

**REQUEST FOR PROPOSALS (RFP)**

**Workforce Innovation and Opportunity Act (WIOA)**

***One-Stop Operator (OSO)***

**RFP #2021-001-WIOA-OSO**

**Catalog of Federal Domestic Assistance (CFDA) Numbers:**

**17.258 - Adult, 17.259 - Youth, 17.278, Dislocated Worker**

**Managing the WorkSource Columbia Basin (WSCB) One-Stop Center**

**Published March 23, 2021**

**Notification of Intent to Bid Due April 9, 2021, 4:00 pm PST**

**Proposal Due Date – May 5, 2021, 4:00 pm PST**

 \*Late submissions will not be accepted

**Anticipated Award Period – July 1, 2021 through June 30, 2022**

 \*Potential annual extension through June 30, 2025

 **Benton Franklin Workforce Development Council (BFWDC)**

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**Section 1: Overview and Background**

* 1. **WIOA Overview**

On July 22, 2014, President Obama signed WIOA into law. WIOA is designed to improve and streamline access to federally funded employment, education, training, and supportive services. The enactment of WIOA has provided an extraordinary opportunity for improvement so that the WorkSource One-Stop Delivery System is job-driven, responds to the needs of local employers, and prepares workers for jobs available both now and in the future. WIOA fosters a nationwide system of one-stop centers (known in Washington State as WorkSource), which directly provide an array of employment services and connect customers to work-related training and education. WIOA furthers a high-quality one-stop delivery system by continuing to align investments in workforce, education, and economic development. WIOA seeks to increase the effectiveness of, and streamline the governing structure of the public workforce development system, empower elected officials and workforce boards, establish structures with regional economies and engage the key stakeholders needed to lead the system to achieve the goals of WIOA. WIOA reinforces the partnerships and strategies necessary for one-stops to provide job seekers and workers with high-quality career services, education, training, and the supportive services they need to get good jobs and stay employed, and helps businesses find skilled workers and access other supports, including education and training for their current workforce. WIOA provides workforce development activities that increase employment, retention, and earnings for workers and increases post-secondary credential attainment. These activities improve the quality of the workforce, reduces welfare dependency, increases economic self-sufficiency, meets the skills requirement of employers, and enhances the productivity and competitiveness of our nation when competing in a global market.

* 1. **BFWDC Vision, Mission, and Values**

**BFWDC Vision** - The Benton-Franklin Workforce Development Council contributes to our prosperous community by elevating the human potential.

**BFWDC Mission** - Promoting a prosperous community by providing a progressive workforce system.

**BFWDC Values** – Integrity, Honesty, Excellence, Service, Helping Others, Inclusion, Collaboration, Partnership, Leadership, Creativity, Innovation, Imagination.

* 1. **BFWDC - RFP Introduction**

The BFWDC is responsible for overseeing the workforce development system in Benton and Franklin Counties. The BFWDC is issuing this RFP on behalf of the BFWDC Board and the Chief Local Elected Officials (CLEOs) to identify and select a qualified entity to serve as the WSCB – OSO, funded by the Department of Labor (DOL) under WIOA (Public Law No: 113-128). The WSCB – OSO is a leader who works collaboratively with the BFWDC and the partners at WSCB to create a calm and productive space where a superb customer experience is the focus and center of all activity. The OSO selected will demonstrate partnership, commitment to equality, and an unbiased approach with all stakeholders. The OSO will maintain operational oversight of WSCB that aligns with partners to enhance services. This RFP is seeking proposals from qualified entities with neutrality and the proven experience to manage a center that is customer-centric, welcoming, fully accessible, and integrated.

 Geographical Areas – Benton and Franklin Counties, Washington

 Proposed Award Amount – The approximate WIOA Title 1 subaward amount is $200,000

* The BFWDC reserves the right to increase or decrease the total estimated award amount. The estimated award amount is provided as guidance to bidders in preparing their proposal budget. Bidders are not required to request the full amount of estimated funding available. However, bidders shall not exceed the approximate amount of $200,000 in their proposal. Doing so will result in RFP rejections.

 Type of Award – Cost reimbursement subaward

 Anticipated Start Date – **July 1, 2021**

 Initial Award End Date – **June 30, 2022**

Option to Extend – The BFWDC reserves the right to extend the subaward for another three years on an annual basis through **June 30, 2025**, based on future funding availability, DOL regulations or rulemaking, the performance of the sub-recipient, and other factors.

* 1. **Roles and Responsibilities of the BFWDC**

The roles and responsibilities of the BFWDC include, but are not limited to, the following:

* Convene the One-Stop Delivery System, execute the Memorandum of Understanding (MOU) with the WIOA system partners, and facilitate system integration activities,
* Oversee and evaluate the management and operations of all sub-recipient programs, including the OSO, funded by the BFWDC,
* Allocate and award funds,
* Monitor sub-recipient performance, quality of service, cost-effectiveness, and report on performance to the Local Workforce Development Board (LWDB),
* Develop and provide technical assistance to sub-recipient staff,
* Inform sub-recipients of Federal, State, Local policies, procedures, and rules that may impact the operations of the program(s), and assist as needed to implement them accordingly,
* Monitor the Management of Information System (MIS), and
* Ensure compliance with all rules, regulations, ad procedures issued by all funding sources.
	1. **BFWDC Governing Body**

The BFWDC has been certified by the Governor of Washington State and is a business-led council comprised of community leaders with subject matter expertise in the public and private sectors. The BFWDC works closely with the CLEOs to address workforce deficiencies, upskill and develop potential workers and ensure that the workforce system offers the highest quality service to its customers. An inter-local agreement between the BFWDC and the Commissioners of Benton and Franklin Counties provides the foundation for workforce development initiatives across the region. In partnership with the LWDB, the BFWDC has established a local workforce plan that strategically supports Washington State’s “Talent and Prosperity for All” plan and the full implementation of WIOA.

* 1. **Sub-recipient Designation**

The awardee of RFP#2021-001-WIOA-OSO will be a sub-recipient. A sub-recipient 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 sub-recipient may also be a recipient of other Federal awards directly from a Federal awarding agency (2 CFR §200.93 Sub-recipient). A sub-recipient must comply with all applicable uniform administrative requirements, cost principles, and audit requirements. The pass-through agency of the funds has the responsibility to monitor the sub-recipient to ensure the grant funds are being used for authorized purposes and as required by the grant agreement and applicable regulations. For more information, see 2 CFR Part 200; 2 CFR Part 2900; TEGL 15-16; and Employment Security (ESD) Policy 5250. For more information on uniform guidance, visit <https://www.gpo.gov/>

**Section 2: Solicitation Details**

2.1 Solicitation Timeline

|  |  |
| --- | --- |
| **RFP 2021-001-WIOA-OSO Public Release Date** | March 23, 2021 |
| **Virtual (via Zoom) Mandatory Bidders’ Conference** | April 5, 2021, 10:00 – 11:30 am, PST |
| **Notification of Intent to Bid Due** | April 9, 2021, 4:00 pm, PST |
| **Deadline for Written Questions**E-mail question with RFP number in title to bfsupport@bf-wdc.org. Questions and answers will be posted to <https://www.bentonfranklinwdc.com/rfp> | April 23, 2021, 4:00 pm, PST |
| **Proposal Package Due** | May 5, 2021, 4:00 pm, PST |
| **Technical Review** | May 6 – May 14, 2021 |
| **Evaluation of Proposals & Virtual Oral Interviews** (if held) | May 17 – May 21, 2021 |
| **Announcement of Subaward** | On or near May 26, 2021 |
| **Subaward Negotiations and Contract Development** | June 3 – June 25, 2021 |
| **Anticipated Subaward and Contract Start Date** | July 1, 2021 |

* 1. Eligible Bidders

The WSCB-OSO must be an entity (public, private, or nonprofit) or a consortium of entities that includes at least 3 of the required WIOA One-Stop partners with demonstrated effectiveness in Benton or Franklin Counties. Such entities include:

* Government agencies or governmental units, such as local or county governments, school districts, state agencies, and federal WIOA partners,
* Employment Service State agency under Wagner-Peyser Act, amended by Title 3 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 educations, 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 one-stop operators),
* Community-based organizations, nonprofit entities, or workforce intermediaries,
* Other interested organizations capable of carrying out the duties of the OSO, such as a local chamber of commerce, other business organizations or labor organizations,
* Private for-profit entities,
* LWDBs, if approved by the CLEOs and the Governor as required in WIOA section 107
(g)(2).

* 1. BFWDC Procurement

The BFWDC conducts all procurements to provide open competition as required under 2 CFR 200, other federal and state laws and regulations, and the [BFWDC Procurement Policy](https://7719262a-819f-4a6a-8ea0-211d3664fa5b.filesusr.com/ugd/337ef4_49c2f554d4ac4cd7878817fec087883c.pdf). This RFP identifies all relevant requirements, the technical review process, evaluation factors, scoring point range, and selection process. A technical review will be completed for all entities submitting a Notification of Intent to Bid by **April 9, 2021, at 4:00 PST** and a proposal by **May 5, 2021, at 4:00 PST**.

The BFWDC 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 BFWDC website at <https://www.bentonfranklinwdc.com/rfp>. Bidders are responsible for checking the website frequently to remain informed about the procurement process. Bidders must amend proposal packages as addendums make necessary. Failure to acknowledge any addendum that impacts proposal requirements will result in disqualification of the proposal.

* 1. 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 e-mail by **April 9, 2021, 4:00 pm PST**. E-mail the organization’s name, primary contact person’s name, e-mail address, and phone number, and statement of intent to submit a proposal to bfsupport@bf-wdc.org. Include the RFP number (RFP-2021-001-WIOA-OSO) in the e-mail subject line. If the Notification of Intent to Bid is not received or arrives after the due date, proposals will be disqualified.

* 1. RFP 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 organizations’ representative, as indicated). The bidder selected through this solicitation will be required to agree to the General Terms and Conditions in the BFWDC sub-recipient contract and must also comply with all applicable federal and state laws and regulations and the local policies established by the BFWDC.

Submit proposals by e-mail to bfsupport@bf-wdc.org and include the RFP number in the title of the e-mail. The proposal must be e-mailed as a PDF document, including all attachments. All proposals must be received before **4:00 pm PST on May 5, 2021**. Proposals not submitted by this date and time will be automatically disqualified, without exceptions. Faxed or hard copy proposal packages will not be accepted.

2.6 Mandatory Bidders Conference and Written Questions

Potential bidders and others who may be interested in this RFP are invited to a virtual Bidders’ Conference on **April 5, 2021, 10:00 – 11:30 am PST**. The Bidder’s Conference is an opportunity to ask questions about the RFP and proposal requirements, with BFWDC staff in attendance to share information and answer questions. Those interested in attending the Bidder’s Conference must request an Outlook invitation with the Zoom meeting link no later than 1 business day prior to the Bidders’ Conference. E-mail bfsupport@bf-wdc.org, with the RFP number in the e-mail subject line, to request an invitation. Remember that those entities submitting a bid must have a representative in attendance at the Bidders’ Conference.

The BFWDC also welcomes questions about this RFP submitted by e-mail. Submit questions in writing by e-mailing bfsupport@bf-wdc.org with the RFP number in the e-mail subject line. The deadline for written questions is **April 23, 2021, at 4:00 pm PST**. Questions submitted after this deadline will not receive a response.

All [Questions and Answers](https://7719262a-819f-4a6a-8ea0-211d3664fa5b.filesusr.com/ugd/337ef4_ce34e2cd2755480ca2246cc116aef9d1.docx?dn=Question%20and%20Answers%20RFP%20%232021-001-WIOA-) from the Bidders’ Conference and those received by e-mail will be posted on the BFWDC website, RFP page at <https://www.bentonfranklinwdc.com/rfp>.

**Section 3: OSO Description**

3.1 Scope of Work

The WSCB OSO will utilize operational and customer service skills to collaborate with the WSCB system of partners to achieve the BFWDC objectives for the local workforce system, in alignment with the local mission, vision, and core values. The OSO will report directly to the BFWDC and maintain regular communication. The OSO will also be accountable to all WSCB partners while upholding strict impartiality. The roles and responsibilities of the WSCB OSO are described below.

1. Provide an environment of collegiality that supports a culture of delivering quality services to the customer.
2. Coordinate, plan, and promote building an integrated service delivery system, which meets the vision and strategy of WIOA and the BFWDC local plan goals.
3. Develop strategies that support each partner, which in turn enhances the performance of each partner.
4. Build a system of partnerships of coordination, collaboration, and cooperation through the WorkSource center and system.
5. Provide a learning environment and culture for staff to build and utilize new skills for effective and efficient customer service.
6. Provide job seekers with the skills and credentials necessary to secure and advance in employment with wages that sustain themselves and their families.
7. Provide access and opportunities to job seekers, including individuals with barriers to employment, as defined in section 3(24) of WIOA, such as individuals with disabilities, individuals who are English Language Learners, and individuals who have low levels of literacy, to prepare for, obtain, retain and advance in high-quality jobs and high demand careers.
8. Enable businesses and employers to identify and hire skilled workers quickly and access other human resources assistance, including education and training for their current workforce, support with pre-screening applicants, writing job descriptions, offering space for interviewing, and consultations services on topics such as succession planning, career-ladder-development, and other forms of assistance.
9. Participate in rigorous evaluations that support continuous improvement of WSCB by identifying which strategies work better for different populations.
10. Ensure that employers and job seekers make high-quality integrated data-informed decisions.
11. Understand the value of individual programs while developing the integrated services model and provide change management to lead change as needed to integrate or modify service delivery and help partners to see the system benefits of those changes.
12. Use Human-Centered Design (HCD), LEAN, and other customer informed methodologies to ensure integrated service delivery model options meet the needs of local businesses and job seekers
13. Streamline processes and increase consistency in service delivery across WSCB.
14. Be willing to take risks developing and deploying new services strategies while working closely with partners to understand and mitigate certain risks.
15. Implement integration as designed by the BFWDC.
16. Commit to partnership and be willing to work on behalf of the BFWDC to achieve its vision for a functionally integrated workforce system that is well prepared to meet the needs of local businesses and job seekers.
17. Ensure that the BFWDC policies and procedures are effectively communicated and carried out at WSCB.
18. Facilitate the sharing of data and information.
19. Work with WSCB Partnership to determine a process for meeting the goals outlined in WIOA.
20. Represent WSCB at community meetings to promote services or discuss partnership opportunities.
21. Increase quantities served at WSCB while improving the quality of service.
22. Assist in the development of processes for customer satisfaction reviews in the One-Stop Center, using a data-driven decision-making methodology to analyze and interpret information to identify service delivery adjustments and report to the BFWDC.
23. Work with the WSCB partners to evaluate and troubleshoot referral and coordination efforts, work with system partners to develop processes and procedures to ensure customer flow and the highest level of customer service.
24. Assist with physical and virtual traffic flow within WSCB, paying attention to accessibility for customers and staff with disabilities, including clear and concise signage. Make services and products more transparent, accessible and user-friendly, while supporting services with appropriate technologies for employers.
25. Lead WSCB in assessing and improving performance, making improvements to internal processes based on customer satisfaction and participant feedback.
26. Promote the services available at WSCB, including the development of outreach materials approved by the BFWDC.
27. At the highest level, coordinate outreach to business and job seeker customers, including coordinating the development of awareness and labor market information materials.
28. Collaborate with subject matter experts to ensure successful outreach efforts and expand system-wide reporting of service delivery data.
29. Adhere to Section 188 (Equal Opportunity).
30. Serve as point of contact regarding BFWDC workforce system initiatives.
31. Create and implement WSCB processes & procedures, onboarding & offboarding of team members, safety-related protocols, etc.
32. Participate in the WSCB One-Stop Center Certification and Coordinate with the BFWDC.
33. Serve as liaison between the BFWDC and WSCB; Maintain on-going communication with the BFWDC CEO/COO and staff with updates or issues that may arise at WSCB.
34. Identify issues, monitor, and provide technical assistance to each One-Stop Partner within WSCB, related to the provision of career services agreed to by the WSCB MOU.
35. Comply with all policies governing WSCB.
36. Coordinate with the local Equal Opportunity (EO) Officer to ensure access to One-Stop services as prescribed by WIOA Section 188
37. Coordinate facility access approvals on behalf of the WSCB system and communicate happenings to the BFWDC.
38. Serve as the primary point of contact for facility maintenance and repair issues communicating all needs for maintenance and repair to the BFWDC to be addressed.
39. Support Human-Centric Design (HCD) methods by designing systems around the customer experience.
40. Develop a culture where people look forward to working every day, take pride in WSCB and their work, increase their commitment to job satisfaction, and improve the customer experience.
41. Identify potential cultural clashes between partners, facilitate crucial conversations that build understanding, and restore working partnerships.
42. Identify training needs surrounding cross-cultural differences and awareness, cultivate an understanding of how staff from individual organizations speak, communicate, perceive the environment around them, and expand upon existing relationships.
43. Align disconnected partners and provide workforce solutions that meet real business needs, including speaking the language of business, creating a common brand, increasing work and staff training on business engagement.
44. Identify and enlist community businesses and other community-based organizations as a partner in identifying, developing, and implementing workforce solution investments.
45. Commit to partnership and be willing to work on behalf of the BFWDC to achieve its vision for a functionally integrated workforce system that is well prepared to meet the needs of local businesses and job seekers in Benton and Franklin Counties.
46. Be knowledgeable of the mission and performance standards of all partners and facilitate cross-training among all staff.
47. Create a system that evaluates and aligns performance toward common measures.
48. Collaborate with the BFWDC to meet performance measures, including data sharing to ensure valid data matching, timely data entry, and reports are given to the BFWDC monthly.
49. Provide quality reports to the BFWDC on the performance outcomes (set by the LWDB), success, and issues.
50. Should additional certified One-Stop sites be added, coordinate and teach new partners to ensure access to One-Stop services are delivered as prescribed by Section 188 of WIOA.
51. Support the local Rapid Response team to ensure that the appropriate services and programs that are necessary to assist Dislocated Workers with Unemployment Insurance (UI) assistance, connection to reemployment series, and or training/retraining assistance are in place.
52. Ensure WSCB partners continue to align through the lens of integrated services.
53. Form, expand, and coordinate committees to address the needs affecting the WSCB center. Committees might be internally facing or customer-facing.
54. Oversee the day-to-day operations of WSCB.
55. Ensure that WSCB center technology is functional and current and that the equipment is maintained and appropriately secured.
56. Maintain WSCB hours, including opening and closing, posting notices, and providing community flexibility for WSCB hours and services as applicable and necessary for service delivery.

3.2 Location of WSCB

The OSO is expected to have a full-time presence at WSCB, located at 815 North Kellogg Street, Suite D in Kennewick, WA 99336. The OSO must be able to coordinate and execute responsibilities virtually when closures of WSCB are required due to the COVID-19 Pandemic and for other safety reasons that may surface during the subaward period.

3.3. WorkSource System Policies

For information about WorkSource System policies and standards, visit <https://wpc.wa.gov/policy/state/worksource>. Links to specific Training and Employment Guidance Letters (TEGLs) applicable to One-Stop Operations are listed below.

[TEGL 04-15](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_04-15.pdf) **–** Vision for the One-Stop Delivery System under WIOA

[TEGL 08-15](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_08-15.pdf) – Second Title 1 WIOA Youth Program Transition Letter

[TEGL 10-16 Change 1](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_10-16-Change1.pdf) – Performance Accountability Guidance for WIOA Title I, II, III, IV Core Programs

[TEGL 15-16](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_15-16.pdf) – Competitive Selection of One-Stop Operators

[TEGL 16-16](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_16-16.pdf) – One-Stop Operation Guidance for American Job Center Network

[TEGL 19-14](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_19-14.pdf) – Vision for Workforce System and Initial Implementation of WIOA

**Section 4: Required Proposal Content**

4.1 Required Notification of Intent to Bid

Submit Required Notification of Intent to Bid via electronic e-mail to bfsupport@bf-wdc.org no later than **April 9, 2021, 4:00 pm PST**.

4.2 Organization and Content Requirements

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

1. [Proposal Cover Sheet](https://7719262a-819f-4a6a-8ea0-211d3664fa5b.filesusr.com/ugd/337ef4_52f920bf17994772bc8df1dd3b5da871.pdf) (signed)
2. Table of Contents including page numbers
3. Proposal Narrative (including response to proposal questions)
4. [Budget Worksheet](https://7719262a-819f-4a6a-8ea0-211d3664fa5b.filesusr.com/ugd/337ef4_3221720435be4115a4224064548b5187.xlsx?dn=OSO%20Budget%20Cost%20Template.xlsx)
5. [Reference Forms](https://7719262a-819f-4a6a-8ea0-211d3664fa5b.filesusr.com/ugd/337ef4_7281a735298b489ca535fcde8f6a6c28.docx?dn=Reference%20Form.docx) (3)
6. Bidder Information
7. Audit Report (or most recent financial statements if no Audit Report is available)
8. [Conflict of Interest Attestation](https://7719262a-819f-4a6a-8ea0-211d3664fa5b.filesusr.com/ugd/337ef4_525be1dfb2934c1a86bab4b14d7621d2.docx?dn=Conflict%20of%20Interest%20Attestation.docx) (signed)
9. [BFWDC Assurances and Certification](https://7719262a-819f-4a6a-8ea0-211d3664fa5b.filesusr.com/ugd/337ef4_dac70cadec8a487285afa7b2c224b9a3.docx?dn=General%20Assurances%20and%20Certifications.do) (signed)
10. [WIOA Assurances and Certification](https://7719262a-819f-4a6a-8ea0-211d3664fa5b.filesusr.com/ugd/337ef4_d765235edc634afbbb39e4d377e73477.docx?dn=WIOA%20Assurances%20and%20Certifications.docx) (signed)

 Note: All RFP#2021-001-WIOA-OSO forms are posted at <https://www.bentonfranklinwdc.com/rfp>.

4.3 Required Proposal Format

 Font – Between 11 and 12 point, Times New Roman, Arial or Calibri

 Paper & Pages – 8 ½ x 11 inches, numbered, 1-inch margins

 Maximum Page Limit – 14 pages (this does not include attachments)

**Section 5: Required Proposal Narrative, Budget, and Attachments**

5.1 Narrative Questions and Point Value (85 points maximum)

Bidders are advised to review all parts of this RFP to provide context for the following narrative questions. Include the questions before each of your responses in your proposal.

|  |  |  |
| --- | --- | --- |
| **#** | **Question** | **Value** |
| 1 | Describe your organizations mission, current customer base, and current funding sources. How does your proposal to serve at the WSCB align with your mission, goals, and capacity? | 8 points |
| 2 | Describe your understanding of a systems approach, your experience with building and improving systems, and how you will utilize a systems approach as the WSCB OSO. | 8 points |

|  |  |  |
| --- | --- | --- |
| 3 | Share your success in developing sustainable partnerships and resources. Describe how you will apply your knowledge and expertise as the WSCB OSO. | 8 points |
| 4 | Describe your experience as a facilitative leader for partnerships. What is in your background (years and depth of knowledge, notable achievements, outcomes achieved, relevant credentials) that can help demonstrate your ability to be a successful WSCB OSO? | 12 points |
| 5 | Describe in detail what integrated service delivery means to your organization. What is your experience with integrated service delivery models? How will you interact with WSCB partners to ensure that customers have a seamless experience at WSCB? How will you maintain neutrality? | 12 points |
| 6 | Describe strategies and ideas you have to bring forward as the WSCB OSO regarding exceptional service delivery at WSCB for both employer and job seeker customers. | 12 points |
| 7 | How will you champion Diversity, Equity, and Inclusion into WSCB policies, practices, and culture? | 10 points |
| 8 | Describe your professional network in Benton and Franklin Counties. How will you leverage these networks to improve services and outcomes at WSCB?  | 10 points |
| 9 | Since the Covid-19 Pandemic, workforce development professionals have had to pivot and conduct work virtually/remotely. Describe your experience in this space, specifically with platforms (Zoom, MS Teams, WebEx) and how you use them to efficiently interact with colleagues, partners, customers, fund sources and community stakeholders. | 5 points |
|  | **Maximum Value** | **85 points** |

5.2 Budget Worksheet, Budget Narrative, and Point Value (15 Points Maximum)

Complete the [Budget Worksheet](https://7719262a-819f-4a6a-8ea0-211d3664fa5b.filesusr.com/ugd/337ef4_3221720435be4115a4224064548b5187.xlsx?dn=OSO%20Budget%20Cost%20Template.xlsx) including all costs for which you request funding through this RFP. All included costs must be reasonable, allowable, necessary, and allocable among the stated costs categories and based on cost principles from 2 CFR 200 and CFR 2900. The point value is a maximum of 5. The Budget Worksheet does NOT count towards the 14-page Proposal Narrative Limit.

Provide a Budget Narrative that describes and breaks down all Budget Worksheet expenses, including sufficient details to enable assessment of cost reasonableness. The Budget Narrative DOES count towards the 14-page Proposal Narrative Limit). The point value of the Budget Narrative is a maximum of 10 points.

5.3 Attachments

The attachments described below will not count towards proposal scoring but will be reviewed by the RFP Committee. All attachments must be included with the Proposal Narrative in the proposal package, in the order shown on page 15 as part of a single PDF document. All attachment forms are available at <https://www.bentonfranklinwdc.com/rfp>, and links to each form are provided below.

**Proposal Cover Sheet** - The [Proposal Cover Sheet](https://7719262a-819f-4a6a-8ea0-211d3664fa5b.filesusr.com/ugd/337ef4_52f920bf17994772bc8df1dd3b5da871.pdf) must be filled out, signed, and dated by the organization's authorized representative.

**Table of Contents** - Including page numbers. Proposal Packages are required to include a Table of Contents page numbers that align with and include the required content listed on page 15.

[**Budget Worksheet**](https://7719262a-819f-4a6a-8ea0-211d3664fa5b.filesusr.com/ugd/337ef4_3221720435be4115a4224064548b5187.xlsx?dn=OSO%20Budget%20Cost%20Template.xlsx)

[**Reference Forms**](https://7719262a-819f-4a6a-8ea0-211d3664fa5b.filesusr.com/ugd/337ef4_7281a735298b489ca535fcde8f6a6c28.docx?dn=Reference%20Form.docx) (3) - Bidders must acquire references from 3 organizations they have worked with by sending them the Reference Form for completion, signature, and return to the bidder. The proposal package must include all three (3) reference forms.

**Bidder Information**  - This form requests information about the bidder’s organization, management systems, audit history, accounting system, and contract/grant performance.

**Audit Report** - (or most recent financial statements if no Audit Report is available)

[**Conflict of Interest Attestation**](https://7719262a-819f-4a6a-8ea0-211d3664fa5b.filesusr.com/ugd/337ef4_525be1dfb2934c1a86bab4b14d7621d2.docx?dn=Conflict%20of%20Interest%20Attestation.docx) - This form requires attestation that the bidder’s organization will comply with BFWDC Code of Conduct and [Conflict of Interest Policy](https://7719262a-819f-4a6a-8ea0-211d3664fa5b.filesusr.com/ugd/337ef4_7b4a7af4260a4d119dbb5be160a05914.docx?dn=2015-36%20Conflict%20of%20Interest%20Policy%202021) and request disclosure of any current or potential conflicts of interests, real or perceived, in serving as the WSCB OSO. The form must be signed and dated by an authorized representative of the bidder organization.

[**BFWDC Assurances and Certification**](https://7719262a-819f-4a6a-8ea0-211d3664fa5b.filesusr.com/ugd/337ef4_dac70cadec8a487285afa7b2c224b9a3.docx?dn=General%20Assurances%20and%20Certifications.do) - This form must be signed and dated by an authorized representative.

[**WIOA Assurance and Certification**](https://7719262a-819f-4a6a-8ea0-211d3664fa5b.filesusr.com/ugd/337ef4_d765235edc634afbbb39e4d377e73477.docx?dn=WIOA%20Assurances%20and%20Certifications.docx) – This form must be signed and dated by an authorized representative.

**Section 6: Proposal Review, Evaluation and Award Process**

6.1 Technical Review

The BFWDC will conduct a technical review of proposals to ensure that all technical requirements of the RFP have been met, such as the inclusion of all required attachments and adherence to page limits. Proposals passing technical review will be forwarded to the RFP Evaluation Committee for review, evaluation, and scoring.

6.2 Evaluation and Selection

The proposal review and evaluation process will be conducted utilizing a fair and objective process that adheres to the BFWDC procurement policy and all other applicable state and federal regulations. All proposals will be assessed and scored by an RFP Evaluation Committee, who will recommend a proposal for funding to the BFWDC Chief Executive Officer (CEO).

Proposals received by the **May 5, 2021, 4:00 pm PST** due date and passing the technical review will be scored by the RFP Evaluation Committee using the following rubric.

|  |  |
| --- | --- |
| **RFP# 2021-001-WIOA-OSO** | **Maximum Points** |
| Proposal Narrative Questions | 85 Points |
| Budget Worksheet  | 5 Points |
| Budget Narrative | 10 Points |
|  |  |
| **Total Possible Maximum Points** | **100** |

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

Alternatively, the RFP Evaluation Committee may decide to hold virtual oral interviews with some or all bidders whose proposals scored 70 points or higher prior to making their recommendation. If held, oral interviews will be scheduled for the week of **May 17, 2021**. The BFWDC will notify bidders via e-mail of a more specific timeframe once the RFP Evaluation Committee determines their evaluation meeting day(s). Following oral interviews, the RFP Evaluation Committee will recommend a proposal for funding to the BFWDC CEO.

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

The BFWDC may select a proposal based on the initial information received without modification. However, the BFWDC reserves the right to conduct additional virtual or phone interviews or complete a management review of the evaluation process prior to making a funding award recommendation to the LWDB. If it is determined to be in the best interest of the BFWDC, any proposal may be rejected.

6.3 Award Process

Each bidder submitting a proposal will be notified in writing, via e-mail, of the BFWDC’s decision concerning their proposal. Formal notification to award a contract and the actual execution of a contract are subject to multiple conditions. They are approval by the BFWDC and LWDB, receipt of WIOA funds from federal and state administering agencies, and the continued availability of WIOA funds.

The BFWDC may require the selected bidder to participate in negotiations and modify their proposal based on the outcomes of those negotiations. The BFWDC may decide not to fund part or all of the proposal, even though it is found to be in the competitive range if, in the opinion of the BFWDC, the services proposed are not needed, the goals of the proposal do not align with the goals of the BFWDC, or costs are higher than the BFWDC finds reasonable in relation to the overall funds available. If negotiations and review indicate, in the opinion of the BFWDC the bidder may not be able to fulfill contract expectations, the BFWDC reserves the right not to enter into a contract with the entity, regardless of ranking and or approval of the entity’s proposal.

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

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

6.4 Debriefing of Unsuccessful Bidders

Upon request, a debriefing conference will be scheduled with an unsuccessful bidder. A written request for a debriefing conference must be e-mailed to bfsupport@bf-wdc.org within 3 business days after the Notification of Unsuccessful Proposal is e-mailed to the bidder. The BFWDC will acknowledge the receipt of the debriefing request within 3 business days. Discussion will be limited to a critique of the requesting bidder’s proposal. Comparisons between proposals or evaluations of the other proposals will not be allowed. Debriefing conferences may be conducted by phone or virtually and will be scheduled for a maximum of one hour.

6.5 Protest Procedure

This procedure is available to bidders who have submitted a response to this solicitation document and have participated in a debriefing conference. Upon completing the debriefing conference, the bidder is allowed 3 business days to file a protest via e-mail to bfsupport@bf-wdc.org.

Bidders protesting this procurement shall follow the procedure described below. Protests that do not follow these procedures shall 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 anissue of fact concerning the following subjects shall be considered; a matter of bias, discrimination, or conflict of interest on the part of the RFP Evaluation Committee or 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 an evaluator’s professional judgment on the quality of the proposal or the agency’s assessment of its own and or other agency’s needs or requirements.

Upon receipt of a protest, a protest review will be held by the BFWDC. The BFWDC CEO or her designee will consider the records and all available facts and issue a decision within 10 business days of reciept of the protest. If additional time is required, the protesting party will be notified of the delay.

If a protest affects 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.

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

**Section 7: Assurances and General Information**

7.1 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.

7.2 Withdrawal

A submitted proposal may be withdrawn by a written request to bfsupport@bf-wdc.org. Include RFP-2021-001-WIOA-OSO in the subject line of the e-mail.

7.3 Termination Due to Non-Availability of Funds

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

7.4 Negotiation and Discussions

The BFWDC reserves the right to conduct discussions with bidders to ensure a full understanding of the proposal. Selection of an organization as a sub-recipient does not constitute approval of the subaward proposal as submitted. Before the subaward is awarded, the BFWDC may enter negotiations about such items to include, but not be limited to, allowable activities, staffing, funding levels, and established systems in place to support implementation. If the negotiations do not result in a mutually acceptable submission, the BFWDC 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.

7.5 Misrepresentation

If, during 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.

7.6 Disallowed Costs

The sub-recipient selected because of this RFP mut have sufficient funds available to reimburse any determined disallowed costs that occur during the subaward period.

7.7 Monitoring

A successful bidder awarded a subaward will be overseen and monitored by the BFWDC to ensure compliance with the requirements of WIOA, the activities outlined in the Statement of Work, reporting requirements, and the terms and conditions of the contract governing the sub-recipient. Monitoring will include a compliance review of the requirements of WIOA, the Uniform Guidance at [2 CFR 200](https://www.govinfo.gov/app/details/CFR-2014-title2-vol1/CFR-2014-title2-vol1-part200) and [2 CFR 2900](https://www.govinfo.gov/app/details/CFR-2016-title2-vol1/CFR-2016-title2-vol1-part2900).

7.8 Assurances and Certifications

Bidders must review and sign the [BFWDC Central Assurances and Certification Form](https://7719262a-819f-4a6a-8ea0-211d3664fa5b.filesusr.com/ugd/337ef4_dac70cadec8a487285afa7b2c224b9a3.docx?dn=General%20Assurances%20and%20Certifications.do),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 [BFWDC WIOA Assurances and Certifications Form](https://7719262a-819f-4a6a-8ea0-211d3664fa5b.filesusr.com/ugd/337ef4_d765235edc634afbbb39e4d377e73477.docx?dn=WIOA%20Assurances%20and%20Certifications.docx)and be prepared to sign the form if selected for a subaward from this RFP. This form does not need to be included with the proposal package. Both Assurances and Certifications forms are available at <https://www.bentonfranklinwdc.com/rfp>.

7.9 Reports

Monthly reports will be required. Specific required reports will be discussed during the contract negotiations process. Sub-recipients must have the capability of generating and or providing required reports. Other reports may be required during the subaward period.

7.10 Conflict of Interest

Every reasonable course of action will be taken by the selected sub-recipient 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 the [BFWDC Code of Conduct](https://7719262a-819f-4a6a-8ea0-211d3664fa5b.filesusr.com/ugd/337ef4_b324daec1d794b43823b5029bc792e6d.pdf) and [Conflict of Interest Policy](https://7719262a-819f-4a6a-8ea0-211d3664fa5b.filesusr.com/ugd/337ef4_8022a1b1adb549a68504b22b12a5a606.pdf).

7.11 Federal Financially Assisted Programs

As a condition to the award of financial assistance from DOL, under WIOA and consistent with [29 CFR Part 38.25](https://www.govinfo.gov/app/details/CFR-2020-title29-vol1/CFR-2020-title29-vol1-part38), the bidder assures that it has the ability to comply with the nondiscrimination and equal opportunity provisions of the following laws and will remain in compliance for the duration of the subaward:

* Section 188 of WIOA, which prohibits discrimination against all individuals in the United States on the basis 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, or political affiliation or belief, or against beneficiaries on the basis of either citizenship status or participation in any WIOA financially assisted program or activity,
* Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination because of race, color, and national origin,
* Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities,
* The Age Discrimination Act of 1975, as amended, which prohibits discrimination based on age, and
* Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination based on sex in education programs.

The bidder also assures that, as a recipient of WIOA funding, it will comply with [29 CFR Part 38](https://www.govinfo.gov/app/details/CFR-2020-title29-vol1/CFR-2020-title29-vol1-part38) and all other regulations implementing the laws listed above. This assurance applies to the bidder’s operation of the WIOA funded programs or activities and to all agreements the bidder makes to carry out the WIOA funded programs or activities. The bidder understands that the United States has the right to seek judicial enforcement of this assurance.

7.12 Unique Entity Identifier and System for Award Management (SAM)

The bidder is required to be registered in and to maintain an active SAM registration with current information at all times during, if selected, the term of the subaward agreement.

7.13 Public Records

Federal, State, and local laws and regulations mandate public access to public government records. Therefore, unless the information is exempt from disclosure by law, the content of any request for clarification, exception, amendment, response to this solicitation, or any other related documentation, will be available for public inspection after the award of a contract.

If the bidder believes that any portion of its proposal contains proprietary or confidential information, the bidder must, at the time of submittal, request that the BFWDC withhold from public disclosure of such information by indicating via e-mail what information is proprietary or confidential. A proposal that is designated as proprietary or confidential in its entirety will be considered non-responsive.

If the bidder requests that the BFWDC withhold from the disclosure of information identified as confidential, the bidder understands and agrees to assume all responsibilities for any litigation, objection, or procedure resulting from the non-disclosure.

Failure to identify any information as proprietary or confidential that is released by the BFWDC shall constitute a complete waiver of all claims for damages caused by the release of such information.

The bidder shall indemnify, hold harmless and defend the BFWDC from and against all liabilities, claims, actions, damages, and expenses, including but not limited to attorney’s fees and costs that may be awarded to any party in relation to the request of information.

The bidder shall hold the BFWDC, LWDB members, CLEOs and their officers, agents, and employees harmless from any and all claims, court costs, fees and penalties, settlements, judgments, legal costs, and any other liabilities of any kind arising from the withholding of the bidder’s information.

All requests for the release of any information pertaining to this solicitation and any subsequent contract award or amendment thereto must be made in compliance with the BFWDC established policies and procedures that can be located at <https://www.bentonfranklinwdc.com/policies>.

The BFWDC reserves the right to modify or alter the requirements and standards as set forth in this RFP based on requirements mandated by Federal or State agencies. In such an instance, the BFFWDC will not be held liable for provisions in the RFP package that become invalid.

7.14 Ex-Parte Communication

The BFWDC prohibits ex-parte communication regarding this procurement process with any LWDB member, CLEO, RFP Committee member, BFWDC staff, or other persons serving as an evaluator during the procurement process. Bidders that directly contact any of the parties regarding RFP#2021-001-WIOA-OSO outside of the meetings/methods contained herein risk eliminating their proposal for further consideration. Any discovered ex-parte communication will be provided to the BFWDC Chief Executive Officer for review and appropriate action. Bidders who improperly influence the proposal review and evaluation process in any way will be subject to disqualification.

Under no circumstances may an individual who is an evaluator collaborate and or communicate with any bidder regarding RFP#2001-001-WIOA-OSO. Evaluators will be asked to sign the BFWDC Conflict of Interest Certification for RFPs, stating that they have not communicated or collaborated with any bidders.

7.15 Audit Requirements

Organizations expending at least $750,000 in Federal funds during the subaward year are subject to a Single-Act audit per the provisions contained in [2 CFR 200](https://www.govinfo.gov/app/details/CFR-2014-title2-vol1/CFR-2014-title2-vol1-part200) Subpart F. For all sub-recipients, except for commercial, for-profit organizations, Single Act audits must be uploaded to the Federal Audit Clearinghouse no later than nine (9) months after the end of the auditee’s accounting year. Commercial, for-profit entities must submit Single-Act audits to the BFWDC within 30 days of the audit report date, or by nine (9) months after the end of the auditee’s accounting year, whichever is sooner.

7.16 Fiscal Requirements

The RFP#2021-001-WIOA-OSO awardee will be subject to the Federal provisions contained in [2 CFR 200](https://www.govinfo.gov/app/details/CFR-2014-title2-vol1/CFR-2014-title2-vol1-part200) and [2 CFR 2900](https://www.govinfo.gov/app/details/CFR-2016-title2-vol1/CFR-2016-title2-vol1-part2900) (Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Award), as well as State and Local policies and procedures. The BFWDC fiscal policies are located at <https://www.bentonfranklinwdc.com/admin-fiscal>.

7.17 Joint Proposals

Bidders wishing to submit a joint proposal for funding must select one entity to be the fiscal agent. In case of a joint proposal, the successful bidder/fiscal agent will be required to comply with procurement standards as applicable and appropriate post-awards. To be a member of a joint proposal, each entity must have been part of the proposal development and be an integral part of the projected Statement of Work. All entities must adequately document their involvement in the development of the proposal for the procurement record.

7.18 Additional Assurance

With the submission of a proposal, the bidder assures that it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transitions by any Federal department or agency. The bidder also assures that it has not been disqualified or otherwise prevented from proposing or completing a Federal, State or Local government project because of a violation of law or safety and labor standards.

With the submission of a proposal, the bidder assures that no funds awarded as a result of this solicitation will be used, or proposed for use, to encourage or induce the relocation of a business, or part of a business, if such relocation will result in the loss of employment for any employee or such business at its original location and such original location is within the United States.

With the submission of a proposal, the bidder assures that the entity it represents has not been convicted of a felony criminal violation under any Federal law within the preceding 24 months.

With the submission of a proposal, the bidder assures that the entity it represents has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

With the submission of a proposal, the bidder assures that the entity it represents has not made, and it will not make, any payment prohibited under [31. USC §1352(a)(1),](https://www.state.gov/key-topics-bureau-of-democracy-human-rights-and-labor/lobbying-disclosure-and-certification/) which addresses limitations on the use of appropriated funds to influence certain Federal contracting and financial transactions.

**Section 8: Provisions and Disclaimers**

The following are provisions and disclaimers of the BFWDC:

* This RFP does not commit the BFWDC to award a subaward,
* No costs will be paid to cover the expense of preparing a proposal or procuring a subaward for services or supplies under WIOA,
* Formal notification to award a subaward and the actual execution of a sub-recipient contract are subject to the results of negotiations between the selected bidders, the BFWDC, and continued availability of WIOA funds,
* Any changes to WIOA regulations and guidance, funding level or board direction may result in a change in the subaward. Should these instances occur, the BFWDC will not be held liable for what is in the bidder’s proposal or this RFP package,
* Proposals submitted for funding consideration must be consistent with, and funded, operated according to, the federal WIOA legislation, all applicable federal regulations, State of Washington policies and laws, and BFWDC policies and procedures,
* Bidders selected for funding must also ensure compliance with US DOL regulations 29 CFR Parts [93](https://www.govinfo.gov/app/details/CFR-2020-title29-vol1/CFR-2020-title29-vol1-part93), [37](https://www.govinfo.gov/app/details/CFR-2020-title29-vol1/CFR-2020-title29-vol1-part37), [2](https://www.govinfo.gov/app/details/CFR-2020-title29-vol1/CFR-2020-title29-vol1-part2), and [98](https://www.govinfo.gov/app/details/CFR-2003-title29-vol1/CFR-2003-title29-vol1-part98) and Office of Management and Budget (OMB) [2 CFR 200](https://www.govinfo.gov/app/details/CFR-2014-title2-vol1/CFR-2014-title2-vol1-part200) and [2 CFR 2900](https://www.govinfo.gov/app/details/CFR-2016-title2-vol1/CFR-2016-title2-vol1-part2900),
* The BFWDC may decide not to fund part or all of a proposal even though it is found to be in the competitive range if, in the opinion of the BFWDC, the services proposed are not needed, or the costs are higher than the BFWDC finds reasonable in relation to the overall funds available, or if past management concerns lead the BFWDC to believe that the bidder has undertaken services that it cannot successfully carry out,
* The BFWDC may choose not to award a subaward to the bidders with the lowest cost or highest rating when considering other factors such as balancing services to customers,
* The BFWDC is required to abide by all WIOA legislation and regulations; therefore, the BFWDC 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,
* Bidders will be expected to adhere to BFWDC procedures to collect and verify data and submit required monthly reports as well as invoices to the BFWDC,
* Bidders agree to adhere to all processes and tools developed and implemented by the partners who are signatories to the BFWDC – MOU. Bidders understand that these processes and tools are designed to facilitate the integration of the WSCB service delivery system,
* All bidders must ensure access to individuals with disabilities pursuant to the Americans with Disabilities Act,
* Bidders must accept liability for all aspects of any WIOA program conducted under subaward with BFWDC. Bidders will be liable for any disallowed costs or illegal expenditures of funds or program operations conducted,
* 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 expenditures or goals specified in the subaward or when anticipated funding is not forthcoming from federal or state governments,
* Sub-recipients will allow local, state, and federal representatives access to all its records and financial statement, WIOA records, program materials, staff, and customers. In addition, sub-recipients are required to maintain all WIOA records for three years, beginning the last day of the program year,
* The subaward will not be final until the BFWDC, and the successful bidder, have executed a mutually satisfactory contractual agreement; the BFWDC reserves the right to make an award without further discussion of the proposal submitted, no program activity may begin prior to the final BFWDC approval of the subaward and receipt of a Letter of Intent (LOI) then subsequent contract agreement between the successful bidder and the BFWDC,
* The BFWDC 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 prohibit such a program,
* The BFWDC reserves the right to determine both the number and funding levels of subawards finally awarded. The determination will depend upon overall fund availability, other factors that arise during the proposal review process, and bids submitted over the maximum amount of anticipated funds specified for this RFP will be rejected.