

**Southeast Arkansas
Workforce Development Board**



**One-Stop Operator
Procurement
2019**

Executive Summary

The Southeast Arkansas Workforce Development Board (SEAWDB) has fulfilled requirements of One-Stop Operator Procurement, as set forth in WIOA Law and Regulations, as described in TRAINING AND EMPLOYMENT GUIDANCE LETTER WIOA NO. 15-16

Open and Competitive Procurement Process

“Non-Federal entities (such as Local WDBs), are required to use the methods of procurement described at 2 CFR 200.320 when selecting a one-stop operator.”

The permissible method used by the SEAWDB is: Competitive proposals (2 CFR 200.320(d)), such as a request for proposals (RFP).

Procurement transactions were conducted using full and open competition, as described in (2 CFR 200.319(a)). The entire procurement process was performed under a process that promotes transparency and responsibility from the planning phase to the closeout phase.

Public Notice/Sunshine Provision

Information about the selection of the one-stop operator is made available to the public on a regular basis through electronic means and open meetings (WIOA secs. 101(g) and 107(e)) and made available to auditors and Federal reviewers.

This information is included in this report and can be accessed at: southeastarkansas.org

SEAWDB’s procurement policy may be accessed at:

<http://southeastarkansas.org/media/1163/procurement-policy-11-20-19.pdf>

SEAWDB’s conflict of interest policy may be accessed at:

<http://southeastarkansas.org/media/1100/conflict-of-interest-policy.pdf>

Solicitation Details

The Executive Committee of the SEAWDB met on 7-26-19 and voted to begin the Procurement process for One-Stop Operator. The full board voted to accept this recommendation on September 18, 2019.

A public notice was advertised in the Arkansas Democrat Gazette on Sunday- October 6, 2019 & Sunday October 13, 2019. **See full RFP at the end of this report.*

Application period: October 6, 2019-November 6, 2019.

Announcements were sent directly to approximately 19 potential bidders.

Entities Who Requested Full RFP Packets

1. Southeast Arkansas Economic Development District
2. Deltek
3. Odle Management Group

Proposals Received

1 proposal was received by Southeast Arkansas Economic Development District (SEAEDD).

Abstract of Selection Process

The review committee, consisting of members of the One-Stop Committee and Officers of the SEAWDB, met on November 20, 2019 to review proposals. An average rating of 93/100 possible points was awarded to the Southeast Arkansas Economic Development District. The score ranked SEAEDD as the top bidder. The committee recommended to the full board, to select SEAEDD as the One-Stop Operator. Approved 11-20-19.

One Stop Operator Award & Contract Information

The One-Stop Operator Contract was awarded to the Southeast Arkansas Economic Development District, under the following terms:

Contract Start Date: December 1, 2019

Contract End Date: June 30, 2023

Contract Period: Program Year 2019 (7 months) through Program Year 2022

Length of Contract: forty-three (43) months.

Award Amount: Not to exceed \$50,000

**Additional terms included in Subrecipient Agreement*

REQUEST FOR PROPOSALS (RFP)

Workforce Innovation and Opportunity Act (WIOA)

One-Stop Operator

Application Period: October 6, 2019 – November 6, 2019

PART I: GENERAL INFORMATION

A. Purpose:

The Southeast Arkansas Workforce Development Board (SEAWDB) serving Arkansas, Ashley, Bradley, Chicot, Cleveland, Desha, Drew, Grant, Jefferson, and Lincoln counties is soliciting proposals for a One-Stop Operator for the period **December 1, 2019**, through **June 30, 2023**, a 3-year 7-months term.

The Southeast Arkansas Workforce Development Board will distribute approximately \$5,000-\$50,000 Workforce Innovation and Opportunity Act (WIOA) funds for this role in its Workforce Delivery System. The entity selected as the One-Stop Operator will work closely with the WIOA Title I-B Service Provider for Youth, Adults, and Dislocated Workers for the same 3-year 7-months term.

The WIOA One Stop Operator will be charged with coordinating the service delivery among partner agencies in One Stop Centers. Duties include but are not limited to:

The One-Stop Operator will be responsible for the following:

- Being knowledgeable of the mission, services, and performance standards of all partners and facilitating cross-training among all staff as necessary to meet the strategic goals established by the SEAWDB and the Workforce Innovation and Opportunity Act;
- Participating in the Workforce Centers' Certification process for Southeast Arkansas;
- Evaluating customer needs and satisfaction data to continually refine and improve service strategies including exploring implementing a real-time customer feedback model;
- Facilitating sharing of data and information;
- Providing periodic updates and reports to the SEAWDB, elected officials, and regional partner groups of past, ongoing, and upcoming activities;
- Ensuring non-program EEO requirements are met including coordinating staff training, and assuring EEO posters and processes are in place; and
- Coordinating and leading Service Delivery efforts for businesses and job seekers on behalf of staff, partners, and across the local area system including establishing site hours, schedules, operations, space configuration, customer flow, and integration necessary to deliver high-quality and timely support and services;
- Collaborating with Workforce Center leadership to ensure that basic services such as orientations, career and labor market information, and resource rooms are properly staffed with appropriate resources to meet customer needs;
- Addressing and resolving issues relating to growth and space usage including coordinating with the WIOA Fiscal Agent for building lease, utilities, and other Workforce Center needs; and
- Assisting in various roles, as needed, within the overall One-Stop Delivery System.

The WIOA requires local workforce development boards to define the role of the One-Stop Operator and competitively procure entity or entities (20 CFR §678.600 – 678.635) to provide this service. Providers of defined services will be selected in free and open competition based upon their demonstrated qualifications and ability to fulfill the One Stop Operator role and other factors described in the scoring process on page 5.

B. Obtaining Application Packages:

This application package contains the criteria/information, all requisite forms, and instructions. Criteria/information may be requested by contacting **Linda Rushing, One-Stop Committee Chairperson, Southeast Arkansas Workforce Development Board at 870-460-2001 or RushingL@uamont.edu**

SEAWDB is an “Equal Opportunity Employer” and “auxiliary aids and services are available upon request to individuals with disabilities.”

C. Proposal Goal:

Select a responsible One-Stop Operator to provide the defined services needed to increase employment, retention, occupation skill levels, and earnings and to create a better-trained, more competitive workforce for Southeast Arkansas.

D. Solicitation Objective:

The objective of this solicitation process is to foster and promote free and open competition in the selection of a responsible One-Stop Operator under the federal Workforce Innovation and Opportunity Act.

E. Specifications:

The One-Stop Operator must be capable of providing services as described in the Code of Federal Regulations, Title 20, Part 678 – Description of the One-Stop Delivery System under Title 1 of the Workforce Innovation and Opportunity Act.

F. Program Operational Requirements:

Entities submitting proposals must possess the administrative and fiscal capacity to meet the responsibilities of a One-Stop Operator as previously noted in Title 20, Part 678 of the Federal Regulations.

Respondents must also meet the following provisions:

- must not be debarred, suspended, or voluntarily or involuntarily excluded from participation in contracts involving federal funds.
- must agree that Workforce Innovation and Opportunity Act funds received under this proposal will not be used for any type of lobbying activity.
- must agree to maintain a drug-free work place environment.
- must conform to program guidelines contained in the Workforce Innovation and Opportunity Act implementing regulations contained at 20 CFR 652 et al., Office of Management and Budget (OMB) Circulars A-102, A-128 and A-133, and other applicable law and regulatory provisions.
- must ensure that an adequate grievance and dispute process is established and maintained for all Workforce Innovation and Opportunity Act participants.
- must have evidence of good management and fiscal operations practices (audit report).

G. Proposal Submission Procedures:

1. **Format:** All responses must be developed using the specific elements to be scored as outlined in Part III B Scoring Process on page 5 supplied in this package. Responses that do not adhere to the prescribed format or utilize the forms provided will not be considered for funding. Continuation pages may be used.

Responses must be complete when submitted and all requested information must be provided. All forms provided must be complete. Additions or changes to the contents of the original application packet will not be accepted, unless specifically requested by the Southeast Arkansas Workforce Development Board. Oral presentations will not be permitted, unless specifically requested by the Southeast Arkansas Workforce Development Board.

Responses are not to be bound, stapled, or placed in binders or covers of any kind. Application packages should be paper clipped, pressure clipped, or secured with rubber bands.

All responses should be typed or created with a word processing program in **11-point font**. Each response should bear the name of the respondent's organization or entity.

Responses must be **submitted in two original copies**, each of which bears the original signature of the duly authorized representative of the responding entity.

2. **Deadline for Submission:** Completed responses must be delivered by mail or email **NO LATER THAN 4:30 p.m. on November 6, 2019. (Mailing address: Linda Rushing, One-Stop Chairman, Southeast Arkansas Workforce Development Board, 1326 Highway 52 West, Crossett, AR 71635; or Email: RushingL@uamont.edu).** Responses received after this date/time will not be considered.
3. **Contact Point:** The Southeast Arkansas Workforce Development Board point of contact for technical questions concerning this RFP is **Linda Rushing, One-Stop Committee Chairperson, at 870-460-2001 or James Wilson, SEAWDB Chairperson, at 870-550-5606.**
4. **Period of Performance:** The contract period for agreements resulting from this RFP will be **December 1, 2019, through June 30, 2023**, a 3-year and 7-months period.

H. Terms of Awarding:

1. **Acceptance and Rejection:** The SEAWDB shall have the right to accept or reject all or any part of a proposal or any and all proposals, to waive minor technicalities, and to award the proposal to best serve the interest of the SEAWDB.
2. **Cancellation:** In the event the SEAWDB no longer needs the services specified for any reason (e.g., program changes; changes in laws, rules, or regulations; relocation of offices; lack of appropriated funding, etc.), the SEAWDB shall have the right to cancel the contract by giving the vendor written notice of such cancellation thirty (30) days prior to the date of cancellation. Additionally, should the entity who is awarded this contract, fail to perform duties as described in the scope of work, or fails to comply with federal, state or local laws, regulations, and policies, the SEAWDB may cancel the contract with no advanced notice.
3. **Reservation:** The SEAWDB shall not pay costs incurred in the preparation of a proposal.

PART II: PROPOSAL REQUIREMENTS

A. Reporting Requirements:

A Service Provider must submit any financial and/or participant reports required by the Workforce Innovation and Opportunity Act regulations and the Southeast Arkansas Workforce Development Board.

B. Monitoring, Oversight and Auditing Requirements:

The Southeast Arkansas Workforce Development Board will monitor and oversee program content and performance on (at minimum) an annual basis. The service provider must maintain and produce sufficient records to enable and facilitate the conduct of an audit.

PART III: ASSURANCES

NONDISCRIMINATION AND EQUAL OPPORTUNITY ASSURANCES

As a condition to the award of financial assistance from the Department of Labor under Title I of WIOA, the grant application assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

Section 188 of the Workforce Innovation and Opportunity Act of 2014 WIOA, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I – financially assisted program or activity;

Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis 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 on the basis of age; and

Title IX of the Education Amendment of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

Title VII – Sexual Harassment, as defined in the Federal Guidelines (29 CFR CH XIV, Subsection 1604.11) Section 703 of Title VII of the Civil Rights Act of 1964, amended, and Arkansas Act 563 of 1985, which amends Subsection (8) of Section 1801 of Act 280 of 1975 in the Arkansas Criminal Code, is intolerable and unconscionable.

Title VII – Religious Discrimination of 1964, Section 1605.2 Reasonable Accommodation with undue hardship as required by Section 701 of Title VII of the Civil Rights Act of 1964.

The grant applicant also assures that it will comply with 20 CFR Part 37 and all other regulations implementing the law as listed above. This assurance applies to the grant

applicant's operation of the WIOA Title I – financially assisted program or activity and to all agreements the grant application makes to carry out the WIOA Title I – financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

The assurance is considered incorporated by operation of law in the grant, cooperative agreement, contract or other arrangement whereby Federal financial assistance under Title I of the WIOA is made available, whether or not it is physically incorporated in such document and whether or not there is a written agreement between the Department and the recipient, between the Department and the Governor, between the Governor and the recipient, or between recipients. The assurance also may be incorporated by reference in such grants, cooperative agreements, contract, or continuing state programs.

PART IV: PROPOSAL REVIEW

A. Review Process:

The Review Committee of the Southeast Arkansas Workforce Development Board (SEAWDB, composed of the SEAWDB Officers and One Stop Committee members, will individually score each response received using an identical review instrument. The Review Committee will make recommendations to the full Board membership. The Southeast Arkansas Workforce Development Board will review the recommendations and make a final selection of the One-Stop Operator. A competitive environment will prevail throughout the process, and awards will be made based upon the respondent's responsiveness to the proposal specifications and its potential for providing the highest quality service to Workforce Innovation and Opportunity Act participants.

B. Scoring Process:

The SEAWDB Review Committee will rate each proposal as follows:

The Request for Proposal Application is divided into six primary elements. A rating scale based on a total maximum award of 100 points will be used. The relative weights assigned to each section are provided in the chart below. Reviewers may be provided with additional points to consider when evaluating specific aspects of the proposals, but in general, the key factors will be clarity of descriptions and explanations; feasibility and reasonableness of the proposed plan, including relative budget line items compared to proposed services; consistency with WIOA regulations (proposals must demonstrate an understanding of the WIOA requirements); and an emphasis on partnership development.

Request for Proposal Response Section	Maximum Points	Relative Weight
Organization history and experience	30	30%
Program approach	50	50%
Past and planned performance	10	10%
Budget & budget narrative	10	10%
Total	100	100%

An average score will be determined for each proposal based on those ratings. A committee recommendation will then be developed based on both numerical ratings and additional discussion regarding the relative merits of proposals received.

The Request for Proposal Application narrative will consist of these three parts:

1. The Executive Summary (limited to two pages total) is an overview of the Bidder's organization, a summary of the proposed services to be provided, and the amount of funding requested.
2. The Program Plan Narrative (limited to 10 pages total) will describe the Bidder's organizational structure, previous experience, financial structure, and plan for providing one-stop services in Southeast Arkansas.
3. The Budget Narrative (limited to two pages total) will describe the Bidder's planned budget.

The SEAWDB is expecting a narrative outlining the Bidder's plans for providing services to customers through the Arkansas Workforce Centers in Southeast Arkansas, within the framework of the Workforce Innovation and Opportunity Act. When addressing each area, do not quote the Workforce Innovation and Opportunity Act and/or corresponding regulations. Bidders must number their pages for each section.

I. Executive Summary

The Executive Summary (2 pages only) must be submitted on the organization's letterhead and must provide:

- a. An overview of the organization's qualifications, including the number of years it has successfully provided services, types of customers and communities served under WIOA, or other employment and training programs;
- b. A concise description of the proposed program approach achieving a mutually beneficial relationship between the Arkansas Workforce Centers, the SEAWDB, One-Stop Center Partners, and the One-Stop Operator;
- c. The amount of WIOA funding requested.

II. Program Plan Narrative

The Program Plan Narrative (limited to 10 pages, exclusive of attachments) must provide specific detailed responses and data for the items listed below:

- a. Organizational History and Experience
- b. Program Management & Internal Controls
- c. Program Description
- d. Past Experience and Planned Outcomes

III. Budget Narrative

Provide a detailed line item budget, not to exceed \$50,000. All costs should be accounted for in the budget line items supported by a strong narrative justifying why the funds are needed/critical to the program.

The One-Stop Operator services will be provided at the Comprehensive One-Stop Center:Arkansas Workforce Center at Pine Bluff-Pine Bluff, Arkansas. Staff of the One-Stop Operator must be housed and occupy space at this location. Office space, equipment and other services will be made available to the One-Stop Provider to include individual office furnishings, telephones, computers, copiers, and certain common materials used by all partners. The Contractor will not be expected to procure separate items needed for overhead or a computer network, but will be expected to budget for equipment and supplies unique to its operation and customers.

Attachments are permissible and should be labeled to reflect the section of the narrative in which it aligns. Attachments are limited to a total of 10 pages.

C. Records and Documentation:

Sufficient records will be maintained throughout the scoring process to ensure that all steps, aspects, elements, and decisions are appropriately documented.

D. Notification of Respondents:

Organizations and entities whose responses are selected for funding will receive written notification. Those responses not selected will also be notified by mail. Responses will not be returned to unsuccessful respondents unless specific written request is made to the Southeast Arkansas Workforce Development Board. Responses received **after 4:30 p.m. on November 6, 2019, will not be considered.**

E. Protest and Grievance Process:

Respondents have the right to make written protest to Southeast Arkansas Workforce Development Board within 14 calendar days of notification of non-selection for funding under this RFQ process.

The full Southeast Arkansas Workforce Development Board membership will consider the protest, and their decision will be final. The petitioner may appear in person, if requested, before the membership to present his/her case.

F. Contracting:

The Southeast Arkansas Workforce Development Board may enter into written contracts with the successful respondents for the **period of 3 years and 7 months.**

APPLICATION FOR FUNDING

1. General Information:

Submit five (5) copies of each proposal, all of which bear the original signature of the proposer's duly authorized representative as reflected on the Certification of Signatory Authority page.

Complete Name and Address of Respondent:

Contact Person with Knowledge of Response:

Name

Title

Telephone Number

CERTIFICATION OF SIGNATORY AUTHORITY

I, _____, hereby certify and maintain that I am the duly authorized representative of _____ for the purpose of contracting for Workforce Innovation and Opportunity Act funds and, as such, have full authority to sign and submit this response to the Southeast Arkansas Workforce Development Board for consideration of funding.

The authority of the agency/entity named above to submit this proposal is derived from the following source:

By-Laws: _____

Articles of Incorporation: _____

Other Source (Specify): _____

Signature

Date

Typed Name

Title

Assurances and Certifications

In performing its responsibilities under this award, the applicant hereby certifies and assures that it will fully comply with the following regulations and cost principles, including any subsequent amendments:

Uniform Administrative Requirements

- 2 CFR Part 200
- 2 CFR Part 2900

Cost Principles

- 2 CFR Part 2900
- 2 CFR Part 200 Subpart E 421-425

Other Requirements

- Single Audit Act - 2 CFR Part 200 Subpart E 504-521
- Lobbying Certification - 2 CFR Part 200 Subpart E 450
- Nondiscrimination and Equal Opportunity Act - WIOA Act, Section 188
- Veteran's Priority Provisions
- Drug Free Workplace Act
- Wagner-Peyser Act
- Jobs for Veterans Act
- Grant Award Document and Attachments

Resources:

TRAINING AND EMPLOYMENT GUIDANCE LETTER No. 16-16
One-Stop Operations Guidance for the American Job Center Network
https://wdr.doleta.gov/directives/attach/TEGL/TEGL_16-16_Acc.pdf

WIOA Law & Regulations
<http://www.doleta.gov/wioa>

Signatory Information

The applicant's signature below certifies full compliance with all terms and conditions as well as the above stated grant regulations and certifications, and that this document has not been altered.

Authorized Signature for Applicant

Signature

Date

Printed Name and Title

Telephone Number

Name of Organization

Address of Organization

City, State, Zip