## ATTACHMENTS

BIDDER’S RESPONSE PACKAGE

SECTION 1 Title Page

SECTION 2 Technical Response Section

SECTION 3 Evaluation Criteria

SECTION 4 Organization Experience and Financial Information

SECTION 5 Budget Response Package

**Title Page**

**Midlands Workforce Development Board**

# Bidders Response Package - Adult Dislocated Worker & Youth Activities and One-Stop Operator

**MWDB 23-01**

Name of Bidder

Activity Proposed:

Name of Signatory Official:

Name of Contact Person:

Official Mailing Address:

Phone Number of Contact Person:

Fax Number of Contact Person:

Email Address of Contact Person:

PLEASE NUMBER ALL PAGES OF RESPONSE PACKAGE.

**SECTION 2: TECHNICAL RESPONSE PACKAGE**

NAME OF BIDDER ORGANIZATION:

ADDRESS:

CONTACT PERSON: TELEPHONE:

TYPE OF AGENCY:  GOVERNMENT  PRIVATE NON-PROFIT  PUBLIC NON-PROFIT

SCHOOL DISTRICT  PRIVATE FOR -PROFIT

PROPOSED SERVICE AREA:  FAIRFIELD  LEXINGTON  RICHLAND

PROPOSED TARGET GROUP:  ADULT  DISLOCATED WORKER  YOUTH

ACTIVITY PROPOSED:

**CAREER SERVICES (A/DW)**

ELIGIBILITY DETERMINATION

OUTREACH, INTAKE, ORIENTATION

INITIAL ASSESSMENT

LABOR EXCHANGE SERVICES

REFERRALS TO PROGRAMS

LABOR MARKET INFORMATION

PERFORMANCE, COST INFO

SUPPORTIVE SERVICES INFO

UI INFORMATION AND ASSISTANCE

FINANCIAL AID INFORMATION

BUSINESS SERVICES

FOLLOW-UP SERVICES (12-MONTHS)

COMPREHENSIVE ASSESSMENT

INDIVIDUAL EMPLOYMENT PLAN

CAREER PLANNING, COUNSELING

SHORT-TERM PRE-VOC. SKILLS TRNG

WORK EXPERIENCE OR INTERNSHIPS

OUT OF AREA JOB SEARCH

FINANCIAL LITERACY SERVICES

ENGLISH LANGUAGE ACQUISITION

WORKFORCE PREPARATION

**TRAINING SERVICES (A/DW)**

OCCUPATIONAL SKILLS TRAINING

ON-THE-JOB TRAINING (OJT)

WORKPLACE TRAINING W/INSTRUCT.

SKILL UPGRADING AND RETRAINING

ENTREPRENEURIAL TRAINING

CUSTOMIZED TRAINING

JOB READINESS TRNG COMBO

ADULT ED. & OCCUPATIONAL TRNG

INCUMBENT WORKER TRNG

TRANSITIONAL JOBS

**YOUTH SERVICES**

|  |  |
| --- | --- |
| ELIGIBILITY DETERMINATION  OBJECTIVE ASSESSMENT  SERVICE STRATEGY DEV.  TUTORING, STUDY SKILLS TRNG  ALT.SECONDARY SCHOOL  SUMMER EMPLOYMENT  WORK EXPERIENCE  OCCUPATIONAL SKILL TRAINING  LEADERSHIP DEVELOPMENT  BUSINESS SERVICES | SUPPORTIVE SERVICES  ADULT MENTORING  FOLLOW-UP SERVICES  FINANCIAL LITERACY  CASE MANAGEMENT  POST-SECONDARY ED. PREP  ENTREPRENEURIAL SKILLS TRNG  BASIC & REMEDIAL ED.  OTHER INNOVATIVE ACT |

**ONE-STOP OPERATOR**

TYPE OF PROPOSAL:  COST REIMBURSEMENT  FIXED PRICE - PERFORMANCE BASED

PROPOSED SERVICE LEVEL:  1–300  301-600  601-900  901-1200

1201 – 1500  1501-1800 1801 – 2100  2101+

PROPOSED COST FOR ALL ACTIVITIES: $

CERTIFICATION:

The information contained in this proposal fairly represents the Agency/ Organization/Business and its proposed operating plan and budget for the specified WIOA project. I acknowledge that I have read and understand the requirements of the Request for Proposal and that the Agency/Organization/Business is prepared to implement the project as specified in this proposal. I certify that I am authorized to sign this application on behalf of the Agency/Organization/Business submitting this application. This request is firm for a period of at least 90 days from the closing date for submission.

Signatory Official and Title Date

**Narrative Instructions**

In order to provide a clear vision of the program design and planned outcomes, please address all of the following in order:

* **Executive Summary** – a brief summary highlighting details
* **Main Purpose** – a mission statement or statement of intention
* **Goals/Objectives/Performance Outcomes** – Describe the recruitment process and plan to recruit while completing the service plan for WIOA participants. This should include the number of participants to be served and projected performance levels of performance.
* **Target Group(s)** – Identify any target groups and the number of each to be served.
* **Staffing Plan** – describe the range of activities to be performed by the staff. Include a job title and job description for each WIOA funded position proposed along with any minimum qualifications. If the identity of the staff member is known, please include his/her resume. If the position has no staff member identified, please note. It is imperative that the successful Bidder employ professional staff that is committed to staying current in all areas associated with his/her job responsibilities. Right of First Refusal of case management and eligibility staff will be required for any Bidder during the contract negotiations.
* **Facilities** – It is expected that the program(s) operate within the SC Works Centers in the Midlands area. At this time there are three - one located in each of the service counties. Describe what activities will be provided in the Center(s) and if satellite sites will be necessary.
* **Partnerships** – Describe any partnerships that will be used in the project. Who is involved? What are the roles and responsibilities of each partner? Include letters of support from the partners and any MOAs already in place. Describe how you will coordinate services and collaborate with the WIOA required partners and other added partners as appropriate.
* **Description of the Bidder** – What is the legal name of the organization, the legal status, and main purpose? How is the organization funded? Include an organizational chart showing lines of authority.
* **Experience** – Outline specific programs the organization has operated funding during the last three years that demonstrates experience in operating similar projects. Give program descriptions, funding sources, performance information and references. If the relevant experience has not occurred in the last three years, include the following:
  + number of years for each population
  + coordinated activities with schools, faith-based and/or community organizations, and business/employers operating those programs and your role with those partnerships
  + Data demonstrating past experience and performance for each population in the proposal
  + Reporting documents used in past experiences
  + Success indicators for previous experience
  + Location where the service was provided. Describe the accessibility, security, program requirements.
* **Administrative Capacity**- Describe the process the organization uses to capture and report information on program participants. What monitoring and evaluation of program operations and staff are routinely carried out?
* **Fiscal Capacity** – Describe the process used to capture and report fiscal information. What systems are in place to ensure fiscal accountability and appropriate expenditure of funds?
* **Subcontracts** – Are there plans to subcontract for services and activities within the proposal? If so, describe the nature of the subcontracts, the subcontractor, the services to be provided by subcontractor and the planned cost.
* **Program Description** – Describe the overall plan of service for any activity proposed. How will you recruit? What will be the customer flow? Which services will you coordinate with partner resources and which will you provide directly? Describe how the activities will be provided. How will you address Career Pathways and focus on the priority clusters? How will you increase the number of industry recognized credentials within the clusters of training? How will you blend skills training with work-based learning? How will you address the focus on financial literacy services? Are you prepared to work with English language learners? How are you planning to provide One-Stop Operator Services?

**Budget Instructions**

The Budget Summary is a summary of allowable cost objectives by line item. Each of the following worksheets is summarized on this worksheet to establish a project total.

The Staff Salaries, Fringe Benefit and Indirect Cost Worksheet present a detailed cost of individual allowable costs by line item. This sheet details the number of staff positions by job title or staff member, associated fringe benefits and indirect cost/administrative fee for the project.

The Operating Costs worksheet details by line item any overhead and/or materials costs to run the day-to-day operations of the project.

The Participant Services worksheet details by line item the costs by activity of services provided directly to the participant.

**PART 3: EVALUATION CRITERIA**

The MWDB may identify eligible providers of Adult, Dislocated Worker & Youth activities and One-Stop Operator in the local area by awarding grants or contracts on a competitive basis and in consideration of recommendations of the review committee.

The proposal review committee will evaluate the project proposals received based on the evaluation criteria included in this solicitation. Proposals receiving the minimum score to be considered (70) will be discussed by the review committee to determine best fit for the area’s need in regard to service area, program elements to be provided and budgetary concerns. The committee will make a recommendation of funding to the Midlands Workforce Development Board. The Board will take action on the Committee’s recommendation. It is at the sole discretion of the Midlands Workforce Development Board which proposal(s), if any, may be selected.

**The criteria that will be used to evaluate proposals are below with respective point values. An application must achieve an aggregate score of 70 to be considered for funding.**

**A. Program Effectiveness Weight 30**

1. Are the target groups clearly identified? Does the Bidder identify recruitment strategies?
2. Is there a clear description of the scope of the program?
3. Does the Bidder intend to operate within the SC Works Centers? Are satellite locations necessary?
4. Does the proposal describe partners that will be used? Are the roles clearly defined? Are there letters of support included?
5. If the proposal includes subcontracts, are the agreements fully described?
6. Does the organization have the ability to provide or arrange appropriate supportive services or financial assistance in accordance with the service strategy?
7. How does the Bidder plan to provide services? Does the Bidder have a plan for monitoring project success? Participant/Center success?
8. Does the proposal show effective strategies for providing participants a sustainable career jobs?
9. Does the proposal include utilization of labor market information and career pathway information to drive training priorities? Does the proposal address sector strategies?
10. Does the proposal include a strong follow-up component to ensure success for participants after exit?

**B. Performance (Demonstrated/Projected) Weight 20**

1. Has the Bidder clearly outlined the goals and objectives of the program? Are the outcomes acceptable?
2. Did the Bidder demonstrate understanding of benchmark goals as indicators of the program objectives? Did the Bidder include goals to monitor the success of the project?
3. Does the Bidder have successful experience in serving the eligible population with services related to education and employment goals?
4. If the Bidder is a current provider, is the current grant successful in terms of performance outcomes and/or monitoring visits?

**C. Bidder’s Qualifications Weight 20**

1. Does the Bidder have the organizational structure to administer the proposed project?
2. Does the Bidder meet the WIOA requirements to bid on the proposed project?
3. Does the Bidder have the background and experience in providing training services of a local community?
4. Does the proposal include an organizational chart and job descriptions for all budgeted staff?
5. Does the proposed staff have appropriate experience to provide the services of the project? If positions are vacant, does the proposal demonstrate an ability to recruit professional staff to operate the project on the proposed timeline?

**D. Fiscal Responsibility Weight 20**

1. Has the Bidder demonstrated ability to safeguard federal funds? Could the Bidder repay disallowed costs if disallowances are made during the monitoring of the grant?
2. Does the Bidder have a history not characterized by fraud and/or criminal activity of a significant nature? Has the Bidder not had a history of failure to comply with audit, monitoring, or reporting requirements?
3. For Fixed Price – Performance Based proposals, does the proposed payment schedule reflect payment based on achievement of recognized performance goals that are documented?
4. Are the costs reasonable for the activities to be provided and performance outcomes to be achieved?
5. Is the budget detailed and accompanied by a budget narrative?

**E. General Responsiveness Weight 10**

1. Does the application demonstrate an understanding of information requested and conform to the requirements of the RFP?
2. Does the proposal demonstrate an understanding of the guiding principles of WIOA?
3. Is the response complete with the items requested?
4. Is there internal consistency of data presented?
5. Is the Executive Summary clear and concise?

**SECTION FOUR**

**APPLICANT’S ORGANIZATION, EXPERIENCE AND FINANCIAL INFORMATION**

Information regarding the following items shall be furnished in sufficient detail to allow a full and complete business evaluation. If a question is not applicable or the answer is none, it should be annotated as such.

**A.** **Name of Agency** or organization, contact email address, and website. If a non-governmental agency, provide the name under which you are incorporated.

Name

email

website

**B.** **Description of Method and System of Accumulating Costs** under Government Contract subject to Audit.

1. **Has your Accounting System been approved by any Government Agency?**

Yes  No  If yes, name and location of Government Agency:

1. **Cost Accounting System** (General Description):

1. What was your overhead rate for your last completed fiscal year?
2. Has your indirect cost rate(s) been evaluated and accepted as current bidding rates by any Government Agency? Yes  No

5. Provide a general description of purchasing procedures used, including comments on selection of sources, treatment of purchase discounts, and make or buy policy should be provided.

**C.** Does your company have all the necessary personnel, experience, and equipment to perform the work required or the resources to obtain such work and is your agency prepared to perform and complete the contract within the prescribed time frame? **Make a definite statement:**

**D. Organization’s Structure and Experience**

1. **Organizational Chart**. **ATTACH** a current organizational chart that outlines administration of proposed project. Include lines of authority and supervision for program operation.

* + 1. After the award of a contract, all suitable employment openings must be listed with the local office of the S.C. Department of Employment and Workforce.
    2. Changes in the approved listing of key staff represent a contract modification and should not be made without prior notification to the Midlands Administrative staff. Notification must be submitted in writing to Midlands Administrative staff prior to any staffing changes.

SECTION 5

**BUDGET RESPONSE PACKAGE**

**(Available as separate Excel file)**







