

**MIDLANDS WORKFORCE DEVELOPMENT BOARD**

**Workforce Innovation and Opportunity Act – Adult, Dislocated Worker, Youth Programs and One-Stop Operator Request for Proposals**

ISSUANCE DATE: March 6, 2020

REQUEST FOR PROPOSAL #: MWDB 19-01

PROGRAM TO BE PROPOSED: ADULT, DISLOCATED WORKER AND YOUTH EMPLOYMENT AND TRAINING ACTIVITIES AND ONE-STOP OPERATOR

SUBMITTAL DEADLINE: WEDNESDAY, April 15, 2020 at 12:00 Noon

REQUEST: TO PROVIDE ADULT, DISLOCATED WORKER AND YOUTH EMPLOYMENT AND TRAINING ACTIVITIES, ONE-STOP OPERATOR AND RELATED SERVICES AUTHORIZED UNDER TITLE I OF THE WORKFORCE INNOVATION AND OPPORTUNITY ACT OF 2014, PUBLIC LAW 113-128. SPECIFICALLY, THE ADULT DISLOCATED WORKER AND YOUTH EMPLOYMENT AND TRAINING AND ONE-STOP OPERATOR.

The Midlands Workforce Development Board (MWDB) invites you to submit a proposal(s) in accordance with the requirements of this solicitation. The contracts that may result from this solicitation are federally funded; thus, some uncertainty exists with respect to the level of funds that may be made available by the federal government.

An official who is authorized to bind the Bidder must sign the proposal(s). The signature page must contain a statement that the offer is firm for at least 90 calendar days from the date of submission.

This solicitation does not commit the MWDB to award a contract, to pay any costs incurred in the preparation of a proposal in response to this request or to procure or contract for the articles of goods or services. The MWDB reserves the right to accept or reject any or all proposals received as a result of this Request for Proposal (RFP); to negotiate with all qualified Bidders, or to cancel in part or in whole this request if it is in the best interest of the Workforce Innovation and Opportunity Act to do so.

**REQUEST FOR PROPOSALS**

**For Provision of**

**ADULT, DISLOCATED WORKER & YOUTH EMPLOYMENT & TRAINING ACTIVITIES  
AND ONE-STOP OPERATOR**

**Pursuant to the Requirements of the**

**WORKFORCE INNOVATION AND OPPORTUNITY ACT**

**PUBLIC LAW 113-128, TITLE I**

**for**

**MIDLANDS WORKFORCE DEVELOPMENT AREA**

**FAIRFIELD, LEXINGTON AND RICHLAND COUNTIES**

**STATE OF SOUTH CAROLINA**

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## **PART I: GENERAL INFORMATION**

### **A. DISCLAIMER**

The Workforce Innovation and Opportunity Act (WIOA) was signed into law on July 22, 2014 and implemented on July 1, 2015. The US Department of Labor released the Final Regulations on June 30, 2016, which were published in the Federal Register on August 19, 2016. This request for proposals, any bids submitted by proposers to this request, and any final contracts negotiated with the successful Bidder(s) as a result of this proposal is subject to final laws and regulations and may be changed at any time to be in compliance with those laws and regulations. Bidders are strongly encouraged to follow the Department of Labor's WIOA resource page for the latest updates: [www.doleta.gov/wioa](http://www.doleta.gov/wioa).

As the Midlands Workforce Development Board continues to develop and refine its systems, policies, procedures and regulations, changes may occur. Bidding organizations may be requested to modify program design or the delivery of services. Should a request for a change in program design or service occur, Administrative staff will assist bidding organizations or service providers in the redesign to ensure consistency with Board policy and regulatory requirements.

The Midlands Workforce Development Board reserves the right to cancel or modify this request for proposal or the scope of funding of an approved WIOA program to any extent necessary to ensure compliance with state and/or federal guidelines. This may occur at any time prior to or during implementation of the WIOA programs for PY 2020 or any applicable extensions. Therefore, all successful proposers must demonstrate the capability and agree, in advance, to modify their program design to comply with the new regulations and/or changes to available funds.

### **B. INTRODUCTION/PURPOSE:**

The purpose of this Request for Proposals (RFP) is to solicit competitive applications for the operation of programs to serve Workforce Innovation and Opportunity Act (WIOA) – eligible, Adults, Dislocated Workers and Youth as well as a One-Stop Operator. The MWDB is seeking proposals to provide workforce development activities and services to eligible job seekers residing in Fairfield, Lexington and Richland Counties, South Carolina.

WIOA was signed into law on July 22, 2014 and designed to help job seekers access employment, education, training and support services to succeed in the labor market and matched to employers with the skilled workers they need. This is the first legislative reform in fifteen years of the public workforce system. WIOA supersedes the Workforce Investment Act of 1998 and amends the Adult Education and Family Literacy Act, The Wagner-Peyser Act, and the Rehabilitation Act of 1973. Updates from the US Department of Labor will be issued over time. The website for the latest on WIOA regulations is [www.doleta.gov/wioa](http://www.doleta.gov/wioa).

Workforce development oriented organizations, with or without previous experience as a contractor with the Midlands area, are encouraged to submit proposals. Only proposals from organizations that can demonstrate that they have the ability to provide workforce development services within the region and scope set forth by the MWDB will be considered for funding.

### **C. FUNDING AVAILABILITY**

The planning estimate for the purpose of this RFP is a total of \$2,800,000 for services to WIOA Adults, Dislocated Workers and Youth. Employment and training activities for adults and dislocated workers are similar but each has their own funding stream and eligibility requirements. IMPORTANT NOTICE - Funding levels identified in this RFP are preliminary estimates and are used for planning purposes only. Total final contract amounts are subject to funding levels for PY20.

One-Stop Operator Services - \$10,000  
Adult WIOA Services – \$1,200,000  
Dislocated Worker Service – \$650,000  
Youth Services - \$1,000,000

MWDB awards contracts based on allocations approved by the State at the beginning of each program year.

The South Carolina State Workforce Development Board has set the expectation that the local areas will reach a minimum of 70% expenditures of the total available funds each program year for each funding stream. Therefore, it is expected that the contractor will expend not less than 75% of their total budget each program year with the understanding that the 100% expenditure of the grant is the goal within two (2) years.

Bidders should propose comprehensive WIOA services to be provided to Adult, Dislocated Worker and Youth customers, but must delineate separate costs of those services for each of the customer groups as well as a separate budget for One-Stop Operator. Anticipated participant levels to transfer from PY 2019 to the successful bidder(s) for the local area are approximately: 450 Adults, 85 Dislocated Workers and 275 Youth. At a minimum, the Midlands area will enroll and serve approximately an additional 220 Adults, 15 Dislocated Worker and 75 Youth participants through PY 2020 Bidders should be aware of a group of the transitioning participants who do not speak English as their first language. The costs for One-Stop Operations are included in the Adult, Dislocated Worker and Youth allocations.

#### **D. APPLICABLE ACT AND REGULATIONS**

This RFP and programs funded as a result of it are governed by Public Law 113-128 signed into law on July 22, 2014, entitled the "Workforce Innovation and Opportunity Act of 2014," (WIOA). Contractors shall comply with the WIOA, the Regulations, State and Midlands Local Area Instructions, agency policies as well as other federal, state and local laws and regulations.

#### **E. ELIGIBLE PROPOSERS**

Any governmental, non-profit or private for profit organization may apply for an award in response to this RFP. Nothing herein is intended to, nor should it be construed to, limit competition. Instead, this RFP is for the purpose of meeting the full needs of the Midlands Workforce Development Area using a system of fair, impartial and free competition among all Bidders. It is the intent and purpose of the MWDB that this RFP permit competition. To be eligible to receive funds made available to operate the One-Stop Center, a proposer must meet the following:

1. Be a public, private or not for profit entity that has successfully provided workforce services for the last two (2) years. ("Successfully is defined as being able to demonstrate that the entity has been able to maintain fiscal integrity and has operated a One-Stop System/Center for more than two (2) years."); or
2. Be a consortium of entities which includes, at a minimum, three (3) or more of the One-Stop Partners of demonstrated effectiveness, located in the local area. Acceptable partners may include – an institution of higher education; an employment services state agency established under the Wagner-Peyser Act; a community-based organization, non-profit organization, or intermediary; a private for-profit entity; a government agency; and another interested organization or entity, which may include the local chamber of commerce, or other business organization, or labor organization. Traditional elementary or secondary schools are NOT eligible partners.

#### **F. SERVICE AREA**

This RFP is soliciting bids for WIOA Adult, Dislocated Worker & Youth services; Business Services and One-Stop Operator functions in Fairfield, Lexington and Richland counties.

#### **G. QUESTIONS/ADDITIONAL INFORMATION**

All questions and/or requests for additional information shall be submitted in writing prior to 12:00 Noon, March 27, 2020 to the MWDB at the following address or email address:

**Midlands Workforce Development Board**  
**c/o RFP**  
**100 Executive Center Drive Suite 218**  
**Columbia, SC 29210**

**E-mail: [mwdb@midlandsworkforce.org](mailto:mwdb@midlandsworkforce.org)**

No questions or requests for additional information will be accepted after the deadline. Only written questions submitted by the deadline will be answered and posted. No questions can be answered by telephone at any time during the response period. All inquiries submitted in writing prior to the deadline for which answers change the scope of this RFP will be replied to in writing and distributed to all potential Bidders.

Answers to all questions will posted no later than Wednesday, April 1, 2020 at [www.midlandsworkforce.org/rfp](http://www.midlandsworkforce.org/rfp)

## **H. DELIVERY OF PROPOSALS**

Proposals in response to this RFP, **MWDB – 19-01**, will be received by the MWDB **until 12 NOON (EST) April 15, 2020**. Any proposals received after the scheduled date and time will be immediately disqualified in accordance with the S.C. Consolidated Procurement Code and Regulations. Bidders are urged not to wait until the deadline to submit grant proposals. Grant proposals will be accepted at any time after RFP is issued. If the grant proposal is to be hand delivered prior to the deadline, make an appointment with the MWDB staff at (803) 744-1670 extension 306 for the application to be received. Should any errors relative to the grant application due date appear in the Grant Application Request Package, the official due date is **April 15, 2020 at 12:00 Noon EST**. Applications may be hand delivered or mailed to: (See Address in (G) above).

## **I. KEY EVENTS AND DATES**

- |  |   |
|--|---|
| 1. Request for Proposals Issued                    | Friday March 6, 2020                      |
| 2. Question submission deadline                    | Friday March 27, 2020                     |
| 3. Answers to Questions posted                     | Wednesday April 1, 2020                   |
| 4. <b>Deadline for Receipt of Formal Proposals</b> | <b>Wednesday April 15, 2020 Noon, EST</b> |
| 5. Begin formal Review Process of Proposals        | Week of April 15th, 2020                  |
| 6. Written Notification of Intent to Award         | Week of May 11, 2020                      |
| 7. Final Contract Negotiations with Bidders        | May 26, 2020                              |
| 8. Each Grant formalized and signed by             | June 30, 2020                             |

## **J. PRESENTATIONS**

Any Bidder may be requested to make an oral presentation of their proposal to the MWDB (or their authorized representatives) after the proposal opening. Such presentations provide an opportunity for the Bidder to clarify their proposal and to ensure mutual understanding. Oral presentations, if needed, are by request of the MWDB only.

## **K. POLICY OF COMPETITION**

The MWDB staff conducts all procurement transactions in a manner providing full and open competition. This RFP identifies all evaluation factors and their relative importance. All responses will be honored to the maximum extent practical. Technical evaluations will be made of all proposals received. Awards will be made to the responsible Bidders and firms whose proposals are most advantageous to the program.

It shall be the Bidder's responsibility to advise Mr. Ben Mauldin, Central Midlands Council of Governments, 236 Stoneridge Drive, Columbia, SC 29210, if any language, requirements, etc., or any combinations thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. Such notification must be submitted in writing, and must be received by Mr. Mauldin no later than fifteen (15) days prior to the Grant Application opening date. A review of such notifications will be made.

#### **L. PROPRIETARY/CONFIDENTIAL INFORMATION**

No documents relating to this procurement will be presented or made otherwise available to any other person, agency or organization until after the funding awards. Commercial or financial information obtained in response to this RFP that is privileged and confidential and is clearly worded as such will not be disclosed at any time so long as all requirements of the South Carolina Freedom of Information Act (South Carolina Code of Laws – Title 30, Chapter 4) have been met. Materials submitted as a part of this proposal are considered public information unless otherwise noted in the proposal itself as trade secret or proprietary information. Respondents must visibly mark as "Confidential" each part of their funding application that is considered proprietary information. The MWDB is not responsible for the return of any part of a submission, including creative examples of work.

#### **M. RESPONSIVENESS OF PROPOSAL**

1. Proposals will be reviewed solely on the material they contain. No modifications, alterations, additions or substitutions to any proposals will be accepted from applicants after submission.
2. Any proposal that is not in typed form will be automatically considered nonresponsive and issued a score of zero by the review committee.
3. Any proposal that is not submitted with an original signature and ten (10) copies will be automatically considered nonresponsive and issued a score of zero by the review committee.
4. Any proposal that is considered non-responsive will be issued a score of zero by the review committee. A responsive proposal must include all required forms and a complete Proposal Response Package.

#### **N. CONTRACT ADMINISTRATION AND NEGOTIATION**

Contracts shall be awarded to responsive Bidder(s) whose proposals are determined to be most advantageous, taking into consideration the evaluation factors containing in this RFP. The MWDB, reserves the right to reject any and all proposals received. In all cases the MWDB will be the sole judge as to whether a Bidder's proposal has satisfactorily met the requirements of this RFP. The MWDB may require Bidder selected by the Board to participate in cost negotiations, technical revisions or other revisions to their proposals to finalize the award. MWDB may make a preliminary selection for Best and Final Bidder.

Terms and Conditions will be a part of all Contracts awarded. Terms and Conditions may be subject to changes as a result of changes in (1) Federal or State Code and/or Regulations, (2) MWDB policy or (3) administrative procedure. Successful applicants must be able to obtain and submit, prior to finalizing the contract, insurance coverage, including liability insurance and bonding.

#### **O. CONTRACT DURATION**

All budgets submitted for activities under this RFP are to be for costs authorized under Public Law 113-128, Title I, in support of Adult, Dislocated Worker and Youth Activities and One-Stop Operator functions incurred between **July 1, 2020 – June 30, 2021**. Proposed activities will be limited to those described in Title I. No guarantee for availability of these funds is made at this time.

It is the intention of the Midlands Workforce Development Board to select a provider for a four (4) year period – initial contract period, and three subsequent years. Contracts and budgets for PY21, PY22, and PY 23 will be contingent upon variables to include but not limited to: need, available funding, contract compliance, and performance.

**P. NO REQUEST FOR PROPOSAL REPLY**

Anyone electing not to submit a RFP may do so by sending a letter of "no reply" to the MWDB (See Address in (G) above). Entities not replying in any way must reapply in writing to be placed on the Bidder's list again.

## PART II: SCOPE OF WORK

### A. OVERVIEW

The Workforce Innovation and Opportunity Act (WIOA) developed from Vice-President Biden’s job-driven training report. The report identified seven elements of the best practices to be integrated into the service strategies for employment and training programs. The “Job-Driven Checklist” is as follows:

- **Business Outreach/Employer Engagement** – Work up-front with employers to determine local or regional hiring needs and design training programs that are responsive to those needs.
- **Earn and Learn** - Offer work-based learning opportunities with employers – including on-the-job training, internships, and pre-apprenticeships and Registered Apprenticeships as training paths to employment.
- **Smart Choices** – Make better use of data to drive accountability, inform what programs are offered and what is taught, and offer user-friendly information for job seekers to choose what programs and pathways work for them and are likely to result in jobs.
- **Measurement Matters** – Measure and evaluate employment and earnings outcomes.
- **Stepping Stones** – Promote a seamless progression from one educational stepping stone to another, and across work-based training and education, so individuals’ efforts result in progress.
- **Opening Doors** – Break down barriers to accessing job-driven training and hiring for any American who is willing to work, including access to supportive services and relevant guidance.
- **Regional Partnerships** – Create regional collaborations among American Job Centers, education institutions, labor and non-profits.

While the above outlines the core principles of the legislation, it is included in the RFP for understanding of those guiding principles and should not be interpreted that the Bidder would be expected to propose all of the tasks listed.

### B. DESCRIPTION OF SERVICES

#### Adult and Dislocated Worker

Under WIOA, Adult and Dislocated Worker core and intensive services are collapsed into “career services” and there is no required sequence of services, enabling job seekers to access training immediately. Some of these services will be provided by partner organizations and programs currently in the SC Works (One-Stop) Center and others will be provided by the grant awarded from this solicitation. It is imperative that the successful Bidder excel in collaboration of resources to ensure the full array of services is available while having no duplication of services. Career services to be offered include:

- Eligibility Determination for funding and services
- Outreach, intake and orientation to the information and other services available through the One-Stop delivery system
- Initial assessment of skill levels (including literacy, numeracy, and English language proficiency) aptitudes, abilities (including skills gaps) and supportive service needs
- Job search and placement assistance and, in appropriate cases, career counseling, including –
  - Information on in-demand industry sectors and occupations, and nontraditional employment;
  - Appropriate recruitment and other business services on behalf of employers
- Referrals to and coordination of activities with partner programs and services
- Workforce and labor market employment statistics information, which includes job vacancy listings, job skills necessary for job openings; and information on local occupations in demand and the earnings, skill requirements, and opportunities for advancement within those career pathways
- Performance information and program cost information on eligible providers
- Information for the Center customers regarding the local performance accountability measures
- Information for the Center customers relating to the availability of supportive services or assistance provided by partners
- Referrals to supportive services or other needed assistance
- Information and assistance regarding filing claims for unemployment compensation

- Information and assistance regarding establishing eligibility for financial aid assistance for training and education programs
- Other services needed for individuals to obtain or retain employment that consists of
  - Comprehensive and specialized assessments of the skill levels and service needs of adult and dislocated workers which may include but not limited to – diagnostic testing and use of other assessment tools; in-depth interviewing and evaluation to identify employment barriers; appropriate employment goals
  - Development of an individual employment plan, to identify employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve the employment goals, including providing information on eligible providers of training services and career pathways to attain career objectives;
  - Group counseling;
  - Career planning;
  - Short-term prevocational services, including development of learning skills, how to job search, connecting to community resources;
  - Soft skills training: communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training;
  - Internships and work experiences that are linked to careers;
  - Workforce preparation activities;
  - Financial literacy services;
  - Out-of-area job search assistance and relocation assistance; or
  - English language acquisition and integrated education and training programs, and
  - Follow-up services including counseling regarding the workplace, for participants in WIOA authorized activities who are placed in unsubsidized employment for not less than 12 months after the first day of the employment, as appropriate.

Training Services are described as:

- Occupational skills training, including training for nontraditional employment;
- On-the-Job training;
- Incumbent worker training (as authorized by the SWIB and local Board)
- Programs that combine workplace training with related instruction, which may include cooperative education programs;
- Training programs operated by the private sector;
- Skills upgrading and retraining;
- Entrepreneurial training;
- Transitional jobs;
- Job readiness training provided in combination with occupational skills training;
- Adult education and literacy including activities of English language acquisition and integrated education and training programs, provided concurrently or in combination with occupational training;
- Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training

## Youth

WIOA Youth Services should provide a comprehensive mix of program elements, services and activities that address participants' employment, training and supportive services needs. A "hands-on" case management model that uses a holistic approach to help youth is desirable. This request is seeking proposals to provide eligibility determination, initial assessment, plan development, provision of program elements and follow-up services. The goals of the program include skills gains within the program, placement and retention in employment, education and/or training, credential rate, and median earnings.

Funds allocated to a local area for eligible youth shall be used to carry out programs that provide the functions described below. All of the functions listed will need to be provided with the funds included in this solicitation.

- **Participant Recruitment and Screening** - Contractors are responsible for recruitment and screening applicants for eligibility and suitability to participate in the WIOA youth program. The proposer must develop/outline a detailed recruitment plan including outreach activities to recruit eligible youth in accordance with the youth eligibility requirements.
- **Eligibility**- Under WIOA all youth participants must meet eligibility criteria. The youth participant must be certified and determined eligible for any WIOA funded program elements. Certification must be completed prior to enrollment and any WIOA services provided.
- **Orientation** - The Bidder must provide orientation to all participants prior to placing them in a training activity or worksite assignment. Orientation is to be completed in accordance with the Midlands Workforce Development Board's procedure and includes program objectives and expectations and work standards. For participants who will be entering the labor market upon completion of the program, the Bidder must describe how this will be accomplished.
- **Objective Assessment** – Each participant shall be provided with an objective assessment of his/her academic levels, skill levels, employment skills, prior work experience, employability, and service needs at the time of enrollment into WIOA activities. Standardized assessment tests will be used for assessment of basic skills, career interests, and aptitudes (including interests and aptitudes for nontraditional jobs), and work readiness needs. Reasonable accommodations for individuals must be provided. Assessment is a continuous process through program participation.
- **Individual Service Strategy (ISS)** – Develop an Individualized Service Strategy plan (ISS) with each participant that will reflect and utilize the information obtained from the objective assessment, individual interviews, and other sources of information and that are directly linked to one (1) or more of the WIOA performance outcomes. The ISS must be developed with the participant and kept up to date. The ISS shall identify career pathways that include the participant's educational and employment goals. It is a plan that should be used to track services to be delivered and/or coordinated by the program and should be regularly reviewed and updated as changes occur.
- **Data entry** – Data entry into any State and Local tracking databases to accurately account for services provided and expenses incurred. This includes participant data, performance achievement and financials.
- **Applicants Not Meeting Enrollment Requirements/Referral** – Any provider of a WIOA program shall ensure that an applicant who does not meet the enrollment requirements of the program or who cannot be served shall be referred for further assessment, as necessary. A referral must be made to appropriate training and educational programs that have the capacity to serve the participant either on a sequential or concurrent basis to meet the basic skills and training needs of the applicant. The referral(s) must be noted on the participant's file and followed up on. This will require collaboration with the Adult/Dislocated Worker provider(s) and other community agencies as applicable.
- **Case Management Services** – Comprehensive case management to work closely with participants to provide support and guidance, address needs and barriers, coordinate services, and assist in attainment of goals and objectives. Regular personal contact with participants is essential to the success of the youth. Depending on the activities the youth is engaged in, the frequency will vary for the individual but the case management aspect is the support system for the education and employment activities. Documentation of service delivery must be completed in a timely manner and include all pertinent details and maintain client confidentiality of all information. The case management services will also include linkages and coordination to other programs and services available to support the individual's ISS as well as the coordination of non-WIOA funds to prevent duplication of services and maximize the services delivered.
- **Work-based Learning tied to Career Pathways** – Work-based learning (a combination of work experience and

job shadowing, internships, On-the-Job Training and Apprenticeships) is a critical element of focus in WIOA. At least 30% of the full budget must be spent on these activities. It is critical the proposal demonstrate an understanding of career pathways and developing customized, individual work-based learning opportunities for Midlands WIOA Youth that lead to self-sufficient employment.

- **Additional Program Elements** - In order to support the attainment of a secondary school diploma or its recognized equivalent, entry into postsecondary education, and career readiness for participants, the youth program shall provide the following elements:
  - ✓ Tutoring, study skill training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent or for a recognized postsecondary credential
  - ✓ Alternative secondary school services or dropout recovery services, as appropriate
  - ✓ Paid and unpaid work experiences that have academic and occupational education components that may include:
    - Summer employment opportunities and other opportunities throughout the year
    - Pre-apprenticeship programs
    - Internships and job shadowing
    - On-the-job training opportunities
  - ✓ Occupational skill training, which shall include priority consideration for training programs that lead to a recognized postsecondary credential aligned with the in-demand industry sectors or occupations for the Midlands area and identified in the workforce report. The programs must meet the quality criteria described in section 123 and be included on the SC eligible training provider list.
  - ✓ Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster
  - ✓ Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate
  - ✓ Supportive services
  - ✓ Adult mentoring during participation and subsequent to participation for at least 12 months
  - ✓ Follow-up services for not less than 12 months after completion of participation, as appropriate
  - ✓ Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate
  - ✓ Financial literacy education
  - ✓ Entrepreneurial skills training
  - ✓ Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services
  - ✓ Activities that help youth prepare for and transition to postsecondary education and training

### **Business Services**

Though Business Services is an integral part of the Adult, Dislocated Worker and Youth service delivery, it is expected that the proposal will address how the Bidder intends to execute the Business Service aspect of the One-Stop (SC Works) system.

SC Works Centers shall offer a broad range of integrated services that are provided at no cost to eligible employers to support economic and workforce development efforts. The Business Services Team will be responsible for coordinating the following employer services with all necessary SC Works Partners:

- Coordinate delivery of services to employers among partners in the One-Stop System, Centers, and affiliate sites, WIOA Core partners (Adult, Dislocated Workers, Youth, Adult Education and Literacy, Wagner-Peyser, and Vocational Rehabilitation), and other One-Stop partners to achieve WIOA Business Services outcomes.

- Connect employers to the One-Stop system, gather business intelligence and assist in Regional Workforce partnership by developing relationships with local and regional businesses and other business focused organizations.
- Provide Strategic Industry Sector Services to the sectors identified by the MWDB and Central Workforce Region.
- Provide services to the businesses in Midlands Workforce Development Area (Fairfield, Lexington and Richland Counties).
- Develop an understanding of the needs and challenges of businesses in the Midlands Area, and align resources to provide critical solutions in the local and regional economy.
- Promote career pathways communicating the benefits to employers of creating a talent pipeline through work-based learning opportunities.
- Deliver presentations to business and trade organizations regarding workforce related topics and services.
- Evaluate the workforce development, hiring, recruitment and retention needs of businesses, and develop solutions based strategies to meet those needs, including hiring events, career fairs and targeted position placements.
- Participate in layoff aversion activities in conjunction with SC Works partners to convene and provide Rapid Response Services to employees of businesses issuing WARN notices, including work to match employers that might be hiring with those employees who will be laid off.
- Assist employers in utilizing the SCWOS system to effectively recruit and select employees.
- Participate in community outreach events, job fairs, career fairs, and other opportunities for both employers and applicants to promote the SC Works system.
- Work with SC Works system partners to design and align high quality service delivery to both the business and job seeker customer.
- Provide reports of Business Service activities, deliverable and milestones to the MWDB staff as requested.
- Conduct outreach and collaboration that will result in successful work based learning opportunities for WIOA participants.
- Provide access to labor market data, demographic updates and job trends plus related information.
- Provide other information to employers such as: state and federal tax credits, Federal bonding, business start-up, retention and expansion services, etc.
- Other services as appropriate.

Under this RFP, the Contractor will be responsible for carrying out all Work Based Learning (WBL) requirements for Adult, Dislocated Worker and Youth Services in the Midlands Area. This includes but is not limited to; OJT, Transitional Jobs, Summer Youth Program, Work Experience, Internships, and Apprenticeships.

### **One-Stop Operator**

The role of the One-Stop Operator is equivalent to that of a managing partner. In the role, the Operator identifies issues that need to be addressed that have to do with service delivery. The Operator works with co-located partners to form a solution. Certain workforce services are integrated into the framework of the One-Stop service delivery system and are provided through partner agencies under other funding sources. The Operator will be responsible for ensuring a seamless delivery of services from all partners in Fairfield (affiliate center), Lexington and Richland Counties.

#### **1. Day to Day Operations**

The Operator coordinates, facilitates, promotes, designs and expedites services for the SC Works Midlands system. Operations include the delivery of the full array of WIOA services to include required and non-mandated partners to all interested job seekers and employers in Centers across the three County area. The Operator will work with the Midlands Partner Liaison to deliver a seamless system of partner services in the region. Activities will include:

- Enforce Midlands Area operational policies including hours of operations, data confidentiality, use of Personal

Identity Information, proper equipment use, health and safety, emergencies, and service delivery.

- Coordinate with partners to ensure all common areas in the Center are staffed properly.
- Ensure all Centers and services are ADA and EO compliant.
- Coordinate the use of shared equipment (copiers, printers, necessary maintenance, etc.) and supplies (ink and toner) in the Center.
- Maintain updates to the Operations Manual for each Center and coordinate training as needed.
- Implement Centers' staff development plan that includes technical training for use of SCWOS, information sharing, and team building.
- Establish, disseminate and enforce Center policies and procedures.
- Evaluate Center activities for customer satisfaction, continuous improvement and measurement achievement.
- Ensure Partner delivery and effectiveness of services.
- Develop and implement new hire orientation to acclimate new partner employees to site procedures and policies.
- Address customer complaints in a timely and efficient manner.
- Possess a thorough knowledge of building lease terms to ensure compliance and act as a liaison to the landlord.
- Convene regular meetings of the One-Stop Partners (at least quarterly).
- Provide reports of Center activities, deliverable and milestones to the MWDB staff as requested.
- Manage other day-to-day business and facility functions of the designated One-Stop Centers.
- Ensure quality service delivery to all customers.

In the event a bidder is selected as the provider of One-Stop Operator Services and WIOA services, the bidder must demonstrate that appropriate firewalls are in place to avoid conflicts of interest, or the appearance of a conflict of interest. Examples of firewalls may include, but are not limited to: organizational arrangements that provide clear separation of duties and responsibilities, including confidentiality and disclosure agreements.

## 2. One-Stop Certification

The One-Stop Operator must achieve the major work components and standards necessary to acquire and maintain One-Stop Certification Standards (Management, Job Seeker and Employer Services). The Operator is responsible for coordinating with the MWDB to ensure the system-wide standards are achieved and utilize continuous quality improvement assessment tools to document success. Development of additional tools may be necessary to achieve and document measurements within the Certification Standards.

## 3. Outreach and Business Services Integration

The MWDB has established: (1) Partner Collaboration support; and (2) an Area Business Services Lead. The Operator will work within the Area to achieve maximum results in a seamless delivery system. The Area Business Services Lead coordinates the various business services available through the Center partners through outreach to area professional organizations (Chambers, trade organizations, state level partners, etc.).

The Operator will provide support to these divisions as needed and monitor the services delivered and shared across partners and seek process improvements. In addition, the Operator will be responsible to ensure these services are ADA and EO compliant. The Operator will maintain the Midlands Limited English Proficiency (LEP) Plan and ADA compliant equipment. The Operator will ensure staff understands and implements the LEP plan and uses the ADA equipment as needed.

## **C. PERFORMANCE STANDARDS**

The Bidder shall include performance outcomes that will be achieved consistent with federal performance standards and the performance expectations of the MWDB. The board expects the successful Bidder will propose performance outcomes, but more importantly, the response to this RFP must indicate how the combination of services proposed will

achieve performance standards. The State has not negotiated Program Year 2020 performance measures with local areas at the issuance of the RFP. Therefore, Bidders should plan to build programs and strategies to achieve the best possible WIOA performance Program Year 2020. The performance measures negotiated for South Carolina with US Department of Labor for Program Year 2018-2019 are as follows:

*Adults*

- Employment Rate 2<sup>nd</sup> Q after exit – 76.8%
- Employment Rate 4<sup>th</sup> Q after exit – 73.0%
- Median Earnings 2<sup>nd</sup> Q after exit - \$5285
- Credential Attainment within 4 Quarters after exit – 51.9%

*Dislocated Workers*

- Employment Rate 2<sup>nd</sup> Q after exit – 80.1%
- Employment Rate 4<sup>th</sup> Q after exit – 76.0%
- Median Earnings 2<sup>nd</sup> Q after exit - \$7082
- Credential Attainment within 4 Quarters after exit – 48.6%

*Youth*

- Employment Rate 2<sup>nd</sup> Q after exit – 76.6%
- Employment Rate 4<sup>th</sup> Q after exit – 69.0%
- Credential Attainment within 4 Quarters after exit – 68.1%

**D. ELIGIBILITY**

There may be additional guidance issued in regards to participant eligibility for WIOA Adult and Dislocated Worker services. There are basic eligibility criteria for both participant groups:

1. 18 years of age or older
2. US citizen or eligible non-citizen
3. In compliance with Selective Service registration requirements (for male applicants)

Beyond these criteria, each program has separate eligibility requirements. For Adults, priority of service is given to Veterans in accordance with State and Federal definitions and requirements. Beyond Veteran priority, Adult program priority will be given for:

- Recipients of public assistance and other low-income individuals; and
- Individuals who are basic skills deficient.

For Dislocated Workers, Veterans are also given priority. Additionally, the Dislocated Worker program must meet one of the following:

1. An individual who has been terminated or laid off from employment, or received a notice of termination or layoff, and is eligible for, or has exhausted unemployment compensation, and is unlikely to return to previous occupation.
2. An individual who has been terminated or laid off from employment, or received a notice of termination or layoff, and has been employed for a duration sufficient to demonstrate attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings.
3. An individual who has been terminated from employment as a result of permanent closure of a plant or facility.
4. An individual who is employed at a facility that has made a general announcement that the facility will close within 180 days.
5. An individual who is self-employed, but is unemployed as a result of general economic conditions or a natural disaster.
6. An individual who qualifies as a displaced homemaker.

#### **Out of School Youth:**

- Not attending any school (as defined by State law)
- An individual 16-24 years of age (priority will be given in the Midlands to 17-24)
- Authorized to work in the United States
- Registered for selective service (applicable to males 18 and older)
- An individual who has one or more of the following barriers:
  - A school dropout
  - Within the age of compulsory school attendance but has not attended school for at least the most recent complete school year calendar quarter
  - A recipient of a secondary school diploma who is a low-income individual and is:
    - Basic skills deficient; or
    - An English language learner
  - Subject to the juvenile or adult justice system
  - Homeless individual, a homeless child or youth, runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under the Social Security Act, or an out-of-home placement
  - Pregnant or parenting
  - A disability
  - Low income and requires additional assistance to enter or complete an educational program or to secure or hold employment
  - Requires additional assistance to complete education as defined by the Midlands area.

#### **In-School Youth:**

- Attending any school (as defined by State law)
- An individual 14-21 years of age (priority will be given in the Midlands to 17-21)
- A Low income individual
- Authorized to work in the United States
- Registered for selective service (applicable to males 18 and older)
- An individual who has one or more of the following barriers:
  - Basic skills deficient
  - An English language learner
  - An offender
  - A homeless individual, a homeless child or youth, runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under the Social Security Act, or an out-of-home placement
  - Pregnant or parenting
  - A disability
  - Low income and requires additional assistance to enter or complete an educational program or to secure or hold employment
  - Requires additional assistance to complete education as defined by the Midlands area.

## **E. PARTICIPANT TIME AND ATTENDANCE**

Successful Bidders will be required to document a participant's time and attendance throughout the period the participant is receiving training services. Participants abide by the attendance policy of the training provider. Time sheets must be signed by the participant and verified by the case management through the training provider and maintained in the participant file.

## **F. PAYMENTS MADE ON BEHALF OF PARTICIPANTS**

Participants may be eligible to receive supportive service payments and/or needs-based payments. Successful Bidders will be required to ensure that there are checks and balances between the maintenance of timesheets and other source documents. Failure to fully document the basis for issuing any of the payments may result in disallowed costs.

## **G. INSURANCE FOR PARTICIPANTS**

The South Carolina Department of Employment and Workforce (SCDEW) will provide accident insurance coverage for WIOA participants participating in program activities including classroom training, work experience and limited internships. The successful Bidder will be required to provide general liability insurance certificate coverage and provide verification annually as part of the compliance documents.

## **PART III: COST CATEGORIES & RELATED SERVICES**

### **A. Cost Allocation Plans**

Cost allocation plans that reflect the allocation of costs to the Adult, Dislocated Worker and Youth cost pools are required of all Bidders. A cost allocation plan is a methodology for identifying and distributing any joint costs related to a program, as well as any costs to be allocated under plans of other organizational units which are to be included in the costs of federally-sponsored programs.

### **B. Sustainability**

The MWDB is particularly interested in innovative approaches that show collaboration in addressing the holistic needs of the participants to be served. Special emphasis should be given to how the private sector will play a role in this initiative. The Bidder's connections to local employers and specific plans for addressing employers' needs and eliciting their investment in the system should be provided in the application. Bidders may choose to include a summary table of new initiatives that will be started with award of this grant to include projections of numbers of adults and dislocated workers that will be served each year and annual funding levels anticipated.

### **C. Reporting**

The successful Bidder will be required to submit monthly payment invoice by the 10<sup>th</sup> calendar day of each month. Appropriate supporting backup documentation for the payment must be attached to each submitted invoice. In addition the Annual financial closeout report will be due to the MWDB Administrative office no later than August 15. Direct services to participants (training vouchers, supportive services, etc.) from other providers will be entered into a Voucher system to track obligations and expenditures on a real-time basis. There is a Midlands Area voucher system available to the successful Bidder upon request.

In addition, the successful Bidder will abide by all data entry requirements of the South Carolina Works Online Services (SCWOS) Users Guide. The MWDB staff will provide training to the successful Bidder on the operation of this system in regards to eligibility determination, reporting requirements, SCWOS forms, intensive services, case notes, performance, follow-up, etc. Successful Bidders are expected to comply with all Federal, State and Local instructions and guidance.

The successful Bidder must be familiar with the new OMB Circular 2 CFR 200 and be prepared to comply with the OMB Circular revisions contained within.

### **D. Monitoring and Evaluation**

Successful Bidders will be required to develop internal monitoring procedures to ensure program operations are conducted in compliance with the WIOA and its Final Rules and Regulations.

## **PART IV: SPECIAL INSTRUCTIONS AND CONDITIONS**

### **A. AMENDMENTS**

If it becomes necessary to revise any part of the RFP(s), all amendments will be provided in writing to all Bidders. **Verbal comments or discussion relative to this solicitation cannot add, delete or modify any written provision. Any alteration must be in the form of a written amendment to all Bidders.**

### **B. CONTRACT TYPE**

The MWDB will consider two types of contracts either Cost Reimbursement or Fixed Price/Performance Based, as described below:

1. Cost Reimbursement. A contract or grant with a line item budget based on all authorized and legitimate costs to be incurred by the contractor in carrying out the approved training activity. The contractor is reimbursed for actual expenses according to the approved line item budget.
2. Fixed Price/Performance Based. A fixed price contract is an agreement in which full or partial payment held until performance of clear outcomes occurs such as job placement and/or the attainment of six (6) month employment retention. Such a contract is negotiated based on submission of a line-item budget and definite benchmark payments in response to this RFP. Bidders submitting fixed price/performance based proposals must complete a line item budget and a proposed payment schedule or risk being declared non-responsive. The line item budget must show actual cost and must include profit when applicable. Profit is to be separately identified and shown in a designated line item as appropriate. All fixed price/performance based contracts will be negotiated based on the Bidder's proposed performance levels. Therefore, the Contractor will earn the full-negotiated fixed price only upon achievement of these levels.

Criteria for profit must be verified and validated by MWDB staff. Criteria for profit may be used to evaluate the Bidder request for payment of profit. Payment of profit to the Bidder may be payable on a monthly, quarterly, mid-year or end of the year (close-out) basis. Criteria for profit may be negotiated with the selected Bidder.

### **C. MULTIPLE PROPOSALS**

Proposals may be submitted to provide services/activities in one or multiple counties. However, if proposed activities are substantially and materially different in terms of effort, cost, or otherwise, a separate response package may be in your best interest. A separate response is not required for a comprehensive proposal; however, each response package submitted will be evaluated on its own merit.

### **D. COPIES TO BE SUBMITTED UNDER SEAL AND AUTHORIZED SIGNATURES.**

Each Bidder is to submit an original and ten (10) total copies of their proposal. One with original signatures that is clearly stamped or marked with the word "ORIGINAL". Each copy of the proposal and all supporting documents should be bound or stapled in a single volume. The name of the Bidders organization, name of person submitting the proposal, type of proposal submitted, "Request for Proposal MWDB 19-01" and the RFP date must be typed or written on the envelope or wrapping containing the proposal. The pages of the proposal must be numbered and the font should be at least an 11 point size.

### **E. REQUIRED SIGNATURE**

Each grant application must be signed by an official authorized to contractually bind the Bidder and commit to the provisions of the proposal. Unsigned proposals will be rejected. The proposal shall include a statement to the effect that the request is firm for a period of at least 90 days from the closing date for submission.

## **F. ADMINISTRATIVE FISCAL CAPABILITIES**

The Bidders administrative fiscal capabilities will be assessed by a review of the completion of the Bidders Response Package. Before contracts are finalized, MWDB representative(s) will complete a Pre-Award survey and may visit the offering entity to affirm certain items. Any discrepancies found will be brought to the attention of the MWDB prior to contract finalization and may affect award of a contract.

In general, Bidders who are awarded a contract will be required to maintain records for a time period sufficient to cover federal administrative timelines. Typically, the MWDB Administrative staff will collect participant files to be maintained for auditing while financial record maintenance remains with the contractor.

## **G. DOCUMENTS REQUIRED OF SELECTED BIDDERS**

Before contracts are finalized, selected applicants shall provide additional compliance information to the MWDB including: federal ID number; list of Board members, charter and bylaws; certification of signatory authority; banking arrangements; current fiscal statement and most recent audit; bonding agreement; indirect cost plan (if applicable); suspension and debarment certification; certification of a drug free work place; grievance procedures; and, staff, personnel and travel policies.

## **H. TIME FRAME**

All budgets submitted for activities under this RFP are to be for costs authorized under Public Law 113-128, Title I, in support of Adult, Dislocated Worker & Youth and One-Stop Operator Activities incurred between July 1, 2020 – June 30, 2021. It is the intention of the Midlands Workforce Development Board to select a provider for a four (4) year period – initial contract period, and three subsequent years. Contracts and budgets for PY21, PY22 and PY 23 will be contingent upon variable to include but not limited to: need, available funding, contract compliance, and performance.

No guarantee for availability of these funds is made at this time. The awarding agency's funding obligations under any agreement are contingent upon receipt of funds from the USDOL/State allocation within the awarding agency's total jurisdiction. The awarding agency is in no way obligated for any funds not received nor any decrease in funding required by allocation formulas.

## **I. INDIRECT COSTS**

All Bidders who include indirect costs in their application budget must have an indirect cost plan approved by their cognizant agency. However, this may be negotiated in the awarded budget based on final WIOA allocations for Program Year 2020.

## **J. DISCUSSION/NEGOTIATION**

By submission of a proposal, Bidders agree that during the period following issuance of a proposal and prior to final award of contract(s), the Bidder shall not discuss this proposal request with any party except the local WIOA Administrator. In accordance with Section 11-35-1530(6) of the S.C. Consolidated Procurement Code, the Administrator and designated staff reserve the right to conduct discussions with Bidders who submit proposals, which appear eligible for award, for the purpose of clarification to assure full understanding of, and responsiveness to, the requirements of this RFP. Bidders shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of their proposals, and such revisions may be permitted after submission and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing Bidders.

## **K. PROHIBITION OF GRATUITIES**

Bidders and their representatives as well as officials who review and make judgments on any award made as a result of this RFP are prohibited by South Carolina law as amended at Section 8-13-420 from making or accepting any compensation or promise of future employment to influence any action, vote, opinion, or judgment.

#### **L. APPEAL/PROTEST POLICY**

1. Bidders dissatisfied with decisions regarding contract award or aspects of this procurement process can appeal to the MWDB Executive Committee in the manner stated in subparagraph 2, below. The rights and remedies granted to a disappointed Bidder are to the exclusion of all other rights and remedies of such disappointed Bidder against the MWDB, the State of South Carolina at common law or otherwise for the loss or potential loss of award of a contract under this solicitation.
2. The complaint must be submitted in writing to the Chairperson of the MWDB and must specifically state the decision, the basis for the complaint, and the remedy sought by the complainant. The appeal must be made within fifteen (15) days of the issuance of the RFP; any amendment to the RFP; the intended award pursuant to the RFP; or, the award of the contract.

***NOTE: The appeal process is established to provide recourse for Bidders who think that their proposal did not receive proper consideration. Bidders entering an appeal should be prepared to document specific facts that put the aggrieved Bidder at a competitive disadvantage and document violation of specific sections(s) of the Act or Regulations. Bidders cannot appeal simply because they believe their program to be superior to any selected. The MWDB reserves the right to refuse to consider any appeal that does not identify specific procedural shortcomings.***

#### **M. BIDDER'S RESPONSIBILITY**

All Bidders are responsible for understanding conditions relating to the scope and restrictions of work to be done as a result of this request. The failure of Bidders to acquaint themselves with instructions, conditions, and information relative to the RFP and its scope of work does not relieve them of any obligation with respect to this request or to the contract.

#### **N. AFFIRMATIVE ACTION**

Bidders who are awarded contracts will comply with all Federal and State requirements concerning fair employment. As a condition to the award of financial assistance under WIOA, the grant applicant assures that it will comply with nondiscrimination and equal employment opportunity provisions of WIOA with respect to the operation of WIOA programs or activities.

#### **O. OPTIONS TO EXTEND**

It is the intention of the Midlands Workforce Development Board to select a provider for a four (4) year period – initial contract period, and three subsequent years. Contracts and budgets for PY21, PY22 and PY 23 will be contingent upon variable to include but not limited to: need, available funding, contract compliance, and performance. Based upon funding availability, the MWDB may extend a contract period of performance if it appears to be in the best interest of the MWDB and is agreeable with the contractor. If performance is satisfactory and grant administration is found to be in compliance with all program regulations, the Grant may be extended on a year-by-year basis for up to three additional years. MWDB may adjust slot levels; number of participants served; and/or associated costs at any time during the contract period.

#### **P. STAFF QUALIFICATIONS**

For each proposed staff position, the Bidder must provide education and experience requirements and performance standards that staff will be expected to meet. Bidders should address special computer and technological skills of staff

persons that will be essential to efficient use and maintenance of the WIOA customer tracking system. The Bidder should provide information on WIOA-relevant workshops, conferences, seminars, professional organizations and/or other activities key staff members have participated in over the past two years to stay abreast of current and best practices in the employment and training field. For vacant staff positions, Bidders should attach a statement of their commitment to hire qualified staff and to ensure that staff will stay current and knowledgeable in all areas associated with their job responsibilities. If the staff person is known, a resume for that individual should be attached to the job description(s). There are a significant number of non-native English speakers in the pool of participants transitioning from the existing program. The successful Bidder should be prepared to staff accordingly.

The Midlands area is committed to continuous improvement and as such encourages staff development and training opportunities for professional staff. In addition to attendance at State and Regional conferences, the Midlands area seeks to fill staff positions with highly qualified and certified individuals. Appropriate workforce professional certifications are available at a number of vendors. By the third quarter of program operation, a minimum of 50% of the total staff should be certified as Career Development Facilitators (CDF) or Certified Workforce Development Professionals (CWDP).

#### **Q. AUDIT/MONITORING EXCEPTIONS**

No contracts will be finalized with approved Bidders who have outstanding audit resolutions and/or monitoring exceptions unless negotiations have been initiated and the MWDB staff determines that a resolution is forthcoming. Funding under this RFP may be decreased by an amount equal to costs disallowed as a result of any prior financial and compliance audit, monitoring, or otherwise.

#### **R. FORMAT FOR PROPOSAL**

Proposals are to be designed to provide the MWDB with a straightforward presentation of the Bidder's ability to satisfy the requirements of this RFP. Bidders must address the technical and cost factors associated with the proposal. The proposal must, therefore, be prepared in accordance with the format outlined in the Evaluation Criteria, Technical Response Package and Budget Response Package. Elaborate brochures and other promotional materials are not desired.

#### **S. ERRONEOUS PROPOSAL**

Correction or withdrawal by the Bidder of an inadvertently erroneous proposal, before proposal opening or withdrawal by the Bidder of an inadvertently erroneous proposal afterwards based on such mistakes, may be permitted. Each written request to correct or withdraw a Grant application must document the fact that the Bidder's error would cause him substantial loss.

#### **T. PROPOSAL AND PRESENTATION COSTS**

The Bidder will bear all costs associated with the preparation and any oral presentation of the proposal. The MWDB will pay on behalf of its own employees and agents the cost of all reasonable travel and living expenses associated with evaluation visits to a Bidder's location.

#### **U. PROPOSAL CONSTITUTES OFFER**

By submitting a proposal, the Bidder agrees to be governed by the terms and conditions as set forth in this document, in the Workforce Innovation and Opportunity Act and any changes in the WIOA Federal Regulations. Any proposal containing variations from the terms and conditions of this RFP, at the sole discretion of the MWDB, may be determined unresponsive. Any inconsistencies between the RFP and other contractual instruments shall be governed by the terms and conditions of the RFP, except where subsequent amendments to any award resulting from this RFP are specifically agreed to in writing by the parties to supersede any such provisions of this RFP.

## **V. MWDB RIGHTS AND OBLIGATIONS**

The MWDB reserves the right to select such Bidders which it deems appropriate and are not bound to accept any proposal based on price alone, further reserving the right to reject any and all proposals if it is deemed to be in the best interest of the Midlands Workforce Development Area. The MWDB, Central Midlands Council of Governments (CMCOG), nor any agent thereof, on behalf of the MWDB or the CMCOG, will be obligated in any way, by any Bidder's response, to this RFP.

## **W. SPECIFICATIONS MANDATORY**

In order to have an acceptable proposal, the Bidder shall meet all of the specification requirements set forth in Parts I-VI and the Budget Sheets of this RFP. By incorporating these specifications into the proposal the Bidder is agreeing to comply with them, subject to acceptance by the MWDB of any amendments submitted by the Bidder.

## **X. SUBCONTRACTS/SUBTIER AGREEMENTS**

If the Bidder plans to subcontract any activities or funds pursuant to an award, a copy of the proposed subcontract agreement must be attached as a part of the proposal. No part of a proposal (or subsequent contract) may be subcontracted without prior written approval by the MWDB. The Bidder in subcontracting of any of the services and/or activities hereunder expressly understands that in entering such subcontracts, the MWDB is in no way liable to the subcontractor.

## **Y. CONTRACT AWARD**

Contracts shall be awarded to responsive Bidder(s) whose proposal are determined to be most advantageous, taking into consideration the evaluation factors set forth hereinafter. However, the right is reserved to reject any and all proposals received, and in all cases the MWDB will be the sole judge as to whether a Bidder's proposal has or has not satisfactorily met the requirements of this RFP, as governed by the SC Consolidated Procurement Code and Regulations. Terms and conditions that are included in this RFP will be part of all Contracts awarded. Terms and Conditions may be subject to changes as a result of changes in (1) Federal or State Code and/or Regulations, (2) MWDB policy or (3) administrative procedure. Notice will be mailed to Bidders, informing them of the success or lack thereof, of their proposal to receive an award.

## **Z. ADDITIONAL INFORMATION**

The following items do not need to be considered when making a proposal. These items have been purchased previously and will be available once the contract is awarded.

- Participant Assessments - TABE, WIN, WorkKeys
- SC Works facility costs (rent, utilities, janitorial, etc.)
- Equipment/Furniture in SC Works Centers – desks, chairs, computers for staff, phone system and copier, meeting space/classroom furniture (conference tables, chairs, computer labs)

# 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 19-01**

Name of Bidder: \_\_\_\_\_

Activity Proposed: \_\_\_\_\_

Name of Signatory Official: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Official Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone 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)**

- |  |  |
|--|--|
| <input type="checkbox"/> ELIGIBILITY DETERMINATION     | <input type="checkbox"/> FOLLOW-UP SERVICES (12-MONTHS)  |
| <input type="checkbox"/> OUTREACH, INTAKE, ORIENTATION | <input type="checkbox"/> COMPREHENSIVE ASSESSMENT        |
| <input type="checkbox"/> INITIAL ASSESSMENT            | <input type="checkbox"/> INDIVIDUAL EMPLOYMENT PLAN      |
| <input type="checkbox"/> LABOR EXCHANGE SERVICES       | <input type="checkbox"/> CAREER PLANNING, COUNSELING     |
| <input type="checkbox"/> REFERRALS TO PROGRAMS         | <input type="checkbox"/> SHORT-TERM PRE-VOC. SKILLS TRNG |
| <input type="checkbox"/> LABOR MARKET INFORMATION      | <input type="checkbox"/> WORK EXPERIENCE OR INTERNSHIPS  |
| <input type="checkbox"/> PERFORMANCE, COST INFO        | <input type="checkbox"/> OUT OF AREA JOB SEARCH          |
| <input type="checkbox"/> SUPPORTIVE SERVICES INFO      | <input type="checkbox"/> FINANCIAL LITERACY SERVICES     |
| <input type="checkbox"/> UI INFORMATION AND ASSISTANCE | <input type="checkbox"/> ENGLISH LANGUAGE ACQUISITION    |
| <input type="checkbox"/> FINANCIAL AID INFORMATION     | <input type="checkbox"/> WORKFORCE PREPARATION           |
| <input type="checkbox"/> BUSINESS SERVICES             |  |

**TRAINING SERVICES (A/DW)**

- |   |  |
|---|--|
| <input type="checkbox"/> OCCUPATIONAL SKILLS TRAINING   | <input type="checkbox"/> CUSTOMIZED TRAINING           |
| <input type="checkbox"/> ON-THE-JOB TRAINING (OJT)      | <input type="checkbox"/> JOB READINESS TRNG COMBO      |
| <input type="checkbox"/> WORKPLACE TRAINING W/INSTRUCT. | <input type="checkbox"/> ADULT ED. & OCCUPATIONAL TRNG |
| <input type="checkbox"/> SKILL UPGRADING AND RETRAINING | <input type="checkbox"/> INCUMBENT WORKER TRNG         |
| <input type="checkbox"/> ENTREPRENEURIAL TRAINING       | <input type="checkbox"/> TRANSITIONAL JOBS             |

**YOUTH SERVICES**

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

**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.

### **SECTION 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.

<b>A. Program Effectiveness</b>	<b>Weight 30</b>
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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 and not remedial unsustainable 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>B. Performance (Demonstrated/Projected)</b>	<b>Weight 20</b>
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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?

<b>C. Bidder's Qualifications</b>	<b>Weight 20</b>
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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?

<b>D. Fiscal Responsibility</b>	<b>Weight 20</b>
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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?

<b>E. General Responsiveness</b>	<b>Weight 10</b>
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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: \_\_\_\_\_

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

3. What was your overhead rate for your last completed fiscal year? \_\_\_\_\_

4. 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.

- a. 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.
- b. 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)**

## Midlands Workforce Development Area Budget Summary

Bidder: \_\_\_\_\_ Solicitation #: \_\_\_\_\_

Activity Designation: \_\_\_\_\_

	<u>Adult</u>	<u>Dislocated Worker</u>	<u>Youth</u>
<b>I. Administration:</b>			
1. Salaries & Fringe Benefits	_____	_____	_____
2. Non-Instructional Equipment	_____	_____	_____
3. Operating Expenses	_____	_____	_____
4. Indirect Costs	_____	_____	_____
5. Sub-Total	_____	_____	_____
<b>II. Non-Administration:</b>			
1. Salaries & Fringe Benefits	0	0	0
2. Indirect Costs	0	0	0
3. Operating Expenses	\$0	\$0	\$0
4. Work-Based Learning Activities	\$0	\$0	\$0
5. Instructional Training	\$0	\$0	\$0
6. Supportive Services	\$0	\$0	\$0
7. Assessment	\$0	\$0	\$0
8. Incentives	_____	_____	\$0
9. Other	_____	_____	_____
10. Sub-Total	_____	_____	_____
<b>III. TOTAL GRANT COST (I+II)</b>	_____	_____	_____



**Midlands Workforce Development Area  
Operating Expenses**

Bidder: \_\_\_\_\_  
Solicitation #: \_\_\_\_\_

Operating Expenses	Cost Per Month	# of Months	Total Amount	Adult		Dislocated Worker		Youth	
				%	Amount	%	Amount	%	Amount
1. Supplies			\$0		\$0		\$0		\$0
2. Communications			\$0		\$0		\$0		\$0
3. Postage			\$0		\$0		\$0		\$0
4. Travel			\$0		\$0		\$0		\$0
5. Equipment Rent			\$0		\$0		\$0		\$0
6. Equipment Expense			\$0		\$0		\$0		\$0
7. Premises Rent			\$0		\$0		\$0		\$0
8. Premises Expense			\$0		\$0		\$0		\$0
9. Miscellaneous			\$0		\$0		\$0		\$0
10. Capital			\$0		\$0		\$0		\$0
<b>TOTAL</b>			\$0		\$0		\$0		\$0

**Midlands Workforce Development Area  
Participant Services**

**Bidder:**  
**Solicitation #:**

	Cost per Participant	No. of Participant	Total Cost	Adult		Dislocated Worker		Youth	
				%	Amount	%	Amount	%	Amount
I. Instructional Training									
1. Basic Skills/Diploma/GED			\$0		\$0		\$0		\$0
2. Occupational Classroom Training/ITA			\$0		\$0		\$0		\$0
TOTAL			\$0		\$0		\$0		\$0
II. Assessment Materials									
III. Work-based Learning Activities									
1. Work-Experience									
2. Transitional Jobs									
3. Internships/Apprenticeship									
4. On-the-Job Training									
5. Other									
TOTAL					\$0		0		0
IV. Supportive Services									
1. Transportation									
2. Childcare									
3. Books, Supplies, Uniforms, Tools, Fees									
4. Other									
TOTAL					\$0		\$0		\$0
V. Incentive Payments									
TOTAL									