



Benton – Franklin Workforce Development Council (BFWDC)

Request for Proposals (RFP) 19-01

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

**Program Services:**

Dislocated Worker

Release Date: Friday, March 15, 2019

Proposal Deadline: Thursday, May 9, 2019

Contract Period: July 1, 2019 to June 30, 2020

*With option to extend for up to three additional years*

Benton-Franklin Workforce Development Council is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Washington Relay Service: 711

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**BFWDC Information**

Contact information for the Benton – Franklin Workforce Development Council, herein after referred to as the “BFWDC”:

**Attn: RFP 19-01**

**Address: Benton – Franklin Workforce Development Council**

**815 N. Kellogg Street, Suite C**

**Kennewick, WA 99336**

**Email:** [**procurement@bf-wdc.org**](mailto:procurement@bf-wdc.org)

The BFWDC’s website is located at [www.bentonfranklinwdc.com](http://www.bentonfranklinwdc.com). The website will be the main mode of communication between the BFWDC and potential bidders. Interested parties can download this Request for Proposal during the procurement period, including any updates, and learn of upcoming events and deadlines on the website.

***Bidders are responsible to check the webpage frequently to stay informed throughout the procurement process.***

**Procurement Timeline**

RFP Release Date: Friday, March 15, 2019

Questions and Answers (Q&A): OPEN - Tuesday, March 19, 2019

CLOSED – Friday, April 26, 2019\*

\*No questions will be accepted after 4:00 pm (PST)

RFP Deadline (proposal packages due): Thursday, May 9, 2019\*

\*No bids will be accepted after 4:00 pm (PST)

Mandatory in Person Bidder Interviews: Week of May 20, 2019

Award Announcement: Week of June 3, 2019

Contract Negotiations: Week of June 10, 2019

Contract Start/End Date: July 1, 2019 – June 30, 2020\*

\**With option to extend for up to three additional years*

**RFP Questions and Answers**

Beginning with the release of this RFP and continuing through Friday, April 26, 2019, 4:00 pm (PST), bidders may submit questions electronically via the [procurement@bf-wdc.org](mailto:procurement@bf-wdc.org). Questions will not be answered over the phone, in person or via other email accounts.

A question and answer document will be updated and posted on the BFWDC website home page weekly on a rolling basis. The document will include questions asked by all bidders. The bidder asking the question will not be identified. Questions will be ordered by submission date.

**Important Notes for Bidders**

* This RFP does not commit the BFWDC to award a contract. The BFWDC reserves the right to accept or reject any or all proposals received, and to accept or reject portions of proposals received.
* The BFWDC may award more or fewer dollars to any budget proposal. All awards are contingent upon fund availability.
* All awards are contingent upon demonstrated administrative capacity of the bidder.
* No costs will be paid to cover the expense of preparing a proposal or negotiating a contract for services.
* Proposers are advised that most documents in the possession of the BFWDC are considered public records and are subject to disclosure under Federal and State public records laws.
* See Appendix C – BFWDC Disclaimers and General Provisions for additional procurement conditions and qualifiers.
* See Appendix D – Technical Assistance for questions and answers.

**SECTION 1: Purpose and Background**

**1.1 BFWDC Overview**

The BFWDC is a nonprofit workforce organization whose focus is to support a strong economy and the ability of each person to achieve self-sufficiency. Under the BFWDC oversight, WorkSource Columbia Basin (WSCB) provides the highest quality services for job seekers and businesses by connecting businesses and job seekers with the necessary resources and tools for successful employment, life-long learning, and business development.

**1.2 Purpose of RFP**

This RFP solicits proposals for delivery of services under the Workforce Innovation and Opportunity Act (WIOA) within Benton – Franklin Counties. The Contract awarded will commence July 1, 2019 and continue through June 30, 2020 (hereafter, “the contract period”), contingent upon available funding. Pending performance and funding, awards may be renewed on an annual basis for three (3) additional, one-year contract periods, through June 30, 2023.

**1.3 RFP Funding Category**

Bidders should use the funding estimate below for their proposals. The estimate provided is solely for offering guidance to bidders in preparing budget and cost proposals.

Dislocated Worker Services: $650,000

**1.4 Eligibility**

Government, business, nonprofit, educational institutions, and faith-based organizations are eligible to apply for WIOA funding. WIOA fiscal and administrative management and performance outcomes are rigorously and regularly monitored by the BFWDC. For this grant funding opportunity, the BFWDC will consider sole organization applicant, serving as lead and fiscal agent, and applicant will not subcontract.

**SECTION 2: Proposal Narrative**

Narrative proposals may not exceed fifteen (15) pages (excluding Table of Contents, organizational charts, Budget/Cost Proposal form, Budget Narrative, Bid Summary Sheet and other required attachments). See attached RFP 19-01 Proposal Instructions for additional narrative formatting rules. Bidders must respond to the requests and follow instructions below. Narratives should be written using concrete language and include quantifiable measurements whenever possible.

**2.1 Organizational Background and Capacity**

All bidders are instructed to provide the following information about the organization:

1. Brief history of the organization;
2. Description of the organization’s qualifications as they relate to the delivery of required service components;
3. Evidence in support of past performance derived from the organization’s most recent audit and monitoring reports (see list of required documents to attach in the attached *Compliance Checklist*);
4. Overview of the organization’s staffing and management structure, including an organizational chart that depicts levels of staff responsibility and division of work;
5. Staff experience and specialized workforce system knowledge;
6. Grant recipient and fiscal agent role, and the organization’s experience in managing Federal, State and other public funds, and experience in fund accounting; and
7. Two (2) references (organization, name, title, phone number, email) that can communicate bidder’s success serving Dislocated Workers or a similar customer base.

**2.2 Past Performance History**

All bidders are instructed to provide the following information about the organization’s past performance outcomes, by providing specific examples and/or performance data for the past three years in the following areas:

1. Evidence of the organization’s ability to meet program performance goals and objectives in delivery of workforce services to participants;
2. Evidence of the organization’s track record in recruiting participants eligible to receive services; and
3. Evidence of the organization’s success in using data entry systems to capture service delivery data, case notes, and document provision of workforce development services.

**2.3 Career Services for Dislocated Workers**

The BFWDC seeks proposals for providing career services to Dislocated Workers within Benton and Franklin Counties. Career services include all WIOA Dislocated Worker funding for staff who provide Basic, Individualized and Follow-up services to participants. Career services include staff who serve job seekers and employers within WSCB ***in addition to those staff working the front end of the center in a Guest Resource Services (GRS) role.***

Bidders must clearly detail and describe how the organization will develop and implement career service activities and **complete Appendix B** for the following program design elements. Should your organization not have experience serving Dislocated Workers, choose one other population and provide summary data.

**Required Program Design Elements:**

1. **Access** – Describe the organization’s program plan to provide services to individuals who experience barriers to employment and increase outcomes for barrier populations.
2. **Design** – Describe the organization’s program plan to enhance and add value to the WorkSource system by building on its best practices with innovation and how it will expand those best practices throughout the WorkSource system.
3. **Guest Resources Engagement** – Describe the organization’s program plan to provide front-end triage services and quickly greet and engage job seekers who walk through the doors at WSCB. This requires that all staff be well informed about the site and be prepared to present each customer with the full range of resources and tools available to facilitate their job search.

**\*At a minimum budget for 1.5 FTE to serve in this capacity at WSCB.**

1. **Workshops** – Describe the organization’s program plan to deliver comprehensive career planning and exploration activities to serve groups of customers, and its capacity to respond flexibly to customer requests for the development of additional group services.
2. **Technology** – Describe the organization’s program plan to continually increase career services staff knowledge, experience and ability to use computerized and assistive technology devices to best communicate with customers at WSCB and customers who contact WSCB remotely.
3. **Outreach** – Describe the organization’s program plan to flexibly meet customers in their communities to strengthen connections between WSCB and other community-based organizations.
4. **Work-Based Learning** – Describe the organization’s program plan to increase work-based learning opportunities tied to specific career pathways for both job seekers and employers, including on-the-job training, registered apprenticeships and paid/unpaid internships.
5. **Career Pathways** – Proposals must describe clear career pathway models indicating what services will be provided and by whom for program participants, including education, training, employment, and provision of intensive case management services. Each participant receiving individualized career services must have a written career pathway plan that identifies specific steps and activities that will lead to placement into jobs. Career pathway plans must provide clear advancement opportunities and transitions for participants.
6. **Employer Strategies** – Proposals must describe how the program will:
7. Promote employer involvement in workforce planning and the development of workforce solutions.
8. Integrate workforce development with economic development efforts to enhance business retention and growth.
9. Lead efforts to respond to industry needs with sector-based solutions.
10. Strengthen employer connections to grow work-based learning and non-traditional training opportunities such as: apprenticeships, pre-apprenticeships, on-the-job training, and paid/unpaid internships.
11. **Projected Outcomes** – For the purposes of these projections, employment is defined as working at the time of exit.
12. Calculate and project the number of new job seekers expected to be enrolled in WIOA Dislocated Worker program during the program period (July 1, 2019, through June 30, 2020);
13. Calculate and project the number of Dislocated Workers to receive training during the program period;
14. Calculate and project the percentage of newly enrolled Dislocated Workers to gain employment placement during the program period; and
15. Calculate the projected cost per employment placement for Dislocated Workers projected to gain unsubsidized employment during the first contract period, by dividing the total funding you are asking for in the proposal by the number of projected employment placements in the program period.
16. **Partnership** – Narrate experience being in a formal partnership. The bidder awarded this contract will be a full Memorandum of Understanding (MOU) partner at WSCB and will be required to pay Infrastructure Funding Agreement (IFA) Costs.
17. **Staff Training** – Share what your agency does to onboard, train and retain competent program staff and contract leadership.
18. **Communication** – Describe how lines of communication are established and maintained with funding sources.
19. **Quality** – Articulate the process used by your agency to ensure quality services are provided to participants and records (program files, management of information, case notes) are accurately maintained.

**SECTION 3: Budget/Cost Proposal Form and Budget Narrative**

Bidders must complete and submit a Budget/Cost Proposal form provided in **Appendix A**. Bidders are also instructed to submit a separate Budget Narrative, not to exceed two (2) pages and describe how WIOA funding will be integrated with other resources to achieve the maximum benefit to participants. See attached RFP 19-01 Proposal Instructions for additional formatting rules.

Administrative and overhead costs should be minimized since Federal Workforce Funding is limited and may be declining. Efforts to maximize workforce services per dollar are critical. All administrative and operating/overhead/indirect costs will be reviewed by the BFWDC and are subject to negotiations and reduction as part of any proposal evaluation and contract negotiation.

Budget Narrative and cost proposals will be scored on the following criteria:

1. Budget Narrative aligns with proposed program activities and details all major expenditures anticipated by successful program delivery;
2. The Budget/Cost Proposal spreadsheet contains a realistic cost itemization for the services to be provided;
3. The total program cost is within estimated funding available;
4. Operating/overhead/indirect costs are within reasonable limits;
5. Direct client service costs (per participant) are calculated properly and provide value; and
6. Staff wages and fringe benefits are reasonable within the local labor market.

**SECTION 4: Proposal Scoring**

Proposals in compliance with this RFP that meet the minimum requirements will be scored on program design and elements with possible points as follows:

2.1 Organizational Background and Capacity 5/100 Points

2.2 Past Performance History 15/100 Points

2.3 Career Services for Dislocated Workers 70/100 Points

3.0 Budget/Cost Proposal Form and Budget Narrative 10/100 Points

**RFP 19-01 Proposal Instructions**

All proposals are to be submitted in accordance with the general conditions and procedures stated in this RFP. The following must be submitted by **Thursday, May 9, 2019, 4:00 pm (PST):**

Attn: **RFP 19-01**

Address: Benton-Franklin Workforce Development Council

815. N. Kellogg Street, Suite C

Kennewick, WA 99336

1. One (1) original proposal shall be submitted in a sealed envelope marked “BFWDC RFP 19-01: ORIGINAL RESPONSE”; and
2. Ten (10) additional copies of the proposal shall be submitted in a separate, sealed container marked “BFWDC RFP 19-01: RESPONSE COPIES”; and
3. One (1) electronic version emailed to [procurement@bf-wdc.org](mailto:procurement@bf-wdc.org) no later than 4:00 pm (PST) on Thursday, May 9.

**Proposal Requirements:**

1. Proposals must be received at the BFWDC office no later than the deadline. Proposals not received by the deadline will be automatically disqualified from competition – **no exceptions**.

Faxed proposals will not be accepted. A postmark will not be accepted if the proposal does not arrive by the deadline.

1. Include all the required attachments that pertain to your proposal. **There are no additional attachments allowed.** Failure to include required attachments will disqualify the proposal. See Compliance Checklist for a complete list of required forms.
2. **Proposal Narrative is limited to 15 pages** (required Table of Contents, Budget Narrative, organizational charts, and the Budget/Cost Proposal Form do not count toward the narrative page limit).
3. **Budget Narrative** may not exceed **2 pages**, single spaced.
4. Print on only one side of the page.
5. Use font size of at least 12-point, 1-inch margins and bidder may choose font type.
6. Do not staple your proposal, bind it in any way, or use divider tabs; removable clips are acceptable.

**Withdrawals:**

A submitted application may be withdrawn prior to the application due date. A written request to withdraw the application must be submitted to the BFWDC. If a bidder does not withdraw a proposal by the due date, the proposal becomes the property of the BFWDC and may be subject to public disclosure per the Freedom of Information Act.

**RFP 19-01 Proposal Cover Sheet**

Name of Agency/Organization: Click here to enter text.

Mailing Address: Click here to enter text.

Contact Person: Click here to enter text.

Title of Contact Person: Click here to enter text.

Telephone Number: Click here to enter text.

Email Address: Click here to enter text.

Funding Requested $Click here to enter text.

Proposal Summary: Please summarize your program proposal in a brief paragraph.

Click here to enter text.

To the best of my knowledge and belief, all information in this proposal is true and correct, the document has been authorized by the governing body of the applicant.

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Name of Authorized Representative Title of Authorized Representative

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

Signature of Authorized Representative Telephone Number Date

**Compliance Checklist**

It is the bidder’s responsibility to make sure that all the required elements and forms are included in the proposal. Proposals that do not include the required elements and forms will be automatically disqualified from consideration. No exceptions will be granted. If you have any questions about the requirements, please submit a question in writing to [procurement@bf-wdc.org](mailto:procurement@bf-wdc.org).

Include the following:

RFP 19-01 Proposal Cover Sheet

Statement of Compliance Form

One (1) original and ten (10) copies and one (1) electronic version of the proposal, each copy including:

* + - Proposal Table of Contents (1 page)
    - Proposal Narrative Response (15 pages, maximum)
    - Organizational Chart (1 page)
    - Budget Narrative Response (2 pages, maximum)
    - Appendix A – Budget/Cost Proposal Form (attachment)
    - Appendix B – Bid Summary Sheet (attachment)

**Submit one copy only with the original proposal:**

One copy each of the bidder’s last two years of audited financial statements **and**

last two years of monitoring reports.

One copy of the bidder’s business license

**Statement of Compliance Form**

As the authorized signatory official for: Click here to enter text.,

Submitting Agency/Organization

I hereby certify:

* That the above-named proposer is legally authorized to submit this proposal requesting funding under WIOA;
* That the above-named proposer agrees to execute all work related to this application in accordance with WIOA, U.S. Department of Labor, State of Washington Employment and Training issuances, Benton-Franklin Workforce Development Council (BFWDC) policies and guidelines, and other administrative requirements issued by the Governor of the State of Washington. The bidder shall notify the BFWDC within 30 calendar days after issuance of any amended directives if it cannot comply with amendments;
* That the above-named proposer will ensure special efforts to prevent fraud and other program abuses, including but not limited to deceitful practices, intentional misconduct, willful misrepresentation and improper conduct which may or may not be fraudulent in nature;
* That the contents of the proposal are truthful and accurate, and the above-named proposer agrees to comply with the policies stated in this RPF;
* That this proposal represents an actual request subject only to mutually agreeable term negotiation outcomes and that the above-named proposer agrees that the BFWDC reserves the right to accept or reject any proposal for funding;
* That the above-named proposer has not been debarred or suspended from receiving federal grants, contracts, or assistance; and
* That the above-named proposer waives any right to claim against the individual Board members and staff of the Benton-Franklin Workforce Development Council.

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Name Authorized Representative Title of Authorized Representative

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Signature of Authorized Representative Telephone Number Date

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Appendix A – Budget/Cost Proposal Form** | | | | | |  |  |  |  |  |  |
| All bidders must download this spreadsheet form from the BFWDC website [(https://www.bentonfranklinwdc.com/rfp)](https://www.bentonfranklinwdc.com/rfp) and complete the Excel workbook: | | | | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Budget and Cost Proposal** | | |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  | Agency/Organization: |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  | **A)   Personnel: Staffing** |  |  |  |  |  |  |  |  |  |  |
|  | Position Title |  | Yearly Salary |  | % Charged to Grant |  | Salary Charged to Grant |  | Benefits |  | Total |
|  |  |  |  |  |  |  | $ - |  |  |  | $ - |
|  |  |  |  |  |  |  | $ - |  |  |  | $ - |
|  |  |  |  |  |  |  | $ - |  |  |  | $ - |
|  | Subtotal |  |  |  |  |  |  |  |  |  | $ - |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  | **B)   Agency Costs: Operating/Overhead/Indirect Costs** | | | | |  |  |  |  |  |  |
|  | Item |  | Amount |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
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|  | Subtotal |  | $ - |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  | **C)   Direct Participant Costs** | | |  |  |  |  |  |  |  |  |
|  | Item |  | Amount |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |  |  |
|  | Subtotal |  | $ - |  |  |  |  |  |  |  |  |
|  | **Summary** |  |  |  |  |  |  |  |  |  |  |
|  | Item |  | Amount |  |  |  |  |  |  |  |  |
|  | A)     Personnel |  | $ - |  |  |  |  |  |  |  |  |
|  | B)     Agency Costs |  | $ - |  |  |  |  |  |  |  |  |
|  | C)     Direct Participant Cost |  | $ - |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Total Request** |  | $ - |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Appendix B – Bid Summary Sheet** |  |  |  |  |  |  |
| All bidders must download this spreadsheet form from the BFWDC website [(https://www.bentonfranklinwdc.com/rfp)](https://www.bentonfranklinwdc.com/rfp) and complete the Excel workbook: | | | | | | |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **WIOA Dislocated Worker Performance** | **PY15 Goal** | **PY15 Actual** | **PY16 Goal** | **PY16 Actual** | **PY17 Goal** | **PY17 Actual** |
| Amount of Contract Budget |  |  |  |  |  |  |
| Percent of Total Contract Expended |  |  |  |  |  |  |
| Total Number of Dislocated Workers Served |  |  |  |  |  |  |
| Total Number of Employed Exits |  |  |  |  |  |  |
| Cost Per Placement |  |  |  |  |  |  |
| Retention Rate |  |  |  |  |  |  |
| Median Wage |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **PY19 Proposal Overview** | |  |  |  |  |  |
| Total Proposed Contract |  |  |  |  |  |  |
| Proposed Personnel Budget |  |  |  |  |  |  |
| Proposed Agency Costs (Indirect) |  |  |  |  |  |  |
| Proposed Direct Participant Costs |  |  |  |  |  |  |
| Total Number of Case Management/Other FTEs |  |  |  |  |  |  |
| Total Number of GRS FTEs |  |  |  |  |  |  |
| Total Number of Proposed Newly Enrolled Participants |  |  |  |  |  |  |
| Total Number of Proposed Trainings (WEX, OJT, ITA) |  |  |  |  |  |  |
| Total Number of Proposed Employed Exits |  |  |  |  |  |  |
| Cost Per Employed Exits (Formula: Total Contract Budget divided by number of Employed Exits) |  |  |  |  |  |  |

**Appendix C – BFWDC Disclaimers and General Provisions**

1. This RPF does not commit the BFWDC to award a contract.

2. No costs will be paid to cover the expense of preparing a proposal or negotiating a contract for services.

3. All data, material, and documentation originated and prepared by the bidder pursuant to the contract shall belong exclusively to the BFWDC and be subject to disclosure under public records and/or the Freedom of Information Act.

4. Proposals should follow the format and adhere to the minimum requirements in this RFP.

5. Contract award is subject to all of the following; receipt of funds by the BFWDC, successful contract negotiation, and approval by the BFWDC.

6. Proposals submitted for funding consideration must be consistent with, and if funded, operated according to WIOA legislation and rules, all applicable Federal regulations, State of Washington policies, and BFWDC policies and procedures.

7. Bidders selected for funding must also ensure compliance with 2 CFR Part 200.

8. The BFWDC requires bidders to attend oral interviews, participate in negotiations and rewrite their statements of work as agreed upon during contract negotiations.

9. Additional funds received by the BFWDC may be contracted by expanding existing programs or by consideration of proposals not initially funded under this RFP. These decisions shall be at the discretion of the BFWDC.

10. The BFWDC may decide not to fund part or all of a proposal even though it has a high overall score 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.

11. The BFWDC may choose not to award a contract to the bidders with lowest cost or highest rating when considering other factors such as balancing services to participants.

12. Bidders will be expected to adhere to BFWDC procedures to collect and verify data and submit accurate monthly reports as well as invoices to the BFWDC.

13. Any entity submitting a proposal may appeal an award decision for the following procedural matters:

* Alleged bias, discrimination, or conflict of interest on the part of the rater(s); or
* Non-compliance with procedures described in the procurement document or BFWDC procurement policy. Appeal requests that are not based on procedural matters will not be considered.

14. Appeals must: 1) be in writing 2) delivered to [tscott@bf-wdc.org](mailto:tscott@bf-wdc.org) within (7) calendar days after notice of an award decision is issued to the bidder and 3) state the procedural reason(s) for the appeal and the desired remedy. The BFWDC will respond in writing to any appeal within ten (10) calendar days after its receipt. Awards may either go forward or may be held in abeyance pending resolution of any appeals at the sole discretion of the BFWDC.

15. All bidders must ensure equal opportunity to all individuals. No individual in the Benton-Franklin local areas shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any WIOA funded program or activity because of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation, or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the WIOA, on the basis of the individual’s citizenship status or participation in any WIOA Title I-financially assisted program or activity.

16. All bidders must ensure access to individuals with disabilities pursuant to the Americans with Disabilities Act.

17. Bidders must accept liability for all aspects of any WIOA program conducted under contract with the BFWDC. Bidders will be liable for any disallowed costs or illegal expenditures of funds or improper program operations.

18. Reductions in funding level or any contract resulting from this solicitation process may be considered during the contract period when a bidder fails to meet expenditure, participant, and/or outcome goals specified in the contract or when anticipated funding is not forthcoming from the Federal or State governments.

19. Bidders who have proposals accepted and funded by the BFWDC will allow all local, State, and Federal representatives access to all WIOA records, program materials, staff, and participants. In addition, bidders are required to maintain these records for proposals funded by BFWDC for three (3) years, beginning on the last day of the program year.

20. 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 to prohibit such a program.

21. The BFWDC reserves the right to determine both the number and the funding levels of contracts finally awarded. Such determination will depend upon overall fund availability and other factors arising during the proposal review process. Bids submitted which are over the maximum amount of funds specified for this RFP will be rejected.

22. The proposal warrants that the costs quoted for services in response to the RFP are not in excess of those that would be charged any other individual for the same services performed by the bidder.

23. The BFWDC reserves the right to reject any or all proposals received and to negotiate with any and all offers on modifications to proposals.

24. The BFWDC reserves the right to accept proposals with minor clerical errors such as misspellings, incorrect page order, or similar inconsequential errors.

**Appendix D - Technical Assistance**

1. Will the BFWDC provide a current year of performance?

*Yes, the current information is listed below.*

***PY19 WIOA DISLOCATED WORKER PERFORMANCE MEASURES***

*Employment Second Quarter after exit – 86.1%*

*Median Earnings Second Quarter after exit - $7,462*

*Employment Fourth Quarter after exit – 81.3%*

*Credential Attainment Rate – 66.8%*

1. Will the BFWDC provide an estimated-cost-per for individuals in the facilities?

*Yes, $750 per full-time equivalent per month.*

1. Is there a targeted range for direct client expenditures?

*No*

1. Is there an ITA cap?

*Yes, $10,000*

1. When does the BFWDC anticipate an award announcement?

*The week of June 3.*

1. At what point does the proposal become a public record?

*After a contract is awarded, all proposals from prospective bidders and the ratings by the evaluation panel, will be available for public review and inspection.*

1. Are Guest Resource Specialist staff costs to be included in the funding categories?

*Yes, the intent is to keep front end functionality at WSCB to provide Basic Career Services.*

1. Are there any spending restrictions for the first quarter?

*Yes. The allocations come in two parts, PY for the first three months and then FY for the following nine months. Carry in funds are allowed for the first quarter. As a BFWDC, contract language is added saying you can only spend X% in the first quarter of the year. The BFWDC could construct a potential cap for the first quarter if desired.*

*DWP - $115,000*

1. Can you clarify the sentence: Career services include staff who serve job seekers and employers within WorkSource Columbia Basin ***in addition to those staff working the front-end of the center in a guest resource services role?*** Are you referring to two types of staff or are you saying that career services staff work with job seekers, employers and will also serve in a guest resource service role?

*It is up to the bidder to decide. Depending on the service delivery model, the staff can be specialized to provide exclusively basic career services for example or staff could provide all Title I services comprehensively.*

1. There isn’t a mention of training service outside of work-based learning. Do you want to see funding go toward transitional jobs, etc.?

*Any ideas that gets our services to the next level is encouraged. If you have additional ideas to bring to the table, please integrate that.*

1. Will you be briefing the review team that if there is additional information, it won’t count against the proposal?

*Yes.*

1. Please elaborate on the need for supplemental data.

*One document can be used to address multiple data points.*

1. Guest Resource Engagement – this has a high point value, are you looking for structure of front end and resource room basic career services delivery? Is there an expectation that the awardee(s) will work with the One-Stop Operator Consortium and BF Workforce Consortium in designing and implementing?

*Yes. Our current model is that of a consortium and interaction with the Benton-Franklin Workforce Consortium (BFWC) and their Operations Manager would be required, as they are the current One-Stop Operator.*

1. Will there be a formal measurement of leveraged resources?

*No*

1. Will length of experience be put into a baseline?

*No, we will expect the bidder to narrate their experience in accordance with section 2.1.*

1. Will you email confirmation of receipt of proposals to the contact person on the proposal cover sheet?

*Yes, look for* [*procurement@bf-wdc.org*](mailto:procurement@bf-wdc.org) *in your inbox as this is the RFP*

*19-01 address and will be used for this purpose as well.*

1. Do you want all organizational monitoring reports for the last two years?

*No, please include two years of the monitoring reports closest (in geography) to this workforce delivery area.*

1. Will individual bidders be given access to their scoring sheets prior to an appeal?

*Yes.*

1. There is an overarching system that is designed here, and we need to hear an answer to the expectation to the Title 1 bidder that you will be looking for reassurances that they would be a joint owner and provider in the overall systemic delivery of services.

*Most definitely.*

1. Are basic skills and career assessments provided by the Council as part of the system infrastructure or does the cost need to be proposed in the budget?

*The BFWDC provides Work Keys Assessments. All additional assessments are required to be provided through the contract.*

1. What is the total number of job seekers that visit the center (traffic counts)?
2. Are there other partner staff in the WorkSource Office? If so, how many and which agencies?

*Yes, please see the summary below.*

*Employment Security Department – 25*

*Veterans Work Study - 4*

*Department of Social and Health Services - 3*

*AmeriCorps - 1*

*Career Path Services - 11*

*Opportunities Industrialization Center - 3*

*Columbia Basin College – 1*

*Labor and Industries – 1*

*ResCare – 6*

1. What is the total number of enrolled participants in this funding stream for the past 3 program years?

***PY15 PY16 PY17***

*DW: 175 125 146*

1. What is the total number of DW participants to receive training in the past 3 program years?

***PY15 PY16 PY17***

*DW: 48 40 41*

1. Referencing the funding levels provided, is this the total amount of funds for the area for PY19 or the set aside amount for Services?

*The funding levels provided are based on preliminary PY19 FY20 allocations and are not set aside amounts.*

1. What are the current numbers of contracted staff? What is the average salary?

*Dislocated Worker – 5.3 FTE, $48,600*

*Note: The calculations above are for line (direct service staff) and leadership (supervisor, manager) employees.*

1. Who serves as the One Stop Operator?

*The Benton-Franklin Workforce Consortium (BFWC)*

1. What company is currently providing services?

*ResCare*

1. Will we need to budget for rent, utilities, telecommunications, and equipment?

*Yes*

* 1. If yes, what is the average monthly cost for each of these currently?

*$750, see answer #2*

1. Are supportive services to be funded in these programs, or will they be managed separately?

*Yes, supportive services will be funded in these programs.*

1. Can tables, charts, and graphs be included with a font smaller than 12-point?

*Yes*

1. To maximize the capacity to provide a response that includes the level of detail requested, may we remove the questions/prompts from our responses? (We would leave the numbered headers such as 2.3 Career Services for Adult and Dislocated Workers and question numbers or letters.)

*Yes, but please keep the bold description as a reference point so that the review committee can easily access.*