

# **West Central Arkansas Workforce Development Area Request for Proposal (RFP) Monitoring of the One Stop Operator and WIOA Title I Service Provider**

## **Section 1. Objective**

This Request for Proposal has been prepared and published by West Central Arkansas Workforce Development Board (WCAWDB) for the purpose of soliciting proposals for the performance of monitoring the One Stop Operator and WIOA Title I Service Provider for the West Central Arkansas Workforce Development Area.

## **Section 2. Background Information & General Instructions:**

- a. **Background:** WCAPDD, Inc. is a private, non-profit organization, incorporated under Arkansas Law. The agency was established in 1967 and exists for the purpose of improving and enhancing the social and economic well-being of the people in our ten-county region. WCAPDD, Inc. serves as Administrative Entity/Fiscal Agent and WIOA Title I Service Provider for programs funded under the Workforce Innovation and Opportunity Act (WIOA) in the West Central Arkansas Workforce Development Area. The One Stop Operator consist of a consortium with Arkansas Division of Workforce Services and National Park College for the West Central Arkansas Workforce Development Area.
- b. **Service Area:** The West Central Arkansas Workforce Development Area is comprised of Clark, Conway, Garland, Hot Spring, Johnson, Montgomery, Perry, Pike, Pope and Yell counties.
- c. **Acceptable proposals:** Acceptable proposals must come from entities such as consultants, auditors, and/or entities that meet the independence standards specified in the generally accepted government auditing standards or from public accountants who also meet such/required standards.
- d. **Timeframe to be monitored:** The monitoring to be performed will cover One Stop Operations and WIOA Title I Services between March 01, 2021 to June 30, 2022. An annual option up to an additional three years may be considered based upon performance, funding availability, acceptable negotiations, and approval by the WCAWDB. Each annual option will be to monitor the current year.
- e. **Questions and Answers:** Prospective proposers are invited to ask questions or request additional information relative to this RFP by sending an e-mail to [dmoore@wcapdd.org](mailto:dmoore@wcapdd.org) or [mdearmon@wcapdd.org](mailto:mdearmon@wcapdd.org). Deadline for emailing questions is due by 4:00 p.m. central time on December 17, 2021. As questions are received from potential proposers, they will be posted on the WCAPDD website at: [www.wcapdd.org](http://www.wcapdd.org). Vendors will not receive notification after each update.
- f. **Submission:** Interested and qualified proposers should electronically submit a proposal in response to the RFP to David Moore at [dmoore@wcapdd.org](mailto:dmoore@wcapdd.org) and [mdearmon@wcapdd.org](mailto:mdearmon@wcapdd.org)

**Proposals must be received by WCAPDD, Inc. at the above address no later than 4:00 p.m. on January 7, 2022.** Late submissions **will not** be considered.

- g. **Federal & State Requirements:** Entities selected for monitoring services are subrecipients of Federal funds and thus are required to follow the Uniform Guidance and all required federal, state, and the requirements herein addressed. The Workforce Innovation & Opportunity Act (WIOA), Federal regulations, and Training & Employment Guidance Letters can be located on the Department of Labor’s website at <https://www.dol.gov/agencies/eta/wioa/>. The State of Arkansas information can be located at <https://www.dws.arkansas.gov/programs/workforce-innovation/>. The proposer is responsible for reading, understanding, and implementing all of the Federal & State requirements.
- h. The monitor shall perform a monitoring review that will focus on sections of the compliance review as follows:
1. One Stop Operator - The monitor shall use a monitoring tool that aligns with the Roles of One-Stop Operator 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.
  2. WIOA Title I Service Provider – The monitor shall use the State of Arkansas Program and Financial Monitoring Instrument. A copy of the tool can be found at <https://wcapdd.org/wp-content/uploads/2021/11/Arkansas-Program-and-Financial-Monitoring-Instrument-08272195.docx>

**Section 3. Proposal Instructions and Format for Responses**

- a. **Format:** Each submitted proposal should include the following outlined sections to format their document. Each section must be clearly labeled and should follow the same format listed below in order to be eligible to receive the maximum number of points on the Evaluation Criteria Form – Attachment C completed by One Stop Committee. The proposal must address all the questions and issues included in each section. Incomplete proposals may not be considered.

Each proposer should submit one proposal. Responses should be submitted as follows:

- Typed on 8 1/2” by 11” paper,
- One inch margins,
- May be single or double-sided,
- Twelve or larger font size, and
- Pages should be sequentially number.

**b. Information required in the proposal:**

- Complete Attachment A – Coversheet
- Complete Attachment B – Budget
- Describe specific documentable experience monitoring One Stop Operators
- Describe specific documentable experience monitoring WIOA Title I Service Providers
- Demonstrate adequate understanding of federal and state laws and regulations.
- Detail how the organization will fulfill and perform the monitoring.
- Disclose any disallowed and/or questioned costs by your organization in the past five (5) years.

- Disclose if the organization or entity’s employees are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by a Federal department or agency.
- Disclose if the organization is unable to be properly bonded or insured.
- Disclose if the organization or its employees are engaged in fraud or abuse.
- Disclose any Labor union disputes or issues.

**Evaluation of Proposals:** Proposals submitted in response to this RFP will be evaluated individually by the Workforce Development Board, Executive Committee OR One Stop Committee. All proposers are urged not to contact any member, other than the representative marked in the Questions and Answers section. During the evaluation process, proposers may be requested to participate in an oral interview with the evaluation team in order to clarify their proposals as deemed appropriate or necessary by the committee.

The evaluation will be based on the following evaluation criteria information. Proposals must meet a **minimum aggregate average of 75 points** from the total 100 points possible on the proposal rating sheets in order to be considered for funding. Unnecessarily elaborate proposals and brochures are not required as a response to this RFP.

<b>Section</b>	<b>Points Possible</b>
Complete Cover Sheet (Attachment A.)	5
Proposed Operational Budget (Attachment B)	20
Describe specific documentable experience monitoring One Stop Operators	15
Describe specific documentable experience monitoring WIOA Title I Service Providers	15
Demonstrate adequate understanding of federal and state laws and regulations.	15
Detail how the organization will fulfill and perform the monitoring.	20
Disclosures	10
<b>Total Points Possible</b>	<b>100</b>

**Section 4. Rights & Disclaimers**

The WCAWDB reserves the following rights and disclaimers:

1. The right to accept or reject any or all proposals.
2. If your organization is selected, it does not guarantee your organization a contract. The WCAWDB and the successful proposal will be begin negotiations on the final contract. If negotiations do not result in a contract, the WCAWDB reserves the right to select another proposer or reissue the RFP.
3. The WCAWDB rejects any legal liability in refusing to award a contract or to pay any of the proposers’ costs in preparing or submitting a response as a result of this RFP. The successful proposer must not enter into any proceedings before an official contract has been signed by the proposer and the WCAWDB.
4. The WCAWDB will not be held financially responsible for any costs incurred prior to the signing of an official contract by both parties. If proceedings are initiated prior to signing, the negotiations will be null and void.
5. All proposers shall receive notification as to if their proposal was successful or unsuccessful by e-mail.

6. The successful proposer must be prepared to accept sole responsibility for performance under the contract including financial and all other liabilities.

### **Section 5. Grievance Procedures**

The WCAWDB or the WCAWDB Executive Committee is the responsible authority for handling complaints or protests regarding the proposal selection process. No protest shall be accepted by the Arkansas Workforce Development Board (AWDB) until all remedies at the WCAWDB level have been exhausted. This includes, but is not limited to, false or inaccurate information, disputes, claims, protests of award, source evaluation or other matters of a contractual nature. Matters concerning violation of law shall be referred to such authority as may have proper jurisdiction.

The WCAWDB or the WCAWDB Executive Committee would like to have the opportunity to respond to any inquiry or resolve any dispute prior to the filing of an official complaint by the protester. The protester should contact by email, [dmoore@wcapdd.org](mailto:dmoore@wcapdd.org) so that arrangements can be made for discussion between the parties.

The WCAWDB's or WCAWDB Executive Committee's disposition of the protest will be provided to the organization's lead representative in writing via certified mail, and will be final.

## **Request for Proposal Timeline**

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|---------------------|--|
| 11/27/21            | Request for Proposal notice will be posted on the West Central Planning and Development District <a href="http://www.wcapdd.org">www.wcapdd.org</a> website. The notice of Request for Proposal will be posted in the statewide newspaper on 11/27/21 & 11/28/21. Interested parties must submit a written request for a copy of the RFP. The written request may be submitted by mail, email, or delivered to the following:<br><br>WCAPDDD, Inc.<br>Atten: David Moore<br>P O Box 6409<br>Hot Springs, AR 71902<br>Emailing: <a href="mailto:dmore@wcapdd.org">dmore@wcapdd.org</a> and <a href="mailto:mdearmon@wcapdd.org">mdearmon@wcapdd.org</a> |
| 12/17/21            | Deadline for submitting questions (due by 4:00 p.m. central time to <a href="mailto:dmoore@wcapdd.org">dmoore@wcapdd.org</a> and <a href="mailto:mdearmon@wcapdd.org">mdearmon@wcapdd.org</a> ).   |
| 11/27/21 – 12/31/21 | Questions and Answers period. Answers will be posted on the WCAPDD website.  |
| 12/31/21            | Proposals Due Electronically by 4:00 p.m. Central Time to David Moore – <a href="mailto:dmoore@wcapdd.org">dmoore@wcapdd.org</a> and to Margaret Dearmon – <a href="mailto:mdearmon@wcapdd.org">mdearmon@wcapdd.org</a>  |

by 01/21/22	One Stop Committee Evaluation and Executive Committee Review and Approval
by 01/31/22	Monitoring Contract Completed and
02/01/22	Monitoring Contract begins

**RFP Coversheet**  
**Monitoring of the One Stop Operator and WIOA Title I Service Provider**

<b>Legal Name of Organization</b>	
<b>Federal Identification Number</b>	
<b>Address, City, State, Zip</b>	
<b>Contact Person and Title</b>	
<b>Phone Number</b>	
<b>E-mail Address</b>	
<b>Type of Organization</b>	
<b>Amount of Proposal</b>	
<b>Timeframe to be Monitored</b>	<b>March 1, 2021 to June 30, 2022</b>

By signing this coversheet, you are stating that any and all documents contained within are complete, accurate, and truthful.

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Signature of Authorized Official

Date

**Operational Budget  
Monitoring of the  
One Stop Operator and WIOA Title I Service Provider**

WIOA Administrative Budget	
WIOA Program Budget	
WIOA Total Budget	

# RFP SCORE SHEET

<b>Section</b>	<b>Points Possible</b>	<b>Points Received</b>
Attachment A - Cover Sheet	5	
Attachment B - Proposed Budget	20	
Describe specific documentable experience monitoring One Stop Operators	15	
Describe specific documentable experience monitoring WIOA Title I Service Providers	15	
Demonstrate adequate understanding of federal and state laws and regulations.	15	
Detail how the organization will fulfill and perform the monitoring.	20	
Disclosures (5)	10	
Total Points Possible	100	