

Area 10 Workforce Development Board

**REQUEST FOR PROPOSALS
FOR
CONSULTING SERVICES**

Date issued: February 22, 2024

Due date for proposal: March 15, 2024 at 4pm

LATE PROPOSALS WILL BE REJECTED

For further information regarding this RFP contact:

Clint Knight

Administrative Director Area 10

cknight@chooserichland.com

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**WIOA AREA
10**

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1.0 REQUIRMENTS AND SPECIFICATIONS

1.1 Introduction and Purpose of the Request for Proposal

The purpose of this document is to provide interested parties information, on a fair and competitive basis, and in a manner that will ensure the highest possible quality of services, to enable them to prepare and submit a written proposal for consulting services. Workforce Innovation & Opportunity Act (WIOA) Area 10 intends to use the results of this process to award a contract for consulting services. Any contract awarded must be approved by the Workforce Development Board Chair, WIOA Area 10 Board of Governors, and the WIOA Area 10 Director and Fiscal Agent.

1.2 Terms/Abbreviations

The following terms/acronyms are used throughout the request for proposal:

- Area 10 or Area means the WIOA Area 10, including Richland and Crawford Counties.
- **R-C BOG** means the Richland-Crawford Board of Governors which is a body composed of the Boards of Commissioners of the 2 counties in Area 10, Richland and Crawford.
- Contractor/Provider means the successful Proposer awarded the contract.
- DOL means the U.S. Department of Labor.
- ODJFS means the Ohio Department of Job and Family Services.
- RCJFS means Richland County Job and Family Services.
- Proposer means an organization or agency submitting a written proposal response to the RFP.
- RFP means Request for Proposal.
- WIOA means the Workforce Investment Opportunity Act.
- WDB means Area 10 Workforce Development Board composed of representatives from Richland and Crawford Counties in Ohio.

1.3 Background

Area 10's WDB is composed of representatives from Richland and Crawford Counties. The WDB has designated a fiscal agent and a Director (administrative agent) to support its operations. The fiscal agent is the Richland County Department of Job and Family Services. Lori Bedson serves as the Fiscal Agent. All state and federal WIOA funds designated for Area 10 will be allocated and distributed to the Area 10 Fiscal Agent.

DOL administers WIOA and funds all services in Ohio through the ODJFS. The ODJFS allocates DOL monies to Area 10 for each county and forwards these funds, in the case of conventional work areas, directly to the fiscal agent. ODJFS will provide the fiscal agent an automated financial reporting system to monthly report its financial transactions to the state. For WIOA programs, the financial reporting and reconciliations are on an accrual basis. In addition, the administrative agent must electronically report monthly to ODJFS via OWCMS the status of all enrolled WIOA participants.

The county, state and federal government use different fiscal years. The county fiscal year begins January 1 and ends December 31. The state fiscal year begins July 1 and ends June 30. The federal fiscal year begins October 1 and ends September 30.

1.4 Services to Be Provided

Area 10 is seeking a highly qualified firm or individual to provide assistance, as directed by the Area, in the following areas:

- a) Perform monitoring of the Area's contracts, including vendor agreements and subgrants.
- b) Contract monitoring requires a review of both fiscal and program aspects of an agreement. Provide monitoring reports.
- c) Furnish advice and services relating to the Area's responsibilities regarding the financial management of federal and state funds.
- d) Provide necessary assistance, research and analysis with respect to specific problems that may develop or come before the Area and to advise and/or represent the Area in matters as requested.
- e) Assist the Area in preparing for audits, attend meetings with auditors as requested, review reports of audits of the Area and assist the Area in the formulation of responses and/or corrective improvement plans.

2.0 GENERAL INSTRUCTIONS AND CONDITIONS

2.1 General Instructions

The evaluation and selection of a contractor and the contract will be based on the information submitted in the proposal plus references and any required oral presentations. Elaborate proposals (e.g. excessive letters of recommendation) beyond that sufficient to present a complete and effective proposal, are neither necessary nor desired. Area 10 is not liable for any cost incurred by Proposers to reply to this RFP.

2.2 Contract Period

The contract will be for a period of one year beginning April 1, 2024 and ending March 31, 2024. Area 10, at its sole discretion, may decide to extend the contract for a term of up to two (2) years, contingent upon the level of future federal and state funding, provider effectiveness and demonstrated need for the services being provided. A contract and any extension require the approval of the Workforce Development Board Chair, WIOA Area 10 Board of Governors, and the WIOA Area 10 Director and Fiscal Agent.

2.3 Estimated Hours of Service

The Area has estimated needing approximately 100 hours of service throughout the contract period. The Area has budgeted an adequate amount of funds to cover any contract expenditure. The budgeted costs include personnel and related business expenses. Due to a significant portion of the Area's funding relying on the appropriations of the General Assembly, the budgeted funds should be considered conditional.

2.4 *Incurring Costs*

Neither Area 10 nor any County comprising Area 10 is liable for any cost incurred by Proposers in replying to this RFP

2.5 *Public Information*

All proposals shall be deemed to be public records within the meaning of Chapter 149 of the Ohio Revised Code. However, the contents of the responses to the RFP will not be deemed public records and will be treated as confidential information until completion of the evaluation process. If a Proposer believes that the RFP requires the disclosure of technical, proprietary, or trade secret information that the Proposer is not willing to make public, such information should not be submitted. No part of the proposal may be designated as confidential.

2.6 *Proposals Are Unconditional*

All proposals shall be unconditional. Any proposal that purports to impose conditions not included in this RFP will be deemed non-responsive. Area 10 may, however, waive minor informalities and omissions in a proposal if it decides, in its sole discretion, that such informality or omission is not prejudicial to interests of the Area or to fair competition. The successful Proposer will be required to execute a contract acceptable to Area 10 within ten (10) days after acceptance of the proposal or within such further time as designated by Area 10.

2.7 *Calendar of Events*

Listed below are specific and estimated dates and times of actions related to this RFP. The actions with specific dates must be completed as indicated unless otherwise changed by Area 10. In the event that Area 10 finds it necessary to change any of the specific dates and times in the calendar of events listed below, it will do so by issuing a supplement to this RFP. There may or may not be a formal notification issued for changes in the estimated dates and times.

ACTION ITEM	DELIVERY DATE
RFP Issued	February 20, 2024
Deadline for receiving RFP questions	March 1, 2024
Deadline for issuing RFP answers	March 4, 2021 4:00pm
RFP deadline	March 15, 2024 at 4:00pm PM
Proposals opened	March 15, 2021 at 4:00 PM
Notification of intent to award	March 18 – March 22, 2024

2.8 *Provider E-mail Address*

All prospective Proposers must provide an e-mail address to Area 10 in order to receive answers to questions submitted regarding this RFP, updates, material changes, and supplements to this RFP. Proposers are responsible for obtaining any such changes without further action from Area 10.

3.0 PROCEDURES FOR SUBMISSION OF PROPOSAL

3.1 *RFP Availability*

Copies of this RFP may be obtained by telephone, mail, website or e-mail from Area 10 by contacting Clint Knight 419-522-3211, e-mail: cknight@chooserichland.com. The RFP is available at www.richlandcrawfordworks.com.

3.2 RFP Deliverable

All proposals must be emailed and received by Area 10 at the following email address: :
cknight@chooserichland.com

All proposals must be received on or before 4:00 PM March 15, 2024. Proposal emails should have "WIOA Area 10 Consultant RFP" in the subject line. Proposals must be received at the above address prior to the specified deadline.

3.3 RFP submission files

Please ensure that your responses are attached to your email as a .pdf filed.

3.4 Inquiries

Written questions concerning this RFP must be submitted and received by Area 10 no later than the date specified in the Calendar of Events. Questions may be submitted to the address given above or e-mailed to: cknight@chooserichland.com. Area 10 will endeavor but shall not be required to answer any such request for information. If it does, the answers will be provided to all persons/firms who have received copies of this RFP and provided its e-mail address to Area 10. All answers will be sent to the e-mail address provided by the Proposer.

3.5 Revision/Withdrawal of Proposal

Proposals may be corrected, modified, or withdrawn prior to the deadline for submission by submitting the required number of copies of such correction, modification, withdrawal or a new submission, clearly marked on the outside envelope with the appropriate heading, by the deadline listed in this RFP. Proposals may not be withdrawn or modified for a period of sixty (60) days after the opening of the proposals.

3.6 Oral Presentations

Selected Proposers may be required to make oral presentations to supplement their proposals, if requested by Area 10. Area 10 will make every reasonable attempt to schedule each presentation at a time and location that is agreeable to the Proposer. Failure of a Proposer to conduct a presentation to Area 10 on the date scheduled may result in rejection of the Proposer's proposal.

3.7 Limitations

The RFP does not commit Area 10 to award a contract, to pay any costs incurred in the preparation of a proposal for this RFP, or to procure or contract for services. Area 10 reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with all qualified sources, or to cancel in part or in its entirety this RFP if it is the best interest of the Area. Area 10 may require the selected organizations to participate in negotiations and to submit any fiscal, technical, or other revisions of their proposals that may result from negotiations.

3.8 *Contract Award*

Area 10 may award a cost reimbursement or similar contract based on offers received, without discussion of such offers with the Proposers. Each proposal should, therefore, be submitted in the most favorable terms from a cost, programmatic, and technical standpoint. However, Area 10 reserves the right to conduct an on-site monitoring review of the Proposer and/or request additional data, oral discussion, or presentation in support of the proposal.

4.0 GENERAL REQUIREMENTS AND PROPOSAL FORMAT

The narrative part of the proposals must present the following information and be organized with the following headings. Each heading should be separated by tabs or otherwise clearly marked. Proposals should be typed (standard typeface, 12 point font)

4.1 *Letter of Transmittal*

On business letterhead, prepare a letter transmitting the proposal. The letter should identify the name and phone number of a key contact person and have the signature of a person with authority to obligate the Proposer. The transmittal letter shall also contain a statement that the proposal is a firm offer for a sixty (60) day period.

4.2 *Organization and Individual Capabilities*

Provide a current description of yourself or your organization. Include a discussion of the history of yourself or your organization and describe any experience in providing similar services to those specified in this RFP. Be specific and identify projects, dates, services performed and results. Describe the ability to provide services on an "as-needed basis."

4.3 *Qualifications of Staff*

Provide brief resumes describing the educational and work experiences for each staff member who would likely be assigned to assist Area 10 and the estimated percentage of time each would be available to Area 10. Stress knowledge, skills, and experience of staff related to the requirements of this RFP. Any substitutions in staff or material changes in the amount of staff time to be devoted to the project may not be made without the prior written authorization of Area 10. This is required only if Proposer is a firm with more than one employee.

4.4 *Service Components*

- A. Describe how you will fulfill the scope and service requirements specified in Section 1.4. Provide supporting documentation of cited past performance.
- B. The following general requirements must be addressed for both the organization and the staff that will be providing the services:
 - Experience monitoring contracts or performing related services;
 - Experience monitoring contracts funded by federal and/or state funds;
 - Knowledge of general ODJFS financial operations, including its financial structure, as well as policies and procedures for distributing federal and state funds to counties and Workforce Investment Areas;

- Knowledge of the structure of the WIOA program and related governing policies from both a fiscal and program perspective;
- Knowledge of how the WIOA program is administered in Ohio, including the function of WDB and local WIOA Areas.
- Experience administering or managing federal and state grants; and
- Experience responding to audits performed by the Auditor of State, federal or state auditors, and monitoring reports issued by ODJFS;

4.5 Proposer References

Proposers must include in their proposal a list of public sector organizations, including points of contact (name, address, and telephone number) that can be used as references for work performed in the area of service required. Use the format shown in Attachment C to provide this information. Selected organizations may be contacted to determine the quality of work performed and personnel assigned.

4.6 Required Forms

To the narrative portion of the proposal, the following forms are required to be attached:

- Attachment A - Cover Sheet;
- Attachment B - Signature Affidavit; and
- Attachment C - Reference Form.

5.0 PREPARING THE COST PROPOSAL

5.1 General

The cost proposal should be submitted in a separate sealed envelope with the written proposal. Cost proposals will not be opened until the evaluation of the written proposals is completed by the evaluation committee. The proposal will be scored using a standard quantitative calculation where the most points will be awarded to the proposal with the lowest cost. Various costing methodologies and models are available to analyze the cost information submitted to determine the potential value to be derived by the Area. Area 10 will select one method and use it consistently throughout the evaluation.

5.2 Format for Submitting Cost Proposals

The Proposer must provide cost information in two categories, "base hourly rate" and "expenses". An itemized list of the anticipated expenses should be provided (e.g., travel, postage, copies, etc.).

5.3 Fixed Price Period

All prices, costs, and conditions outlined in the proposal shall remain fixed and valid for acceptance for sixty (60) calendar days starting on the due date for the proposals.

6.0 PROPOSAL SELECTION AND AWARD PROCESS

6.1 Preliminary Evaluation

A preliminary review of all proposals submitted on time to ensure the proposal adheres to the mandatory requirements specified in the RFP. Proposals that meet the mandatory requirements will be deemed qualified. Those that do not, shall be deemed non-qualified. Non-qualified proposals may be rejected at the Area's discretion. In the event that all Proposers do not meet one or more of the mandatory requirements, Area 10 reserves the right to continue the evaluation of the proposals and to select the proposal which most closely meets the requirements specified in the RFP.

Qualified proposals in response to this RFP must contain the following mandatory requirements:

- A. Timely submission- The proposal is received at the address designated above no later than the specified deadline. Proposals mailed but not received at the designated location shall be deemed non-qualified and will be rejected.
- B. Transmittal Letter;
- C. Responses to Service Components;
- D. Staff qualifications and/or resumes;
- E. Cost proposal;
- F. Cover Sheet;
- G. Signature Affidavit; and
- H. References;

6.2 Scoring Evaluation

Accepted proposals will be reviewed by an evaluation committee and scored against the stated criteria. The committee may review references, request oral presentations, and use the results in scoring the proposals.

6.3 Right to Reject Proposals and Negotiate Contract Terms

Area 10 reserves the right to accept or reject any and all proposals or reject any part thereof. Further, Area 10 reserves the right to negotiate the terms of the contract, including the award amount, with the selected Proposer prior to entering into such a contract. If contract negotiations cannot be concluded successfully with the highest scoring Proposer, the Area may negotiate a contract with the next highest scoring Proposer.

6.4 Evaluation Process

The Area reserves the right to interview or to seek additional information relating to criteria already in the RFP from any candidate after opening the proposals, but before entering into a contract, to reject any proposal if it deems it to be in the best interests of Area 10, and to award a contract to the next qualified Proposer. Area 10 reserves the right to check references identified by any Proposer or associated with any previous employer of any employee of the Proposer identified in the proposal. Based upon the results of the evaluation, the Area will select the proposal deemed to be most advantageous, with price and other factors considered. The Area reserves the right to award the contract based on considerations other than price.

6.5 Award of Contract

Area 10 will prepare a contract with the successful Proposer and recommend its approval by the appropriate members of WIOA Area 10.

7.0 EVALUATION CRITERIA

7.1 Mandatory Criteria

Area 10 will evaluate the proposals based on the required criteria listed in the RFP.

7.2 Qualifications of Staff Assigned to Project

It should be noted that the evaluation criteria are designed to evaluate individuals and firms. If the Proposer is a firm whose staff will collectively fulfill the requirements, the firm should submit qualifications of individuals that will be working on the project on behalf of Area 10. Proposals, where the work is done by an unqualified employee/consultant under supervision of a qualified individual, will be deemed non-responsive.

7.3 Scoring

Proposers will receive scores based on firm capabilities, knowledge and experience of staff, Proposer's references, and price. See Attachment D for the evaluation scoring sheet that will be utilized to score the proposals.

8.0 PROTEST PROCEDURE

8.1 *Protests*

Any potential, or actual, Proposer objecting to the award of a contract resulting from the issuance of this RFP may file a protest of the award of the contract, or any other matter relating to the process of soliciting the proposals. Such a protest must comply with the following guidelines:

- A. A protest may be filed by a prospective or actual bidder objecting to the award of a contract resulting from this RFP. The protest shall be in writing and shall contain the following information:
 - 1) The name, address and telephone number of the protestor;
 - 2) A detailed statement of the legal and factual grounds for the protest, including copies of any relevant documents;
 - 3) A request for a ruling by Area 10;
 - 4) A statement as to the form of relief requested from Area 10;
 - 5) Any other information the protestor believes to be essential to the determination of the factual and legal questions at issue in the written protest.

- B. A timely protest shall be considered by Area 10 if it is received within the following periods:
 - 1) A protest based upon alleged improprieties in the issuance of the RFP or any other event preceding the closing date for receipt of proposals which are apparent or should be apparent prior to the closing date for the receipt of proposals shall be filed no later than 1:00 p.m. on the closing date for the receipt of proposals, as specified in the Calendar of Events, of this RFP.

 - 2) If the protest relates to the announced intent to award a contract, the protest shall be filed no later than 1:00 p.m. of the fifth (5th) calendar day after the notification of intent to award date as specified in the Calendar of Events, of this RFP.

- C. An untimely protest may be considered by the Area if Area 10 determines that the protest raises issues significant to the Area's procurement system. An untimely protest is one received by Area 10 after the time periods set forth in Item B of this section.

- D. All protests must be filed at the following location:

Richland County Job & Family Services, Area 10 Fiscal Agent
171 Park Ave. East
Mansfield, OH 44902

- E. When a timely protest is filed, a contract award will not proceed until a decision on the protest is issued or the matter is otherwise resolved, unless Area 10 determines that a delay will severely disadvantage Area 10. The Proposer(s) who would have been awarded the contract shall be notified of the receipt of the protest.
- F. Area 10 will issue written decisions on all timely protests and shall notify any vendor who filed an untimely protest as to whether or not the protest will be considered.

8.2 *Caveats*

Area 10 is under no obligation to issue a contract as a result of this solicitation if, in the opinion of Area 10, none of the proposals are responsive to the objectives and needs of Area 10. Area 10 reserves the right to not select any vendor should Area 10 decide not to proceed. Changes in this RFP of a material nature will be provided to the e-mail address provided to the Area. All Proposers are responsible for supplying Area 10 with a valid email address and for obtaining any such changes without further notice by Area 10.

ATTACHMENT A: COVER SHEET

WIOA AREA 10

Consultant Request for Proposal

SECTION I. PROPOSER CONTACT INFORMATION

Proposer Name			
Address			
Contact Name		Email	
Phone		Fax	

SECTION II. TYPE OF ORGANIZATION

<input type="radio"/> Public	Type (County, School District, College)	
<input type="radio"/> Private	Type (Not for Profit)	
Date Incorporated (If Applicable)		Tax Exempt Status

SECTION III. ORGANIZATIONAL STRUCTURE (Select One)

Organization is independently operated (Legally Unaffiliated: Do not complete Section IV)
Organization is affiliated with a parent organization (Complete Section IV)

Section IV. PARENT ORGANIZATION INFORMATION

Type of Affiliation	<input type="radio"/> Subsidiary <input type="radio"/> Chapter <input type="radio"/> Branch <input type="radio"/> Other (Describe):		
Parent Organization			
Address			
Contact Name		Email	
Phone		Fax	

ATTACHMENT B: SIGNATURE AFFIDAVIT

WIOA AREA 10

SIGNATURE AFFIDAVIT

In signing this proposal, *we* also certify that we have not either directly or indirectly entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition, that no attempt has been made to induce any other person or firm to submit or not to submit a proposal, that this proposal has been independently arrived at without collusion with any other Proposer competitor or potential competitor, that this proposal has not been knowingly disclosed prior to the opening of the proposals to any other Proposer or competitor, that the above statement is accurate under the penalty of perjury.

The undersigned, submitting this proposal, hereby agrees with all the terms, conditions, and specifications required by Area 10 in this request for proposal, and declare that the attached proposal and pricing are in conformity therein.

Signature

Date

Name (Type or Print)

Firm

Title

Address

Email

Phone

ATTACHMENT C: REFERENCE SHEET FORMAT

WIOAAREA 10

FOR PROPOSER: Provide organization's name, address, and contact person, telephone number, and appropriate information on the services provided within the past 5 years with requirements similar to those included in this RFP.

ORGANIZATION REFERENCE 1:

BUSINESS NAME			
ADDRESS			
CONTACT PERSON		PHONE	
SERVICES PERFORMED			

ORGANIZATION REFERENCE 2:

BUSINESS NAME			
ADDRESS			
CONTACT PERSON		PHONE	
SERVICES PERFORMED			

ORGANIZATION REFERENCE 3:

BUSINESS NAME			
ADDRESS			
CONTACT PERSON		PHONE	
SERVICES PERFORMED			

ATTACHMENT D: PROPOSAL EVALUATION SHEET

WIOA Area 10 Consulting Services RFP Evaluation

Proposal Submitted by: _____

Compliance Checklist for Proposal Acceptance

- Submitted by deadline
- One original and three (3) copies
- RFP formatted correctly
 - paper, font, margins
- Transmittal letter
- Organization history and statement of demonstrated effectiveness
- Proposal narrative response to service components
- Cost proposal submitted in a separate sealed envelope
- Staff resumes and qualifications
- Required attachments:
 - Cover Sheet
 - Signature Affidavit
 - References

- Evaluator's Assessment**
- Responsive
- Non-Responsive

WIOA Area 10 Consulting Services RFP Evaluation

Proposal submitted by:		
Evaluation Criteria	Maximum Number of Points	Points Awarded
EXPERIENCE AND CAPABILITIES	60	
Experience monitoring contracts.	8	
Experience monitoring contracts funded by federal and/or state funds.	10	
Knowledge of fiscal and program components of the WIOA program.	10	
Knowledge of how the WIOA program is administered in Ohio, including the function of WDBs and local WIOA Areas.	10	
Experience administering or managing federal and state grants.	7	
Knowledge of ODJFS financial operations.	6	
Experience responding to monitoring and/or audit reports.	4	
Perceived ability of the Proposer to perform the services specified in the RFP.	5	
TOTAL POINTS AWARDED	60	

PRICE AND COST	40	
Proposer's budget is in the required format (e.g., hourly rate plus expenses).	15	
Proposer does not require a retainer	10	
Proposer's hourly rate (in year one of the contract) does not exceed the cost analysis.	15	
Total Points Awarded	40	
Grand Total Points Awarded	100	
Comments:		
Evaluator's Printed Name		
Evaluator's Signature		Date