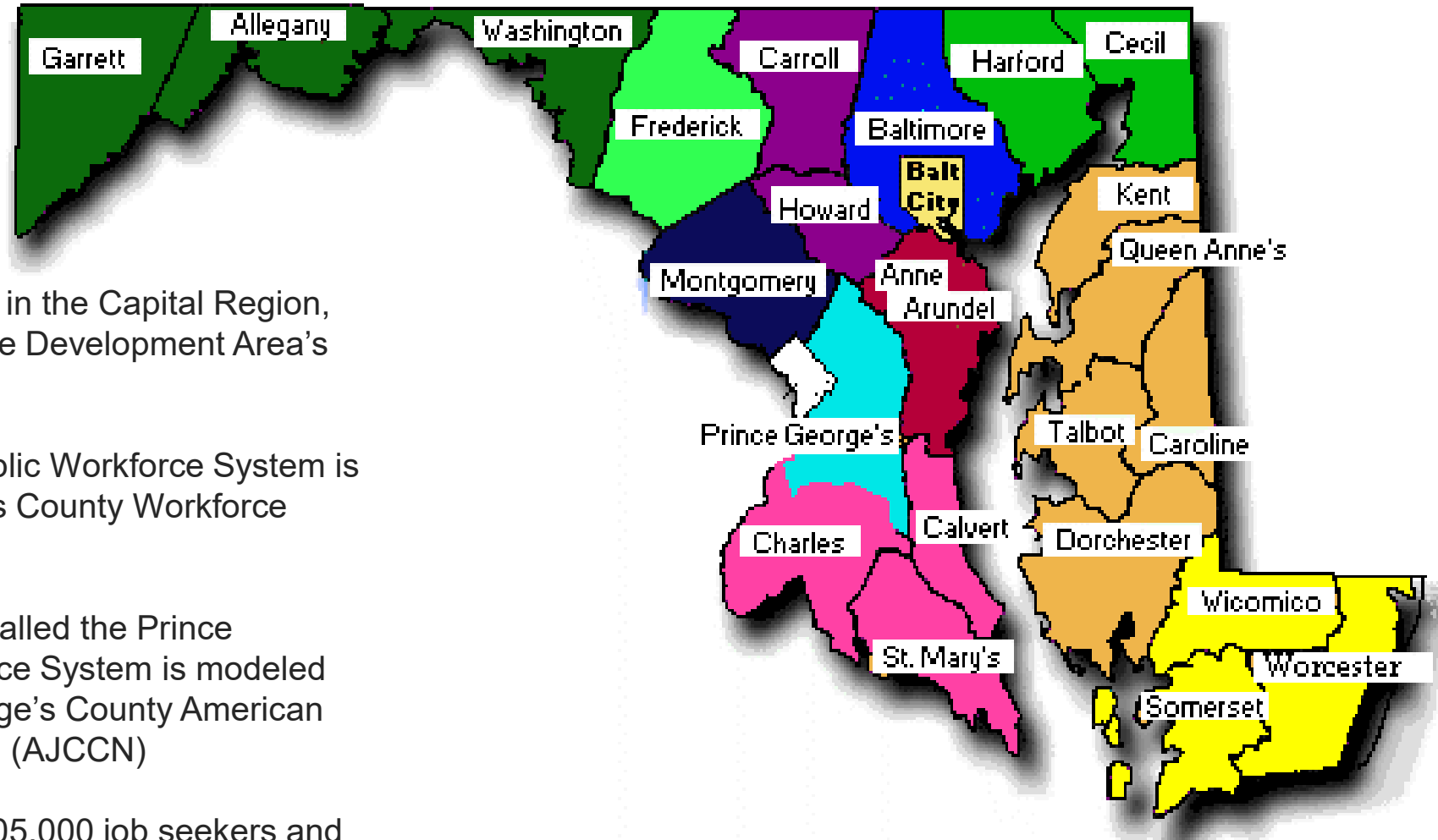


**Professional  
Development**



**Quality &  
Continuity of  
Services**

# MARYLAND PUBLIC WORKFORCE SYSTEM



- Prince George's County, located in the Capital Region, is one of thirteen Local Workforce Development Area's in Maryland
- The Prince George's County Public Workforce System is governed by the Prince George's County Workforce Development Board (WDB)
- The Prince George's County is called the Prince George's County Public Workforce System is modeled and branded as the Prince George's County American Job Center Community Network (AJCCN)
- The AJCCN serves more than 205,000 job seekers and 4,000 businesses annually with over 75 partners

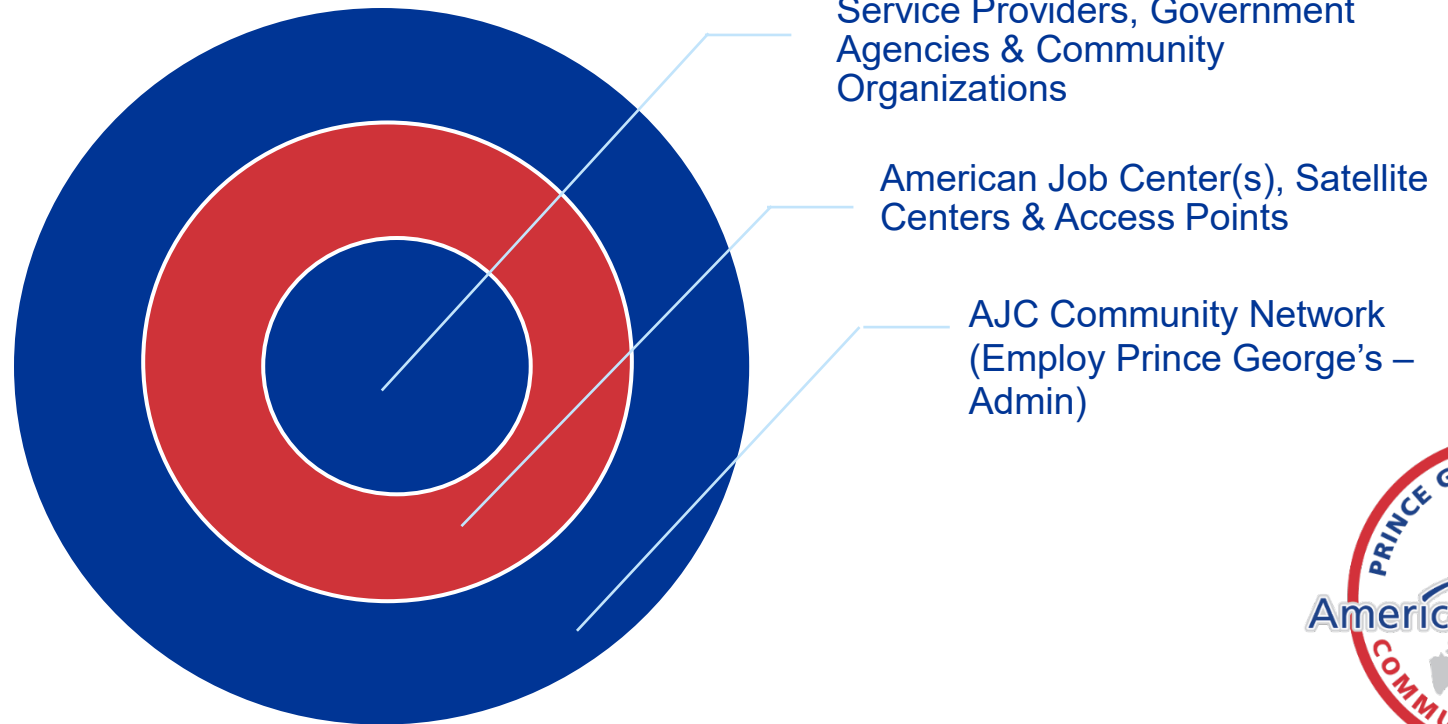
# Prince George's County Workforce System



AmericanJobCenter<sup>®</sup>  
LARGO

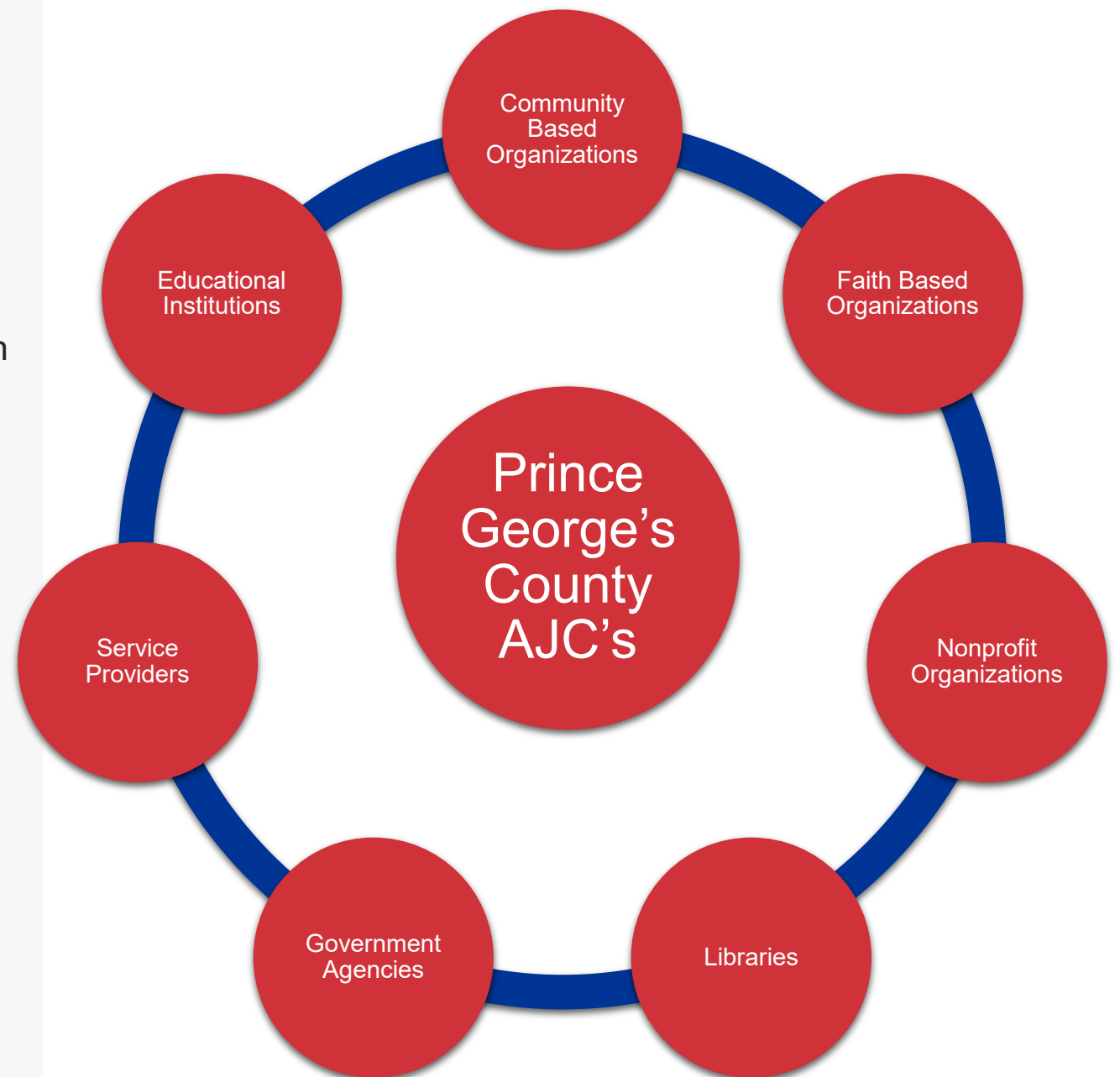
Youth  
CareerCenter  
A proud partner of the AmericanJobCenter networks

AmericanJobCenter<sup>®</sup>  
NATIONAL HARBOR



# Membership

1. Prince George's County Memorial Library System
2. Maryland Department of Labor
3. MSDE - Division of Rehabilitation Services
4. Department of Social Services
5. International Rescue Committee
6. Maryland Legal Aid
7. Prince George's Community College
8. MedCerts
9. Life After Release
10. Bridge Center at Adam's House
11. Life After Release
12. CKAR
13. Faith 2 Start Over
14. Bowie Senior Center
15. Unshackled Ministries
16. El Poder de Ser Mujer
17. Streetwise Partners
18. Vision of Life Foundation
19. Latin American Youth Center
20. Eckerd Connects
21. Bowie Senior Center
22. Mission of Love
23. Juanita C. Grant Foundation
24. United Communities Against Poverty
25. Vehicles for Change
26. Farming for Hunger





## American Job Center Community Network Membership

**Tier I Service Provider/Affiliated Site** – Core American Job Center partners mandated by Federal and State WIOA Regulations, local American Job Center partners mandated by the CLEO and WDB, contracted WIOA Title I service providers of the WDB, and partners receiving workforce development funding by Employ Prince George's

**Tier II Access Point** – Partners who provide free workforce development or workforce development related services to Prince George's County residents and businesses

**Tier III Community Stakeholder/General Member** – Partners who are not legally or financially connected to the WDB nor Employ Prince George's, are not certified as an AJCCN Access Point, who are connected to the AJCCN to represent specific communities and receive information about AJCCN partners, programs, and operations



# Quality Services & Continuity of Services

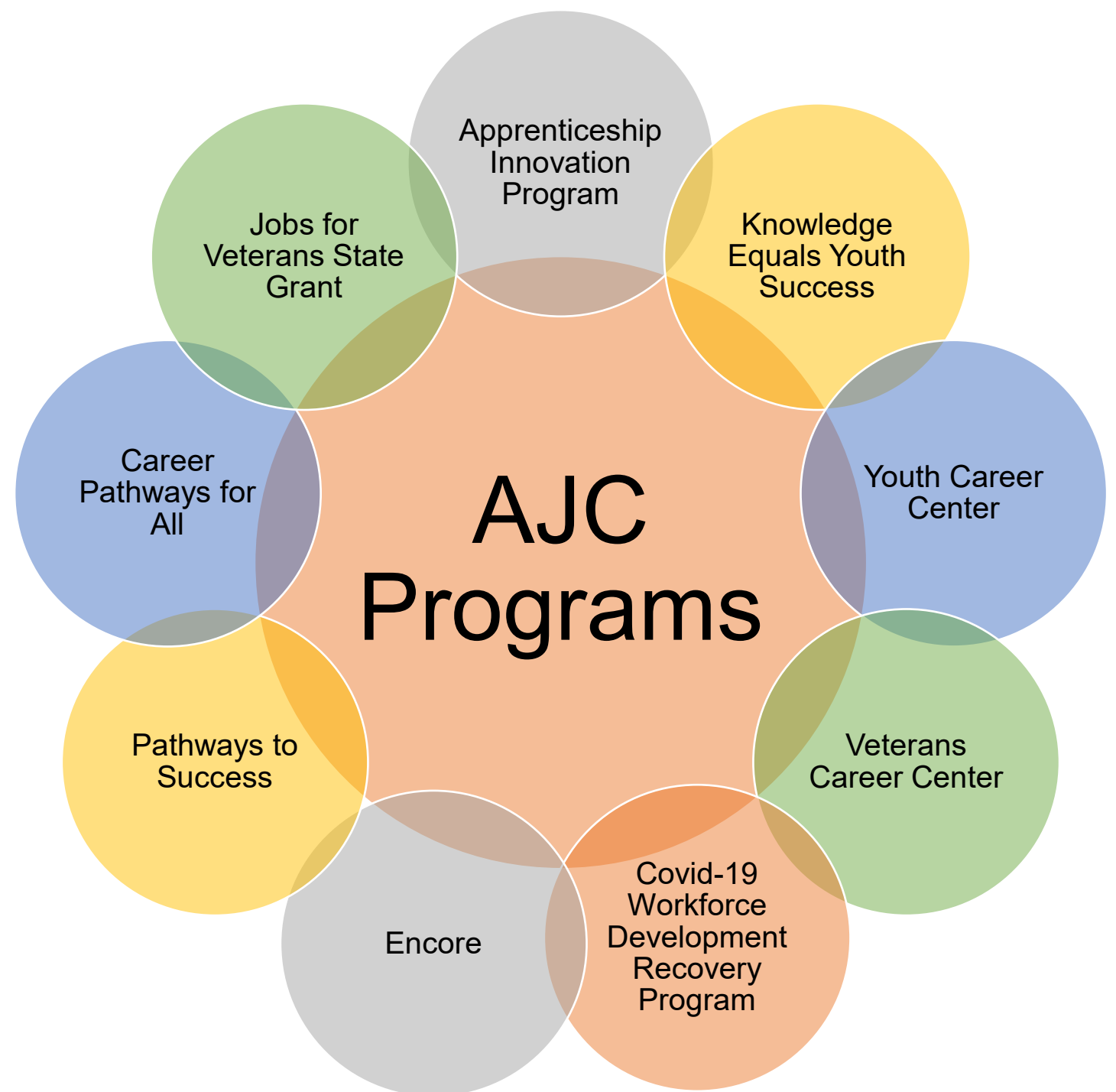


**Effective, Efficient & Impactful**

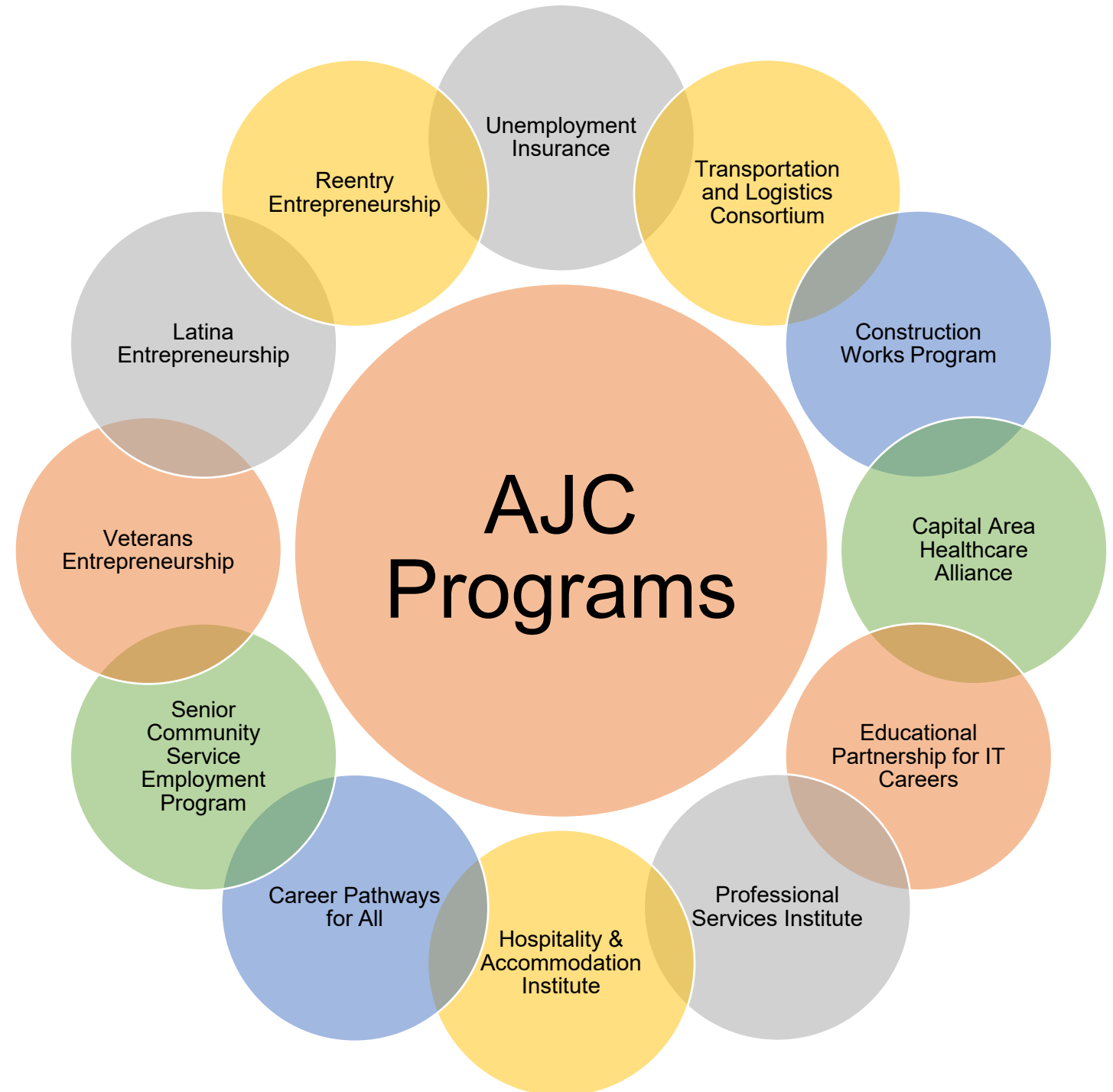
# American Job Center Partners



# American Job Center Programs I



# American Job Center Programs II



# Prince George's County One Stop Operator Performance Benchmarks

- 1 Partner Coordination
- 2 Professional Development
- 3 Outreach & Community Engagement

- 4 Partner Communication
- 5 Operational Effectiveness
- 6 Facility Operations
- 7 RSA & MOU Compliance

# REGULATIONS & MONITORING

Funded by Federal WIOA Youth Grant

**Money and regulations flow:**

**US DOL > MD DOL > PGCLWDB/EPG > You**

**Pre-monitoring to assess capacity**

**Desk monitoring performed monthly on invoice**

**On site monitoring performed at least annually**

# EVALUATION PROCESS

All applications will go through an identical evaluation, rating, and notification process.

01

**Compliance Review** Once the proposal deadline has passed, all applications will be vetted for compliance. Only applications within compliance will be considered by the rating committee.

02

**Rating Committee** The LWDB Rating Committee will rate the compliant applications. Each committee member will use a standard scoring rubric to score applicants.

03

**Selection** The Rating Committee will put forward recommended awards to the LWDB for final approval.

# EVALUATION PROCESS *cont.*

04

**LWDB Action & Contract Award** Once approved, all applicants will be notified of the LWDB's decision.

05

**Appeals Process** An appeal must be made in writing within seven (7) calendar days from the date of the Notice of Award decision.

06

**Negotiations and Contracts** Contract agreement terms will begin on January 10th, 2022, and end on June 30th, 2023, for the base program year.





**QUESTIONS?**