

Workforce Development Board
of West Central Arkansas

Request for Proposal (RFP)

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

**PROPOSALS MUST BE RECEIVED BY EMAIL
NOT LATER THAN 12:00 P.M. CST
APRIL 1, 2022**

INQUIRIES

Question will not be answered by phone.

Prospective offers are invited to ask questions to this RFP from March 9 – 25, 2022 by sending an e-mail to dmoore@wcapdd.org and mdearmon@wcapdd.org. As questions are received from potential proposers, they will be posted on the WCAPDD website at: www.wcapdd.org. Vendors will not receive notification after each update

KEY DATES

| | |
|---------------------------------|--------------------------------------|
| March 9, 2022 | RFP Issued |
| March 9, 2022 – March 25, 2022 | Inquires |
| April 1, 2022 | Deadline for receipt of proposal |
| April 12, 2022 | Format review process of proposals |
| April 14, 2022 | Proposal selection announced |
| April 14, 2022 – April 29, 2022 | Contract negotiations |
| May 2, 2022 | Monitoring begins |
| June 9, 2022 | Monitoring report tentatively issued |

PROCEDURES FOR SUBMITTAL OF PROPOSALS

- Proposals must be complete when submitted. Contextual changes or additions will not be accepted after submission unless changes are specifically requested by the West Central Workforce Development Board or by Board staff.
- A person legally authorized to bind the offeror shall sign the Proposal.
- **One (1) signed original in PDF format must be emailed to dmoore@wcapdd.org and mdearmon@wcapdd.org not later than 12:00 p.m. CST on April 1, 2022.**
- Please email any questions to dmoore@wcapdd.org and mdearmon@wcapdd.org.

PROPOSALS WILL ONLY BE ACCEPTED VIA EMAIL.

PROPOSAL DEADLINE

To be considered, the West Central Arkansas Workforce Development Board must receive all proposals not later than **12:00 p.m. CST** on April 1, 2022.

SECTION 1. OBJECTIVES

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-B Service Provider for programs funded under the Workforce Innovation and Opportunity Act (WIOA) in the West Central Arkansas Workforce Development Area. Hightower Workforce Initiatives LLC is the One Stop Operator 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. The Arkansas Workforce Centers/American Job Centers are in Hot Springs, Malvern, Morrilton, and Russellville
- 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 July 1, 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 and mdearmon@wcapdd.org. Deadline for emailing questions is due by 12:00 p.m. CST, March 25, 2022. As questions are received from potential proposers, they will be posted on the WCAPDD website at: www.wcapdd.org. **Note: 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 and mdearmon@wcapdd.org

Proposals must be received by WCAPDD, Inc. at the above email address not later than 12:00 p.m. CST, April 1, 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 the Federal & State requirements.
- h. The monitor shall perform a monitoring review that will focus on sections of the compliance review as follows:
- a. 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. In addition, the monitor shall use the State of Arkansas’ Program and financial Monitoring Instrument (Part III. One-Stop Certification & Operations). 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>
 - b. WIOA Title I-B 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>
- i. Following the completion of the review, the monitor shall issue a written report to the LWDB. In addition, the monitor will have an exit conference with the WIOA Coordinator, and other staff as identified, explaining best practices and areas for improvement all working papers and reports must be retained, at the auditor’s expense, for five years.

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 to be eligible to receive the maximum number of points. The proposal must address all the questions and issues included in each section. Incomplete proposals may not be considered.

Each proposer should submit **one (1) signed original in PDF Format to dmoore@wcapdd.org and mdearmon@wcapdd.org not later than 12:00 p.m. CST, April 1, 2022.**

Responses should be submitted as follows:

- Typed on 8 1/2” by 11” paper,
- One-inch margins,
- Twelve (12) font size, and
- Pages should be sequentially numbered.

B. Information required in the proposal:

To simplify the review process and obtain the maximum degree of comparison, your proposal must be organized as follows:

Section 1. *Title Page*

Complete the RFP Title Page (ATTACHMENT A): legal name of the organization, federal identification number, complete address, contact person/title, phone number, email address, type of organization, amount of proposal and sign/date.

Section 2. *Table of Contents*

Include a clear identification of the material by section and by page number.

Section 3. *Monitoring Experience/Knowledge*

Briefly state your understanding of the work to be done and describe work performed related to monitoring workforce programs and monitoring programs funded federally, or on a state or local level.

Please include:

- How the organization will fulfill and perform the monitoring.
- Documentable experience monitoring One Stop Operator and WIOA Title-IB Service Providers.
- Demonstrate adequate understanding of federal and state laws and regulations.
- Disclose any disallowed and/or questioned costs by your organization in the past five (5) years.
- Disclose if the organization or entity's principal 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.

State the names of the person who will be authorized to make representations for your firm/organization, their titles, resume, addresses, telephone numbers, email addresses and fax number.

State that the person signing the letter will be authorized to bind your firm/organization.

Section 4. *Budget/timeline*

It is anticipated that a fixed price contract will be negotiated based on the RFP. Each quote should state the anticipated number of hours required to complete the engagement as well as the hourly rate to be charged by each level of professional providing services. Also include the proposed timeline that it will take to complete the monitoring.

State that all prices, terms, and conditions will be held firm for at least 90 days after the proposal opening.

- C. 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 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 70 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.

| Rating Sheet | | Points Possible |
|---------------------|--|------------------------|
| Section B.1 | Title Page | 0 |
| Section B.2 | Table of Contents | 0 |
| Section B.3 | Detail how the organization will fulfill and perform the monitoring | 20 |
| Section B.3 | Describe specific documentable experience monitoring One Stop Operator | 15 |
| Section B.3 | Describe specific documentable experience monitoring WIOA Title-IB Service Providers | 15 |
| Section B.3 | Demonstrate adequate understanding of federal and state laws and regulations. | 15 |
| Section B.3 | Disclosures | 15 |
| Section B.4 | Proposed Budget & estimated timeline | 20 |
| | Total Points Possible | 100 |

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 recipient will 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 start 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 authority.

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, in writing, the designated contact, so that arrangements can be made for a conference between the WCAWDB and/or One Stop Committee and the protestor.

Proposers not selected by this procurement may appeal the decision by submitting, within ten (10) calendar days of receipt of the WCAWDB notification of the procurement decision, a written request for debriefing to obtain information on the procurement process and how their proposal was received and ranked.

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.