

WIOA One Stop Operator Request for Proposal (RFP)



Carrie Symes, Equal Opportunity Officer: 1174 Elk Street, PO Box 831 Franklin, PA 16323, 814-758-0659 or 711. WIOA Equal Opportunity Employer/program; auxiliary aids and services are available upon request to individuals with disabilities. This Request for Proposal is 100% supported by the PA Department of Labor and Industry of the U.S. Department of Labor, as part of a \$4,993,899 award with \$0 (0%) financed from non-governmental sources.

Disclaimers

- The RFP and related documents provide the official record.
- Slides offer highlights of the RFP content and will be posted.
- Updated Q&A document will be posted following the conference at www.nwpajobconnect.org/grants-rfps/
- See pages 21-24 in the RFP for disclaimers and provisions associated with this RFP.
- RFP awards are dependent on the availability of funding.

Agenda

Introductions

Q&A Process

Overview of proposal/Timeline

Organizational Structure

Deliverables

Sites/Mobile and Virtual Service Delivery

Budget/Contracts

Proposal Submission Information

Scoring/Evaluation Criteria

Thank you/Closing Remarks

Q & A Process

Questions must be submitted by December 30, 2024 to the email participate@nwpajobconnect.org

Any questions added to the Chat during the bidder's conference will not be answered. All questions must be submitted to participate@nwpajobconnect.org

All questions and answers will be published at www.nwpajobconnect.org/grants-rfps/

RFP Timeline

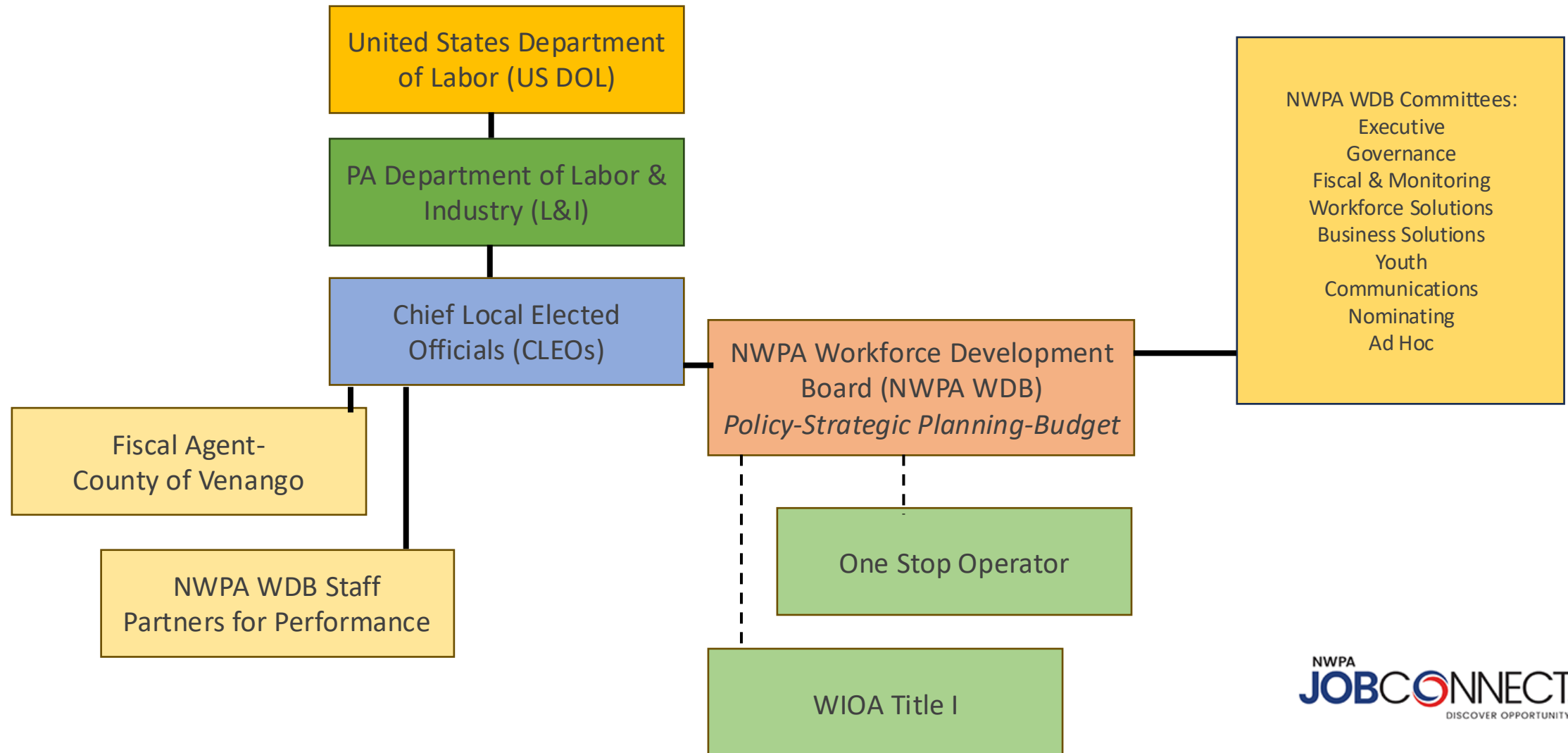
RFP released	November 18, 2024
Bidder's Conference	December 11, 2024
Letter of Intent	December 30, 2024
Last day to submit RFP questions	December 30, 2024
PROPOSAL DEADLINE	January 10, 2025 at 11:00 AM EST
Proposal evaluation process	January through February 2025
Contract recommendation presented for NWPA Job Connect approval	March 14, 2025
Contract negotiation	May-June 2025
Program implementation	July 1, 2025

participate@nwpajobconnect.org

Proposal

- The proposal is for the WIOA One Stop Operator RFP.
- Budget is \$250,000.
- The WIOA Title I Adult, Dislocated Worker, and Youth Program Services RFP is a separate RFP.
- Ensure proposals follow the guidelines listed in the RFP.
- Proposals must be received by email to participate@nwpajobconnect.org by January 10, 2025. No exceptions.
- Incomplete or late proposals will be administratively rejected.
- The contract period is July 1 2025-June 30, 2026.

Organizational Structure



Deliverables

- Develop a system-wide approach to maximize resources and provide a comprehensive array of services to the targeted populations.
- Maintain two (2) comprehensive PA CareerLink® centers-oversight of daily operations, coordinating partners; continuous improvement of customer service and staff development.
- Maintain and build new partnerships to continue the mobile and virtual outreach services currently being provided.
- Ensure knowledge and understanding of the performance negotiation goals. Ensure timely data entry in the state system of record (CWDS) to meet negotiated goals.
- Partner Memorandum of Understanding (MOU)
- Infrastructure Funding Agreement (IFA)
- PA CareerLink® Certification
- Implement policies, procedures and service delivery strategies in alignment with WIOA regulations and NWPA Job Connect Board goals and priorities.

Sites/Public Access

- PA CareerLink® - Erie County
- 1647 Sassafras Street, Ste. 300, Erie, PA 16502
- Phone: (814) 455-9966
- Hours of Operation: Monday – Friday 8:30 a.m.- 4:30 p.m.
- Type of Site: Comprehensive, Full Service

- PA CareerLink® - Oil Region TBD
- Hours of Operation: Monday – Friday 8:30 a.m. – 4:30 p.m.
- Type of Site: Comprehensive, Full Service

- Public Access Sites:
 - Multiple Agencies and Libraries across the six-county region.
 - Set times and can also be by appointment.
 - ADA Workstations available.

Mobile/Service Delivery

Mobile Service Delivery:

- Multiple Agencies and Libraries across the six-county region.
- Designated staff provide services at these locations at set times as well as appointments.
- PII/Confidentiality policies and regulations must be followed.
 - Locked boxes/bags are required for transporting documentation.
 - Staff equipment is also required.

Virtual Service Delivery-

- Currently Ring Central is being utilized.
- Electronic Signatures are acceptable.

Budget/Contract

The RFP Budget Summary Form must be completed. Can be found on the Grants page of the NWPA Job Connect website. The County of Venango is the fiscal agent for NWPA Job Connect and as such is the official grantee of WIOA Title I funds. All costs reflected in the budget must be necessary and reasonable.

Funding Allocations –

- WIOA Title I program services funding is allocated across the six-county local workforce development area based on population estimates, with 53% of the funding allocated for Erie County and 47% of the funding allocated across Clarion, Crawford, Forest, Venango and Warren Counties.
- Total administrative/indirect costs must be limited to no more than 10% of the total budget.
- Please refer to WIOA Final Rule Section 683.215 for a definition of what functions and activities constitute the cost of administration.

Budget/Contract Continued

Profit

Fair and reasonable profit will be determined with consideration to the following: 1) complexity of work; 2) risk borne by contractor; 3) contractor's investment; and 4) quality of past performance. Under no circumstances will profits exceed 10% of the contract amount. Per 2 CFR §200.323(d) Contract Cost and Price – the cost plus a percentage of cost method of contracting must not be used.

Infrastructure Funding Agreement

- The Infrastructure Funding Agreement is an agreement between NWPA Job Connect and all the financial partners within a PA CareerLink® location.
- The agreement supports and documents the processes used by the parties to define, allocate and share the operating costs and resources of the PA CareerLink® location.
- This agreement requires review by the Commonwealth of Pennsylvania, Department of Labor and Industry, to ensure compliance with WIOA.
- An Infrastructure Funding Agreement that covers each PA CareerLink® location must be approved and implemented.
- The successful contractor(s) will need to collaborate in the completion of an Operating Budget for each PA CareerLink® where they are collocated.
- However, for purposes of this RFP, PA CareerLink® overhead costs associated with the Operating Budget should not be included and have been subtracted from the estimated program funding amount.
- Budget proposals should only be based on costs associated with personnel, operating expenses (outside of PA CareerLink® shared costs), participant costs and administrative/indirect costs.
- Final funding awards will be based upon WIOA funding allocations, NWPA Job Connect priorities, and other factors at the discretion of NWPA Job Connect and the CLEOs.

One Stop Operator Contractor Eligibility

The type of entities that may be an operator include:

- A community-based organization
- Employment Service State agencies under Wagner-Peyser Act
- A for-profit entity (e.g., a corporation, incorporated consultancy or agencies)
- A government agency (e.g., state agency, local or county government, school district)
- Indian Tribes or Tribal organizations
- An institution of higher education
- An interested organization capable of carrying out the duties of the operator (e.g., a chamber of commerce, an economic development corporation or a labor market organization)
- Local workforce development boards under the following conditions: if the local board complies with state policy and associated guidance; if the local board complies with the competition requirements in 20 CFR §§ 678.605(c) and 678.615(a); and if after the competition process the local board is selected as the operator, the Chief Local Elected Officials and the Governor agree to the selection of the local board.
- A non-profit organization
- A nontraditional public secondary school (e.g., night school, adult school, or an area career and technical education school)
- A workforce intermediary (e.g., quasi-governmental bodies such as a county commission)

One Stop Operator Eligibility Continued

- **Note:** Elementary schools and secondary schools are not eligible to be an operator.
- All applicants must disclose any potential conflicts of interest arising from their relationships with training or other service providers.
- In addition, all applicants must ensure that they do not and will not establish practices that create disincentives to providing services to individuals with barriers to employment that may require longer-term services, such as intensive employment, training, and education services.

Proposal Submission Information

- Deadline for Submission : January 10, 2025, at 11:00 AM EST
- All proposals must be formatted, organized, and assembled as follows:
 - ❖ All responses must be typed on 8 ½ x 11- inch paper
 - ❖ Single-sided, single-spaced using a minimum 12-point font
 - ❖ Minimum 1-inch margins- top, bottom, and sides
 - ❖ Pages must be numbered
 - ❖ Each page should have a footer with the name of the agency submitting the proposal
 - ❖ Proposals must be submitted only in electronic PDF format via email to: participate@nwpajobconnect.org

Proposal Submission Information

WIOA ONE STOP OPERATOR CONTRACTOR PROPOSAL OUTLINE

Page Limits

- Proposal Cover Sheet (1 page)
- Table of Contents, including page numbers and major headings (2 pages)
- Narrative Section 1: Summary of Proposed Services
- Narrative Section 2: Organizational Capacity
- Narrative Section 3: Program Design, Approach, and Implementation
- Narrative Section 4: Tracking Performance Measures and Monitoring
- Narrative Section 5: Budget Justification and Leveraging
- Narrative Section 6: Transition Plan
 - (Total of Narrative Sections 1 – 6 above is 15 total pages. 15 pages is the maximum number of pages.)
 -
- Funding Reference Sheet (1 page)
- Past Performance (1 page)
- Budget Form (2 pages)
- Budget Narrative (2 pages)
- Organizational Chart (1 page)
- Staffing Plan/Job Descriptions /Resumes (2 pages) (resumes are not counted in the page limits)
- Certification Regarding Drug Free Workplace Requirements (2 pages)
- Certification Regarding Lobbying (1 page)
- Certification Regarding Debarment, Suspension, etc. (1 page)
- Organization's Most Recent Financial Audit (not counted in the page limits)

- Note: Any additional material provided by the applicant will not be included in the proposal evaluation. Therefore, all RFP requirements should be addressed within the narrative and required forms.

Scoring/Evaluation Criteria

- Proposals are reviewed and scored by the NWPA Job Connect Ad Hoc RFP Committee.
- RFP awards are dependent on the availability of funding.
- There is no requirement to award funds.
- Categories being scored with point values : (Reference pages 12-15 of the RFP)
 - Summary of Proposed Services (10 points)
 - Organizational Capacity (20 points)
 - Scope of Work, Approach, and Implementation (40 points)
 - Performance Outcomes and Deliverables (20 points)
 - Budget Justification and Leveraging (10 points)

Thank You/Closing Remarks

Thank you for attending the One Stop Operator Bidder's Conference.

Questions must be submitted to participate@nwpajobconnect.org no later than December 30, 2024.

All questions and answers will be posted at www.nwpajobconnect.org/grants-rfps/

Last day to submit Proposals is January 10, 2025 by 11:00 AM EST to participate@nwpajobconnect.org