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# **East Central Iowa Workforce Development Board**

## **Request for Proposal (RFP)**

### **Workforce Innovation and Opportunity Act (WIOA)**

#### **One-Stop Operator**

##### **Release Date**

This RFP was released on October 5, 2020

##### **Proposal Submission Details**

Please submit ONE electronic proposal and attachments to  
Heather@workforcedevelopmentboards.com

##### **Due Date**

November 2, 2020 by 4:00 PM Central Time

##### **Contract Period**

January 1, 2021 to June 30, 2021  
Possible extension for up to three (3) years

*Auxiliary aids and services are available upon request for individuals with disabilities.*

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## Request for Proposal Timeline

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October 5, 2020	Solicitation for Proposals Released – Available at <a href="https://www.iowawdb.gov/east-central/home">https://www.iowawdb.gov/east-central/home</a>
October 5 – October 9, 2020	Question Period. Written questions regarding RFP scope, content, or need for clarification accepted. Email questions to <a href="mailto:Heather@workforcedevelopmentboards.com">Heather@workforcedevelopmentboards.com</a>
October 16, 2020	Answers to all questions received regarding the RFP will be posted on the Board website at <a href="https://www.iowawdb.gov/east-central/home">https://www.iowawdb.gov/east-central/home</a>
November 2, 2020	Proposals due by 4:00 p.m. CST, incomplete or late proposals will not be accepted.
December 3, 2020	The LWDB and CEOs will select awardee(s) during their regularly scheduled meeting.
January 1, 2021 – June 30, 2021	Period of performance, with a possible extension of up to two years.

All times shown are Central Standard Time (CST). The East Central Iowa Workforce Development Board (ECIWDB) reserves the right to adjust the schedule when it is in the best interest of the Board or to extend any published deadline in this RFP. The Proposal and all required attachments must be received at the ECIWDB Administrative email by the dates and times shown above. The prospective bidder is solely responsible for assuring that anything sent to the ECIWDB is on time.

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## Resource Information

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The United States Department of Labor has a WIOA Online Community of Practice that provides information sharing needed to implement and maintain WIOA at:

<http://on.workforcegps.org>

WIOA law and regulations can be found at: [www.doleta.gov/wioa/](http://www.doleta.gov/wioa/)

Iowa Workforce Development Policies are available at:

<https://epolicy.iwd.iowa.gov/Policy/Home>

East Central Iowa Workforce Development Board Procurement Policy:

[www.iowawdb.gov/east-central/home](http://www.iowawdb.gov/east-central/home)

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## SECTION 1- Introduction and Background

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### Introduction

East Central Iowa Workforce Development Board is one of nine Workforce Development Boards in Iowa designated by the Governor under the Workforce Innovation and Opportunity Act. For the purposes of this Request for Proposal (RFP), East Central Iowa Workforce Development Board will be referred to as ECIWDB. The East Central Iowa Workforce Development Area oversees the workforce services in the counties of Benton, Cedar, Iowa, Johnson, Jones, Linn and Washington.

The Local Area American Job Centers (also referred to as One-Stop Centers/Iowa**WORKS**) are designed to provide a full range of services and assistance opportunities to job seekers and employers under one roof. Established under the Workforce Innovation and Opportunity Act the American Job Centers offer referrals to employment, work-based learning opportunities, career counseling, job listings, recruitment and incentive services to employers, access to training programs and similar employment-related services. The two American Job Centers in the East Central Iowa Workforce Development Area are located in Cedar Rapids and Iowa City. Currently there are no affiliate sites in the Local Area but this is subject to change.

In addition, American Job Centers have business service staff comprised of professionals who work directly with employers to meet their specific staff needs at no cost to the employer. Services available to employers include online posting of job vacancies, screening of applicants, job seeker resume searches, applicant referrals, individual hiring events and job fairs, and Rapid Response assistance to employers dealing with layoffs or company closure.

The ECIWDB's vision is all residents of the seven counties in the East Central Iowa Workforce Development Area particularly those with barriers to employment, will have access to innovative workforce services, integrated training and education programs, and direct support services. This collaboration between Core Partners will provide the required knowledge, skills, and credentials necessary for securing sustainable employment that strengthens the local economy and meets the needs of our local business community.

The ECIWDB aims to foster a dynamic, integrated, and ever-improving workforce development system in which employers and individuals have ready access to a network of information and services responsive to their unique employment needs in order to provide local area residents with access to the literacy, education, vocational rehabilitation programs, and workplace skills necessary for self-sufficient employment and advancement. Further, ECIWDB aims to empower East Central Iowa Workforce Development Area youth with the knowledge, skills, and behaviors necessary for employment and economic independence in high-skilled, high-wage careers, and lifelong learning.

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The three hallmarks of WIOA include:

1. The needs of businesses and workers drive workforce solutions, and local boards are accountable for this within the communities they serve.
2. One-Stop Centers provide excellent customer–centric services and focus on continuous improvement; and,
3. The workforce system supports strong local economies and plays an active role in community and workforce development.

The ECIWDB is seeking proposals for a public, private, non-profit entity or consortium of entities to serve as one-stop operator (the subrecipient) for the comprehensive, affiliate, and satellite One-Stop Centers in the East Central Iowa Workforce Development Area. This Request for Proposal was prepared based upon the Workforce Innovation and Opportunity Act of 2014 (WIOA) and associated U.S. Department of Labor Regulations and guidance. This federal law was implemented to consolidate, coordinate, and improve employment, training, literacy and vocational rehabilitation programs in the United States. WIOA provides the framework for a national workforce preparation system that is flexible, responsive, customer- focused, and locally managed. Mandatory core program partners include: Adult/ Dislocated Worker/Youth, Wagner-Peyser, Adult Education and Literacy, and Vocational Rehabilitation, along with required partners specified in the Act.

Required Program Partners must participate in the Memorandum of Understanding (MOU) process and provide coordinated services with the comprehensive One-Stop Centers. Required Program Partners include the four Core Program Partners as well as Career and Technical Education, Title V Older Americans, Job Corps, Native American Programs, Migrant Seasonal Farmworkers, Veterans, YouthBuild, Trade Act, Community Services Block Grant, HUD, Unemployment Compensation, Second Chance, and TANF. In the event any of the required partners do not have funding in the East Central Iowa Workforce Development Area, their participation is waived.

Offerors are strongly encouraged to read Training and Employment Guidance Letter 04-15 issued by the U.S. Department of Labor that outlines the vision for the One-Stop system under WIOA.

## Background

On July 22, 2014, President Barack Obama signed into law the Workforce Innovation and Opportunity Act (WIOA). WIOA is designed to improve and streamline access to federally funded employment, education, training, and support services. Congress passed the WIOA by a wide bipartisan majority and it is the first legislative reform in 15 years of the public workforce system.

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Every year, the key programs forming the pillars of WIOA help tens of millions of jobseekers and workers to connect to good jobs and acquire the skills and credentials needed to obtain them; and it connects employers with skilled workers needed for global economic competition. The enactment of WIOA provides an opportunity for reforms to ensure the One-Stop Delivery System (also known as the American Job Center System) is job-driven, responding to the needs of employers, and preparing workers for jobs that are available now and in the future. The terms and conditions of this RFP may change based on WIOA legislation. The successful respondent to this RFP will be expected to remain informed on WIOA regulations and requirements. For more information on WIOA please visit <http://www.doleta.gov/wioa>.

WIOA is built around the following key principles:

- Increase access and opportunity, particularly for those individuals with barriers to employment, to ensure success in the labor market.
- Support the alignment of workforce investment, education, and economic development systems in support of a comprehensive, accessible, and high-quality workforce development system.
- Improve the quality and labor market relevance of workforce investment, education, and economic development efforts to provide workers with the skills and credentials necessary to secure and advance in employment with family-sustaining wages, and to provide employers with the skilled workers they need to succeed in a global economy.
- Promote improvement in the structure and delivery of services to better address the employment and skill needs of workers, jobseekers, and employers.
- Increase the prosperity of workers and employers and the economic growth of communities, local areas, and states, and the global competitiveness of the United States.
- Provide workforce investment activities, through statewide and local workforce development systems, that increase the employment, retention and earnings of participants, and increase attainment of recognized postsecondary credentials by participants.

The ECIWDB provides policies, guidance, and oversight for the WIOA programs in the East Central Iowa Workforce Development Area. The purpose of the ECIWDB is to facilitate, plan, and coordinate workforce development resources to maximize the efforts of government, business, and education.

Through collaborative partnerships, the ECIWDB is the local policy organization responsible for the planning, oversight, and coordination of workforce development initiatives that help support economic development in the East Central Iowa Workforce Development Area. ECIWDB provides leadership to the local workforce system by promoting the delivery of comprehensive employment and training services, providing guidance, and exercising independent oversight regarding activities under WIOA and other programs within the Iowa **WORKS** offices.

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## **SECTION II- One-Stop Operator Responsibilities, Budget, and Performance**

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### **One-Stop Operator Roles and Responsibilities**

The one-stop operator must coordinate the service delivery of core and required one-stop partners and other community partners working with the comprehensive, affiliate, and satellite One-Stop Centers. This includes managing partner responsibilities that are outlined in the local Memorandum of Understanding (MOU). The WIOA MOU serves the key purpose of defining partner roles and focuses, in part, on the shaping of the workforce system. This includes the sharing of resources, referral agreements, etc. In the end, the overall goal is to ensure efficiency within the East Central Iowa Workforce Development Area.

#### **Responsibilities**

- Develop an in-depth understanding of the one-stop partner programs, services and performance requirements.
- Hold monthly core partner meetings.
- Hold quarterly required partner meetings.
- Implement a customer survey for continuous improvement.
- Ensure cross training of staff for core partner programs.
- Assist the board in ensuring all partners are fulfilling responsibilities as outlined in the Memorandum of Understanding (MOU).
- Submit written reports to the board and CEOs and participate in committee meetings.
- Hold ongoing meetings with the ECIWDB executive director.
- Implement strategies to improve information sharing among partner programs.
- Recommend strategies to increase partner referrals and co-enrollments.
- Stay on time and in budget.
- Keep appropriate records in an auditable manner as required by federal or state statutes and regulations, or ECIWDB requirements.

### **One-Stop Operator Budget**

Proposals must include a budget detailing all costs related to one-stop operator services. Based on responsibilities assigned to the one-stop operator, it has been determined that all costs are program costs. In the event a proposal is submitted on behalf of/by a consortium, the budget must clearly show how any proposed shared costs of the one-stop operator will be funded. All proposals must include a lead staff person and associated expenses including wages, benefits and other costs. Staffing costs should consider the percentage of time an individual will spend on one-stop operator responsibilities.

Indirect costs and allocated costs can be charged to the contract(s) only if the bidder has an approved indirect cost plan or cost allocation plan included with the budget. The budget should be presented for the period of time that is shown in the Dates and Deadlines section of this RFP.

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Budget forms are provided in the attachments of this RFP. The provided forms are to be used to present the proposed budget.

Proposers should include costs such as, but not limited to:

- Staff Salaries
- Staff Fringe Benefits
- Staff Travel and Training
- Insurance
- Supplies
- Equipment
- Contract Management/Indirect Rate
- Audit

## Key Performance Indicators

### Key Indicators of Performance

- Coordinate 3 core partner meetings quarterly
- Coordinate 1 required partner meeting quarterly
- Maintain a customer satisfaction of at least 85%
- Coordinate a minimum of 2 cross training activities each quarter
- Submit quarterly reports to the board and CEOs
- Attend committee meetings as designated by the board
- Meet with the ECIWDB executive director on a regular basis

The determination of whether or not one-stop operator performance measures have been met will be made on a quarterly basis. To be determined to have satisfactory performance, the subrecipient(s) must meet or exceed the performance items in 5 of the 7 measures shown above.

## Performance

In the event the selected bidder's performance of the services described in this RFP does not result in the goals defined above, the ECIWDB or designated representatives will work with the selected bidder to improve performance. However, especially in cases of chronic underperformance, the ECIWDB may implement corrective measures or terminate any agreement resulting from this RFP upon notice to the selected bidder.

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## SECTION III- General Terms and Conditions

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### Qualifications

To meet the WIOA requirements the ECIWDB is seeking an entity which will fulfill the role of a coordinator among the one-stop partners. Entities submitting a response to this RFP must be capable of carrying out the duties of the one-stop operator as described in Section II of this RFP. The entity selected to serve as the operator should:

1. Proposer must be able to identify and provide a single staff person that can be identified as and will fulfill the role of the one-stop operator and who can be held accountable for accomplishing the deliverables. Staff should have a bachelor's degree or higher in Human Services, Communications, Project Management, Business Operations or a related field, experience may substitute education.
2. The individual assigned to serve as the one-stop operator will be expected to devote 5 hours a week to this initiative. A defined schedule will be established for the individual or entity selected.
3. Preferred mediation or negotiation experience.
4. Preferred experience in public relations.
5. Preferred experience in bringing groups together and facilitating agency interactions where the goals and objectives may be similar but do not directly align.
6. Proposal must specify how the individual assigned to serve as the one-stop operator fits into bidder's organization. Please include an organizational chart indicating the chain of command for the one-stop operator.
7. If applicable, proposals must identify a lead staff person and indicate how the lead is compliant with firewall requirements between administration and Center operations as defined in the Workforce Innovation and Opportunity Act.
8. The one-stop operator will be expected to provide written progress reports in a format approved by the ECIWDB on a monthly basis and participate in meetings as applicable.

### Eligible Organizations

The types of entities that may serve as one-stop operators include, but are not limited to:

- A public, private, for-profit or nonprofit organization
- An institution of higher education
- Non-traditional public secondary schools, night schools, adult education schools, career and technical education schools

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- An employment service state agency established under the Wagner-Peyser Act
  - A government agency
  - A local workforce development board
  - Local chambers of commerce, business organizations, or labor organizations
  - Indian Tribes

## Type of Contract, Payment Process and Terms

The Board will use a cost-reimbursement contract. The selected subrecipient will be reimbursed for allowable actual service delivery costs on a monthly basis after submittal and approval of payment vouchers to the fiscal agent as instructed in the contract. The subrecipient will work closely with the fiscal agent, and the ECIWDB on the payment process and schedule.

Subrecipients will be required to submit to the ECIWDB an annual budget for each contract year. The ECIWDB will provide the subrecipient with budget parameters (including required timelines) based on preliminary/final allocation awards on an annual basis.

The contract and/or agreement resulting from this Request for Proposal begins January 1, 2021 and will be for a 6-month period ending on June 30<sup>th</sup>, 2021, with the potential of three renewable one-year terms through June 30<sup>th</sup>, 2024 based on achieved performance levels.

Once the contract and/or agreement has been awarded, the ECIWDB, in collaboration with the Chief Elected Officials, reserves the right to modify delivery design. In the event the modification requires additional labor hours on the part of the one-stop operator terms will be negotiated and the contract and/or one-stop operator agreement modified. The Board also reserves the right to de-obligate funds from the one-stop operator if contractual and/or agreement requirements are not met.

The successful bidder will be required to agree to the contract and/or agreement general terms and conditions, have all controls securely in place, and agree to comply with any policies created by the ECIWDB and any applicable federal or state policies, regulations, or laws. The successful bidder to this request for proposal may be expected to participate in contract negotiations to establish the exact services to be provided and the costs of those services if a proposal needs clarification. The final negotiated proposal narrative and budget schedule will constitute the Statement of Work for the contract and/or agreement. Applicants are advised that most documents in the possession of the ECIWDB are considered public records and subject to disclosure under Iowa Public Records Law.

This RFP is a competitive solicitation method being used by the East Central Iowa Workforce Development Area to maximize the likelihood of selecting a high performing, competent one-stop operator. Notice of this RFP will be published on the ECIWDB website. The Request for Proposal will be available for download from the website.

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## Funds Available

Funding for each program year is determined by the US Department of Labor based on an established formula for WIOA State Formula Funds awarded to states by no later than June of each year. Program Year 2020 amounts are subject to change, based upon the actual amount allocated to the local area and available carry-over funds. It is understood that funds will fluctuate from year-to-year. The contract agreement shall be modified to increase or decrease funding as needed to reflect actual federal funds received during the contract period. The successful subrecipient will be awarded a cost-reimbursement contract. The Board may expand the scope of the contract to include other workforce programs, funding or requirements that the Board deems necessary and appropriate. All agreements are subject to the availability of funds to the East Central Iowa Workforce Development Area.

Bidders should use the estimate below when crafting their proposal.

- Up to \$5,000 is available to fund this initiative depending upon the entity's time, experience and capability for the time period of January 1, 2021 – June 30<sup>th</sup>, 2021.

All proposals will be evaluated on the basis of obtaining the most cost-effective price possible while achieving the highest quality service delivery. A cost price analysis will be conducted on the proposed costs during the proposal review process. Agencies are encouraged to submit their best offer for providing the services solicited and to thoroughly describe and justify the costs. The cost and price analysis shall be conducted to ensure that the proposed costs are necessary, fair, and reasonable; to determine if the proposed costs are allowable and allocable; to determine if there is a duplication of costs with other programs; to ensure that the costs are directly associated with carrying out only the proposed services; and to ensure that the proposed costs will benefit the program.

## Termination Due to Non-Availability of Funds

Should a contract be awarded based on this proposal, the ECIWDB, notwithstanding anything in the signed Agreement to the contrary, and subject to limitations, conditions, and procedures set forth below, the ECIWDB, through its designated fiscal agent, shall have the right to terminate the Agreement without penalty by giving sixty (60) days written notice to the winning bidder/sub recipient as a result of any of the following:

- U.S. Congress fails to appropriate funds sufficient to allow the ECIWDB to operate as required and to fulfill its obligations under this Agreement
- If funds are de-appropriated or not allocated

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## Addenda to RFP

If it becomes necessary to revise any part of this RFP, an addendum will be posted on the ECIWDB website. Respondents are responsible for checking the website frequently to remain informed about the procurement process and other information that may affect this RFP, e.g. WIOA information, changes to KPIs, and revisions to the timeline.

## Questions/Restrictions on Communication

Any questions regarding this RFP should be addressed only to the Issuing Officer. All questions must be submitted via email no later than 4:00 p.m., on October 15, 2020 to Heather Garcia at [Heather@workforcedevelopmentboards.com](mailto:Heather@workforcedevelopmentboards.com). Questions will be responded to in writing and posted on the website. This website can be accessed at: [www.iowawdb.gov/east-central/home](http://www.iowawdb.gov/east-central/home). Staff supporting the daily operations of the One-Stop Centers are not able to assist or answer questions related to this RFP. Only the responses on the website are considered clarifications to the instructions contained in this RFP. In the event that responses modify any of the terms, conditions, or provisions of this RFP, documentation will be given via a subsequent amendment to the RFP.

It is the policy of the ECIWDB to prohibit ex-parte communication with any ECIWDB member, ECIWDB staff, CEOs, consultants, or other persons serving as an evaluator during the procurement process. Respondents that directly contact Board members or evaluators risk elimination of their proposals from further consideration. Any communication by telephone, email, letter, face-to-face conversation, or other off-the-record contact is strictly prohibited. Any discovered ex-parte communication will be provided to the Chair of the LWDB and Chief Lead Elected Official for review and appropriate action. Bidders who improperly influence the proposal review and evaluation process in any way will be subject to disqualification.

## Right to Cancel

The ECIWDB reserves the right to delay, amend, reissue, or cancel all or any part of this RFP at any time without prior notice. The ECIWDB also reserves the right to modify the RFP process and timeline as deemed necessary.

This RFP does not commit the ECIWDB to accept any proposal, nor is the ECIWDB responsible for any costs incurred by the respondent in the preparation of responses to this RFP. The ECIWDB reserves the right to reject any or all proposals, to accept or reject any or all items in the proposal. The ECIWDB reserves the right to negotiate with any respondent after proposals are reviewed, if such action is deemed to be in the best interests of the ECIWDB.

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## Incorporation of RFP into Contract

All conditions contained in this Request for Proposal and completed forms and any statements contained in the Request for Proposal will be incorporated into any contract regarding this matter. Failure of the contracting organization to accept these obligations may result in the cancellation of the selection. The subrecipient shall assume responsibility for all services offered in their bid proposal whether or not they were produced. The subrecipient will be responsible for all material errors and omissions in the performance of the contract.

## Additional Terms and Conditions

1. Implementation of this program may not occur prior to the start date of the contract period.
2. In the event of a conflict or ambiguity between the rules, terms, and conditions set forth in the RFP and the statutes, laws, Iowa Workforce Development (IWD) policies and regulations, the statutes, laws, IWD policies and regulations shall prevail. The ECIWDB shall be responsible for making all determinations in this regard.

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## **SECTION IV Subrecipient Responsibilities and Requirements**

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### **Records and Access**

The selected bidder shall cooperate fully with any reviews or audits of the activities under any agreement resulting from this RFP by authorized representatives of the ECIWDB or federal or state agencies and the selected bidder agrees to ensure to the extent possible the cooperation of its agents, employees and board members in any such reviews and audits. This provision shall survive the expiration or termination of any agreement resulting from this RFP.

The selected bidder must retain, secure and ensure the accuracy of all files and records, in compliance with WIOA requirements, related federal and state regulations, and the ECIWDB's record retention requirements. Bidder(s) will assure that all records pertaining to this agreement, including financial, statistical, property, and supporting documentation, shall be retained for a period of five (five) years from the date of: 1) final payment under this agreement, and 2) when all audits and litigation are complete and resolved. The selected bidder must allow the ECIWDB, its designated fiscal agent, and representatives of other regulatory authorities' access to all WIOA records.

The selected bidder is responsible for maintaining and securing files at all times, as well as ensuring privacy and protection of all personal information collected from participants per applicable laws, regulations and state policies. Confidentiality of participant information must be maintained and properly stored in a secured space with limited staff access. Each staff member who has contact with participants or participant information must receive training on confidentiality requirements. The selected bidder acknowledges that the use or disclosure of participant information for purposes other than the effective delivery of the services described in this RFP is strictly prohibited. Staff of the selected bidder may have access to this information only on a "need to know" basis. The selected bidder must inform employees that inappropriate use of such information may result in disciplinary action, including discharge, or criminal prosecution if the employee knowingly uses the information for fraudulent purposes.

### **Audit**

All organizations funded whether public or private, commercial or not-for-profit, receiving at least \$750,000.00 annually through federal grants regardless of the funding source will be required to conduct and submit an annual audit.

### **Contract Oversight and Evaluation**

The ECIWDB is responsible for all levels of program monitoring, compliance and evaluation for WIOA activities. The selected bidder will be required to keep good records and collect data that

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will help the ECIWDB comply with such requirements and sustain highly effective workforce development programming.

ECIWDB Responsibilities: monitor, evaluate and provide guidance and direction to the selected bidder in the conduct of services performed under any agreement resulting from this RFP. ECIWDB has the responsibility to determine whether the selected bidder expends funds in accordance with applicable laws and regulations, including federal audit requirements and will monitor the activities of the selected bidder to ensure such requirements are met. ECIWDB may require the selected bidder to take corrective action if deficiencies are found.

## Insurance

Each awarded entity must obtain and submit, prior to final execution of any contract, proof of insurance coverage, including general liability, property loss, and worker's compensation. The U.S. Department of Labor, the Iowa Workforce Development, and the ECIWDB assume no liability with respect to bodily injury, illness, or any other damages or losses, or with respect to any claims arising out of any activities undertaken as a result of the awarded contract. The awarded bidder shall ensure or otherwise protect itself concerning activities under the contract. Proof of the insurance and worker's compensation must be provided annually prior to any extensions, should the ECIWDB exercise renewal option(s).

### Insurance Limits

- Commercial General Liability - Combined Single Limit not less than \$1,000,000 per occurrence, with an annual aggregate of not less than \$2,000,000
- Worker's Compensation - Employers' Liability, \$1,000,000
- Automobile Liability coverage - Combined Single Limit of \$1,000,000

## Data Management System

When applicable the selected bidder will be required to utilize the IowaWORKS data management system as the information system of record and must ensure that all data is entered accurately and in a timely manner, adhering to all applicable data rules, regulations, and entry time requirements. Staff must be fully competent in utilizing IowaWORKS data management system, including querying and producing reports from the system regarding the ECIWDB. The ECIWDB will utilize data from the IowaWORKS data management system, as well as data collected from other sources, to determine program compliance and evaluate performance of the selected bidder. The selected bidder will adhere to the IowaWORKS data management system Process Guide and the IowaWORKS data management system Standard Operating Procedure Guide for guidance on proper documentation for WIOA and other IowaWORKS data management system participation. The bidder will participate in quality and compliance activities, as well as regular meetings and review of performance reports and other written reports when requested. The selected bidder will identify staff members whose work requires

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access to IowaWORKS and submit applications for IowaWORKS access per local protocols. IowaWORKS account credentials and login information may not be shared between staff members or other individuals. The selected bidder must submit notification if any staff member with IowaWORKS access is terminated, voluntarily or involuntarily, within 24 hours of termination. Failure to do so may result in revocation of IowaWORKS access for the selected bidder and contract termination.

### **Subcontracts**

If a bidder anticipates using subcontractors to provide any service proposed, the proposal must clearly identify those subcontractors, their specific responsibilities, and the planned budget. The one-stop operator shall not subcontract all services and activities required by this RFP. Copies of the sub-agreements negotiated with a subcontractor must be approved by the ECIWDB prior to signature on the contract and execution of services. Subcontractors, prior to ECIWDB approval, must meet all licensing requirements and provide all required documents, certifications and insurance as required by the lead sub recipient /bidder, and shall agree to comply with the standard general provisions and all federal and state regulations as well as all state and ECIWDB policies and procedures. Any failure by the subcontractor to meet all licensing requirements or to provide all required documents, certifications or insurance by the contract date shall be considered a violation of the RFP and the contract shall not be awarded until such violation is cured after ten (10) days written notice, or then at the option of the ECIWDB, the contract may be awarded to the next ranked bidder recommended for funding, if any.

### **Conflict of Interest**

All bidders must disclose the name of any officer, director or employee who is a member of the ECIWDB. All bidders must disclose the name of any ECIWDB employee who owns, directly or indirectly, any interest in the bidder's business or any of its branches.

### **Compliance**

The bidder(s) will fully comply with the applicable requirements of the Acts under which funds are received. The bidder also assures compliance with directives issued by IWD and federal statutes applicable to this agreement.

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## **SECTION V Proposal Guidelines**

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This section provides instructions for preparing and submitting a proposal in response to this RFP, including required proposal contents and format, and important dates and deadlines. Before preparing and submitting a proposal, interested and qualified applicants are highly encouraged to read all other sections of this RFP and key source documents referenced throughout, especially the one-stop operator responsibilities and key performance indicators, to gain a full understanding of the services requested and provider characteristics and competencies sought.

All proposals must be submitted to the ECIWDB electronically via email to Heather@workforcedevelopmentboards.com. Proposals may not be sent by Fax, US Mail, Courier or hand-delivered. Proposals must follow the below formatting requirements:

All proposals must be received by Heather Garcia no later than 4:00 p.m. on Monday, November 2, 2020, in order to be considered. Emails must have the subject line “WIOA Title I One-Stop Operator Proposal.” Late proposals will not be accepted. The ECIWDB shall not be responsible for proposer’s failure to meet responsiveness, date, time, delivery and location deadlines due to computer or electronic transmission issues.

### **Proposal Requirements**

The proposal may not be considered if page limitations and formatting requirements are not met. Your proposal must contain all the content below in the same order illustrated. Strong proposals will demonstrate a full understanding of the requirements described throughout this RFP and establish the capacity, expertise and program design needed to meet the required standards and goals. The proposal, as well as any reference materials presented, must be typed in English in 12-point times new roman font, single spaced, and must be on standard portrait 8 ½ “x 11” size with no less than 1-inch margins.

### **The RFP Response Package**

#### **Proposal Application**

Completed Proposal Application (Attachment B) The RFP is written in MS Word. Complete the attached Application by responding to all the questions immediately below the question. The space will expand to accept proposer’s response. Respond to every question asked. Do not omit any questions. If a question asks for a yes or no answer place the yes/no response at the beginning of your answer and provide the narrative information requested on the next line. Do not reorder the question numbers as the rating sheet is keyed to the question numbers. Do not respond to a question by cross referring to another question. Page length for this section is 15 pages maximum.

Include a resume or job description for the individual who will serve as the one-stop operator as an attachment, or a job description for the position if an individual has not yet been identified.

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Number each page of the response sequentially. The page number should be in a footer with the name of the organization submitting the response, and ECIWDB - RFP. Footers should be printed in an 8 pitch. Page numbers should be consecutive from beginning to end. Proposals are not to be paginated by sections.

### **Budget**

Provide a budget including all program-related costs, using the required budget template provided in this RFP. All costs must be allowable according to applicable federal, state and local regulations, including but not limited to the Uniform Guidance and regulations of the funding source, and allocable to the proposed program. Effective budgets will enable the proposed program to meet the intent and requirements of the contract, while being realistic, reasonable and prudent, avoiding unnecessary or unusual expenditures.

### **Budget Narrative**

Provide a narrative to accompany the budget that describes the purpose of each cost, explains how all costs were estimated and justifies the need for all costs in meeting contract requirements. In your narrative, be sure to clearly communicate the calculation for personnel salaries, personnel benefits, mileage, travel, direct costs, management fee/indirect rate and other costs necessary to perform the services described in this RFP. A strong budget narrative will minimize or eliminate the need for clarifications from evaluators reading the proposal. If your proposal includes leveraged resources of your organization or another organization, use the budget narrative to describe the actual or estimated value of the leveraged resources. If applicable, also attach a letter of support from any organization providing leveraged resources in support of your proposal.

### **Proposals must follow the following sequence:**

1. Cover Sheet (Attachment A)
2. Proposal Application (Attachment B)
3. Budget and Budget Narrative (Attachment C)
4. Reference Form (Attachment D)
5. Signed assurances and certification (Attachment E)

### **Required attachments:**

6. A project management schedule showing when various activities including performance will occur.
7. Resume or job description of the one-stop operator.
8. If proposer is not a single consultant or there is more than one employee in proposer's organization proposer must include an organizational chart showing the chain of command for the individual who will serve as the one-stop operator.
9. Incorporation/Certification of Existence
10. Signed Conflict of Interest Statement (Attachment F)
11. Audit (if applicable)

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## **Selection Process**

All proposals received by the submission deadline will be initially reviewed for responsiveness and compliance with the specifications and requirements contained in this RFP. Proposals passing the initial review will be scored by internal and external evaluators, with attention to clarity, completeness and quality. High scoring proposals will clearly demonstrate an ability and likelihood to effectively perform the responsibilities and meet the key performance indicators and intended outcomes of this RFP.

All proposals submitted will be evaluated against all other proposals using the rating criteria, which is a part of this RFP package. Proposals will be rated and then ranked by an RFP Review Committee appointed by the ECIWDB Board Chair.

Select bidders may be requested to participate in presentations or discussions with proposal evaluators, the East Central Iowa Chief Elected Officials, the ECIWDB, and/ or representatives of the ECIWDB. Award recommendations of the evaluators will be presented to the Board for final decision. Selection of a proposal for contract award will be subject to successful contract negotiations. The ECIWDB will vote on the final selection with the Chief Elected Officials approving the selection.

Additional selection terms:

- Proposals may not be funded at the funding levels requested.
- The highest-ranking numerical score does not assure a funding recommendation. Other factors which may be considered include, but are not limited to: a risk assessment, cost, the likelihood of the proposed services resulting in successful outcomes of proposal deliverables, relevant experience and qualifications, financial viability and stability of the agency.
- Proposer(s) are advised not to contact ECIWDB employees, board members or elected officials charged with oversight of these programs during the review process to avoid conflicts, the appearance of conflicts, or undue influence over the process. This could result in the disqualification of the proposal response submitted.

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**Attachment A Cover Sheet**

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**Proposal for  
Workforce Innovation and Opportunity Act (WIOA)  
One-Stop Operator**

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**East Central Iowa Workforce Development Board**

**Contract Period: 1/1/2021 – 6/30/2021**

Name of Organization: \_\_\_\_\_  
Type of Organization: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_  
Contact Person's Name and Title: \_\_\_\_\_  
Contact Persons Email Address: \_\_\_\_\_  
Contact Person Phone Number: \_\_\_\_\_

Amount Requested \$ \_\_\_\_\_

**Proposing Organization Information**

I certify that the above-named organization is legally authorized to submit this application, that the contents of the application are truthful and accurate, and that the above-named organization agrees to comply with all requirements of the RFP. Our organization understands this program operates on a reimbursement model, and we are prepared to front costs related to said program until requirements for reimbursement are met and funds are available for reimbursement.

\_\_\_\_\_  
Printed Name of Authorized Representative

\_\_\_\_\_  
Title of Authorized Representative

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

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## Attachment B Proposal Application

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### Proposal Questions

1. Describe the basic organizational description, including but not limited to year established, legal status, governance structure, mission, principal programs and services, executive leadership, annual budget and number of full-time staff, administrative and fiscal capacity, including but not limited to your organization's proven ability to provide fiscal support and oversight, utilize information systems, manage resources and personnel, and produce timely and accurate program reports.
2. Describe proposer's experience with public relations, mediation and negotiation, bringing disparate groups together, and facilitating agency interactions where the goals and objectives may be similar but do not directly align.
3. Explain proposer's understanding of the term "coordinate among the one-stop partners programs."
4. If already identified, provide the resume of the individual who will serve as the one-stop operator as an attachment to proposer's response. If the individual has not yet been selected provide a copy of the job description and required qualifications.
5. Provide two (2) examples of proposer's history of demonstrated effectiveness to evidence proposer's capability to fulfill the role of one-stop operator.
6. Describe proposer's activities during the first ninety days following contract execution.
7. How will proposer familiarize themselves with the one-stop partner programs and performance requirements?
8. Describe three relationship building activities proposer plans to implement that will assist in the integration of one-stop partner programs.
9. How would proposer define continuous improvement in a one-stop system environment? Describe the interactive process of plan, do, check, act as it would apply to the one-stop system.
10. Describe how you would assist the board in ensuring all partners are fulfilling responsibilities as outlined in the Memorandum of Understanding (MOU).
11. Describe strategies on how you would coordinate core partner monthly and quarterly partner meetings.
12. Describe the steps you would take to implement a customer survey for continuous improvement.

- 
13. Describe how you would approach cross training of staff for core partner programs.
  14. Describe the strategies you would suggest and implement to improve information sharing among partner programs.
  15. Describe strategies to increase partner referrals and co-enrollments.
  16. Briefly describe your internal processes for staying in budget and keeping appropriate records in an auditable manner.
  17. Provide the headings that would appear in the monthly one-stop reports.
  18. Describe how you plan to meet the key performance indicators identified in this RFP.
  19. Describe what success would look like for the one-stop operator.

## Attachment C Budget and Budget Narrative

The budget should be based on the time period of January 1, 2021 – June 30, 2021. The total funds available under this RFP is \$5,000. Complete the budget outlined below. If no amount is indicated in a line item, please record \$0. It is expected that the one-stop operator should dedicate 20 hours a week to this award.

### A. Salaries and Wages:

Provide a breakdown of your staff costs by completing the following:

Position/Title	Hourly Rate	Total Hrs. Per Week	Hrs. per Week Charged to WIOA	# Weeks Charged to WIOA	Total WIOA Cost

**A. Total Salary and Wages** \_\_\_\_\_

### B. Fringe Benefits

Represents payments other than salaries and wages, made to staff or paid in behalf of or on their account, e.g., pensions, insurance, etc. Important – government mandated fringe benefit components must be consistent with known or planned tax rates and the bases must be consistent with the ceilings on these. Non- tax generated benefits must be fully supported by your agency’s personnel manual.

Fringe Benefit	% Benefit is of Salaries	Total WIOA Cost
FICA		
Worker Compensation		
Health Insurance		
Retirement		
Other (Specify)		

**B. Total Fringe Benefits** \_\_\_\_\_

**C. Program Line Items:**

List your proposed cost for each additional line item wherever applicable. Indicate the total cost proposed for each line item by listing it under the Total WIOA Cost column. Line items paid for by other resources, either in part or in full, should have such costs represented in the Leveraged Funds Contribution column.

Please note that the line items listed below reflect the types of costs that have historically been proposed. You are not limited to these, nor are you required to propose a cost for each one.

**Program Management:** These are the costs associated with the overhead cost in administering the contract(s). These costs would typically include the cost of required insurances, audit, a communications need, accounting functions and other necessary administrative costs. The proposed cost should be documented and explained in the budget narrative. If the organization has an approved indirect rate, then their proposed indirect cost would be shown on this line.

	Total Agency Line Item Cost	% of Line Item Charged to WIOA	Total WIOA Cost	Leveraged Funds Contribution
Supplies				
Travel				
Equipment				
Staff Training				
Other (specify)				
Other (specify)				
Management Fee/Indirect				
Incentive Bonus				
Total				

**C. Total Program Line Items** \_\_\_\_\_

**GRAND TOTAL (A+B+C) \$** \_\_\_\_\_

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## Budget Narrative

Please complete written descriptions for every line item listed above.

- **Salaries and Wages – Address the following** - Explain the justification for each staff position proposed. The number of hours per week and number of weeks proposed should correspond with the length of program operation. Bidders proposing several staff should complete a staff time schedule for each position proposed. Bidders proposing more than one staff position during the same time periods must explain why. Proposed wage rates must be justified (i.e. skill, experience, responsibility, seniority).
- **Fringe Benefits** – Fully explain each component of your fringe benefit package.
- **Program Line Items- Fully** explain and justify each proposed cost in the space provided. Be sure to include the rationale for each proposed cost. Use additional space if necessary.

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## Attachment D Reference Form

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Provide the following reference information:

### Reference 1

Organization Name:	
Contact Name:	
Address:	
City, State, Zip:	
Email Address:	
Phone:	
Description of Project or Assignment:	

### Reference 2

Organization Name:	
Contact Name:	
Address:	
City, State, Zip:	
Email Address:	
Phone:	
Description of Project or Assignment:	

### Reference 3

Organization Name:	
Contact Name:	
Address:	
City, State, Zip:	
Email Address:	
Phone:	
Description of Project or Assignment:	

ECIWDB reserves the right to contact one or all of the references listed.

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## Attachment E Assurances and Certifications

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The authorized representative agrees to comply with all applicable State and Federal laws and regulations governing the Workforce Innovation and Opportunity Act, Workforce Development Board, and any other applicable laws and regulations.

In addition, the authorized representative assures, certifies and understands that:

1. The proposing organization has not been debarred or suspended or otherwise excluded from or ineligible for participation in federal assistance programs.
2. The proposing organization and representative possess legal authority to offer the attached proposal.
3. A resolution, motion, or similar action has been duly adopted or passed as an official act of the organization's governing body authorizing the submission of this proposal.
4. A drug free workplace will be maintained in accordance with the State of Iowa requirements.
5. The proposing organization has all appropriate insurance coverage, and will produce a certificate of such, as requested.

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Print or Type Name of Authorized Representative

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Signature of Authorized Representative

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Date

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## Attachment F Conflict of Interest Form

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### CONFLICT OF INTEREST CERTIFICATION

1. Proposer certifies that
  - a. They have not offered or cause to have offered or provided any gratuities, favors, or anything of monetary value to any member or individual employed by the ECIWDB or Chief Elected Officials for the purpose of influencing the selection of their proposal or any other proposal submitted hereunder.
  - b. They have not engaged in any activity to restrict or eliminate competition.
  - c. No manager, employee or paid consultant of proposer's company or spouse or child of any manager, employee of paid consultant is a member of the ECIWDB or Chief Elected Officials.
  - d. They have disclosed any interest, fact or circumstance which does or may present a potential conflict of interest below:  

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- e. If the answer to any of the above certifications is yes, proposer has disclosed the relationship or action below:  

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2. Violation of this provision may cause a proposer's bid to be rejected. This does not preclude partnerships, consortiums or subcontracts.

I \_\_\_\_\_, \_\_\_\_\_  
(Name) (Title)

of \_\_\_\_\_  
(Name of proposer's entity)

am authorized to make the above Certifications and to submit this proposal on behalf of

\_\_\_\_\_  
(Name of Proposer's entity)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Attachment G Evaluation Sheet

### Evaluation of One-Stop Operator Proposal

Period: January 1, 2021 to June 30, 2021

The criteria, which will be used to evaluate proposals, are listed below along with their point values. A total of 150 points is possible. An application must achieve a minimum score of 75 points in order to be considered for funding. The RFP committee will use an average score to develop a final score for their recommendation to the full board.

<b>Bidder:</b>	
<b>Committee Member Name:</b>	
<b>Date:</b>	

Pts	Question	Score
15	Describe the basic organizational description, including but not limited to year established, legal status, governance structure, mission, principal programs and services, executive leadership, annual budget and number of full-time staff, Administrative and fiscal capacity, including but not limited to your organization's proven ability to provide fiscal support and oversight, utilize information systems, manage resources and personnel, and produce timely and accurate program reports.	
15	Describe proposer's experience with public relations, mediation and negotiation, bringing disparate groups together, and facilitating agency interactions where the goals and objectives may be similar but do not directly align.	
5	Explain proposer's understanding of the term "coordinate among the one-stop partners programs."	
5	If already identified, provide the resume of the individual who will serve as the one-stop operator as an attachment to proposer's response. If the individual has not yet been selected provide a copy of the job description and required qualifications.	
5	Describe proposer's activities during the first ninety days following contract execution	
5	How will proposer familiarize themselves with the one-stop partner programs and performance requirements.	
5	Describe three relationship building activities proposer plans to implement that will assist in the integration of one-stop partner programs.	

5	How would proposer define continuous improvement in a one-stop system environment? Describe the interactive process of plan, do, check, act as it would apply to the one-stop system.	
5	Describe how you would assist the board in ensuring all partners are fulfilling responsibilities as outlined in the Memorandum of Understanding (MOU).	
5	Describe strategies on how you would coordinate core partner monthly and quarterly partner meetings.	
5	Describe the steps you would take to implement a customer survey for continuous improvement.	
5	Describe how you would approach cross training of staff for core partner programs.	
5	Describe the strategies you would suggest and implement to improve information sharing among partner programs.	
5	Describe strategies to increase partner referrals and co-enrollments.	
5	Briefly describe your internal processes for staying in budget and keeping appropriate records in an auditable manner.	
5	Provide the headings that would appear in the monthly one-stop reports.	
5	Describe how you plan to meet the key performance indicators identified in this RFP.	
5	Describe what success would look like for the one-stop operator.	
15	Budget	
15	Budget Narrative	
10	Includes all attachments and in correct order	
	<b>Total</b>	

Evaluator's Comments:

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