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# Iowa Plains Local Workforce Development Area Operated by Iowa Workforce Development

## Request for Proposals (RFP) Workforce Innovation and Opportunity Act (WIOA) One-Stop Operator

### Release Date

This RFP was extended on June 25, 2024

### Proposal Submission Details

Please submit ONE electronic proposal and attachments to [IowaPlains@iwd.iowa.gov](mailto:IowaPlains@iwd.iowa.gov)

### Due Date

July, 26th 2024 @ 4:00 PM Central Time

### Contract Period

September 1, 2024 – June 30, 2025

*Iowa Plains Committee will have the option to renew the contract for up to three (3) additional one-year periods contingent upon successful performance.*

*Equal opportunity employer/program.*

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

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## Request for Proposals Timeline

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May 20, 2024	Solicitation for Proposals Released – Available at <a href="https://iowaplainsprocurement.com">Iowa Plains Procurement   State Workforce Development Board (iowawdb.gov)</a>
July 17th– July 19, 2024	Question Period - written questions regarding RFP scope, content, or need for clarification accepted. Email questions to <a href="mailto:IowaPlains@iwd.iowa.gov">IowaPlains@iwd.iowa.gov</a>
July 22, 2024	Answers to all questions received regarding the RFP will be posted on the website <a href="https://iowaplainsprocurement.com">Iowa Plains Procurement   State Workforce Development Board (iowawdb.gov)</a>
July 26, 2024	Proposals are due by 4:00 p.m. CST, incomplete or late proposals will not be accepted.
July 30- August 2, 2024	Interviews will be conducted with respondents if deemed necessary by Iowa Plains Evaluators.
Date	Iowa Plains Committee will present a recommendation to the State Workforce Development Board
September 1 – June 30, 2025	Period of performance, with a possible extension of up to three years.

All times shown are Central Standard Time (CST). Iowa Plains Committee and/or the SWDB reserve the right to adjust the schedule when it is in the best interest of the procurement or to extend any published deadline in this RFP. The Proposal and all required attachments must be received at the 3<sup>rd</sup> parties procurement entities email by the dates and times shown above. The prospective bidder is solely responsible for assuring that anything sent to the Iowa Plains Committee 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>

Iowa Plains Local Workforce Development Policies:

IWD One-Stop Certification Process Documentation

<https://www.iowawdb.gov/lwdb-information>

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## SECTION 1- Purpose, Introduction and Background

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### Purpose

The Iowa Plains Committee is seeking proposals for a public, private, non-profit entity or consortium of entities to serve as a One-Stop Operator for the comprehensive, affiliate, and satellite One-Stop Centers in the Iowa Plains Workforce Development Area. This Request for Proposal was prepared based on the Workforce Innovation and Opportunity Act of 2014 (WIOA) and associated U.S. Department of Labor Regulations and guidance.

### Introduction

Iowa Plains Local Workforce Development Area is one of six Local Workforce Development Areas (LWDA) in Iowa designated by the Governor under the Workforce Innovation and Opportunity Act. For the purposes of this Request for Proposal (RFP), Iowa Plains LWDA will be referred to as “IPLWDA” or “Iowa Plains LWDB.”

The Iowa Plains LWDA is the successor to four local development areas (Western Iowa, Northwest Iowa, North Central Iowa, and Southwest Iowa) who voted in early 2023 to dissolve. Iowa Workforce Development formally became responsible for providing federal workforce training and education programs and services through the WIOA Title I Adult, Dislocated Worker and Youth services to the 42-county area on July 1. Virtual and in person services are provided at six Iowa *WORKS* Centers locations in Council Bluffs, Creston, Denison, Fort Dodge, Sioux City and Spencer.

The State Workforce Development Board (SWDB) voted in September to create a standing committee to represent Iowa Plains LWDA. The committee will provide recommendations regarding the policies, procedures, budget, operations, and other issues relating to the local workforce system in the Iowa Plains LWDA. The committee will only consist of members from the Iowa Plains LWDA and shall be chaired by a business representative.

Guided by the Iowa State Workforce Development Board, the Iowa Plains LWDA Committee will collaborate with business leaders and community partners to enhance the integrated, job-driven workforce system that links diverse talent to businesses and support the development of a strong, vibrant economy where businesses thrive, and people want to live and work.

The American Job Centers (also referred to as One-Stop Centers/*IowaWORKS*) 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 (WIOA) 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.

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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.

IPLWDA's vision is all residents of the forty-two counties in the Iowa Plains Local 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.

Iowa Plains Committee with the guidance of the SWDB, 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. 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, Iowa Plains Committee aims to empower Iowa Plains 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.

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.

WIOA 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 Iowa Plains 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.

## Iowa Plains Local Workforce Development Area

Iowa Plains Committee and/or SWDB is seeking proposals for a public, private, non-profit entity or consortium of entities (if the consortium is comprised of One Stop partners, it must include a minimum of three One Stop partners) to serve as a One-Stop Operator for the comprehensive, affiliate, and satellite One-Stop Centers in the Iowa Plains Workforce Development Area. This Request for Proposal was prepared based on the Workforce Innovation and Opportunity Act of 2014 (WIOA) and associated U.S. Department of Labor Regulations and guidance.

### Background

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

Every year, the key programs forming the pillars of WIOA help tens of millions of job seekers 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.



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- Provide workforce investment activities, through statewide and local workforce development systems, that increase the employment, retention, and earnings of participants, and increase the attainment of recognized postsecondary credentials by participants.

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

Through collaborative partnerships, the SWDB is the local policy organization responsible for the planning, oversight, and coordination of workforce development initiatives that help support economic development in the Iowa Plains Workforce Development Area. The Iowa Plains Committee 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.

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

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

The primary responsibility of the One-Stop Operator is to bring “high-level” coordination to the service delivery of required One-Stop Partners and service providers in the Iowa Plains Local Workforce Development Area. 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; including the sharing of resources, referral agreements, etc. In the end, the overall goal is to ensure efficiency and increase effectiveness within the Iowa Plains Local Workforce Development Area.

#### **General Duties**

The One-Stop Operator will develop positive and collaborative mutual working relationships with One-Stop Partner staff in a matrix-based leadership environment, this includes having a physical presence on-site at the job center 50% of the time. This individual will facilitate integrated partnerships that seamlessly incorporate services for the common customers served by multiple program partners of the AJC. Additionally, the One-Stop Operator will develop and implement operational policies that reflect an integrated system of performance, and communication, and use technology to achieve integration and expanded service offerings.

The selected Contractor shall maintain for the duration of the contract and any extensions thereof, insurance issued by a company or companies qualified to do business in the State of Iowa in the following types:

- i. Workers’ Compensation and Comprehensive Professional Liability.
- ii. Workers’ Compensation Insurance covering all liability for the Applicant arising under the Workers’ Compensation Act, and Workers’ Occupational Disease Act

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## Responsibilities

1. Develop an in-depth understanding of the One-Stop Partner programs, services, and performance requirements.
2. Coordinate internal communication with core and required partners through regular meetings, face-to-face, and other forms of oral and written communication.
3. Evaluate customer satisfaction survey data and propose service strategy changes to the Iowa Plains Committee based on findings. Maintain an 85% customer satisfaction rate.
4. Develop and facilitate training for team members in collaboration with the core partners on partner programs, and promote educational opportunities.
5. Assist the Iowa Plains Committee in ensuring all partners are fulfilling responsibilities as outlined in the Memorandum of Understanding (MOU).
6. Oversee and manage the referral process and recommend and assist in the development of strategies to increase partner referrals and co-enrollments.
7. Implement strategies to create a workforce culture where information is shared across partners, and system technological barriers are overcome.
8. Manage the One-Stop certification continuous improvement process for the Iowa *WORKS* American Job Center.
9. Use technological solutions to implement tracking systems, improve external communication and improve systemwide outcomes and data collection.
10. Populate and submit various forms of reports to the Iowa Plains Committee.
11. Will be the employer of record for Work Experience Program (WEP) and paid internships for all eligible participants.
12. The selected entity will be responsible for the compensation of all federal, state required tax forms and will be required to provide workers' compensation for the work site program participants.
13. As the employer of record, the entity shall be an Equal Opportunity Employer and must adhere to all federal, state, and local hiring laws.
14. Participants will be paid an hourly rate as outlined in the Iowa Plains policies.
15. Payroll should occur weekly or bi-weekly. Completed timecards will be shared with the Title I service provider to upload in the case management system.
16. Entity will have direct communication with Title I service provider and IWD financial management.

The contracted One-Stop Operator will not assist in the preparation and submission of the Local plan; however, they may be asked for input on specific workforce system topics. They cannot manage or assist in future competitive processes for selecting or terminating the One-Stop Operator, Adult & Dislocated Worker services providers, or Youth services providers. The One-Stop Operator cannot negotiate local performance accountability measures or develop and submit budgets for activities of Iowa Plains. Iowa Plains Committee in partnership with the SWDB, is responsible for negotiating performance measures, strategic planning, budgets, and One-Stop Operator oversight (including monitoring).

## 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.

If indirect costs are charged to the contract(s) an approved negotiated indirect cost rate agreement (NICRA) must be included with the budget. If an entity does not have a negotiated rate, and is contemplating using the De minimis rate, please also include the estimated cost base using the modified total direct cost method, as part of your budget. The budget should be presented for the period of time that is shown in the Dates and Deadlines section of this RFP. 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 expenses shall be budgeted following the State of Iowa Travel policies <https://das.iowa.gov/state-accounting/sae-policies-procedures-manual>
- Insurance
- Supplies
- Equipment
- Contract Management Fee/Profit
- Indirect Rate/De minimis Rate
- Audit (if applicable)

## Key Performance Indicators

### Key Performance Indicators

1. Report on activities for continuous learning on all system partners and programs.
2. Provide updates on strategies to improve communication and relationships across partners.
3. Suggest regular process improvements to improve the customer service experience.
4. Report on the number and type of cross-training and educational opportunities provided.
5. Provide reports on the number of referrals and suggest process improvements.
6. Maintain board One-Stop Certification requirements and provide updates on strategies for continuous improvement activities.
7. Provide updates on outreach strategy and recommend additional opportunities.
8. Submit high-level quarterly reports to the Iowa Plans Committee by assigned deadlines.
9. Participate in monthly meetings with Iowa Plains leadership team.

## 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 Iowa Plains Committee and/or SWDB designated representatives will work with the selected bidder to improve performance. However, especially in cases of chronic underperformance, the Iowa Plains

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Committee and/or SWDB may implement corrective measures or terminate any agreement resulting from this RFP upon notice to the selected bidder.

## **SECTION III- General Terms and Conditions**

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### **Qualifications**

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. The individual is not permitted to serve as the One-Stop Operator in another workforce area in Iowa simultaneously. 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 20 hours a week to this initiative, with at least 50% of the time on-site at the Iowa *WORKS* American Job Centers in Iowa Plains (Council Bluffs, Creston, Denison, Fort Dodge, Sioux City or Spencer).
3. Proficiency in using software, including Microsoft 365, Outlook, and other technology to create, develop, and maintain reports essential. Ability to use data and implement technology across systems to improve efficiency and promote continuous improvement required.
4. Proposal must specify how the individual assigned to serve as the One-Stop Operator fits into the bidder's organization. Please include an organizational chart indicating the chain of command for the One-Stop Operator.
5. 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.
6. If the bidder is a consortium a legally binding MOU must be submitted. The MOU must identify the lead entity that will be financially and contractually responsible for the contract, and which staff will perform each role.

### **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

- 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

## Exceptions

No entity may compete for funds if (1) the entity has been debarred or suspended or otherwise determined to be ineligible to receive federal funds by an action of any governmental agency; (2) the entity's previous contracts with Iowa Plains or IWD have been terminated for cause; (3) the entity has not complied with an official order to repay disallowed costs incurred during its conduct of programs or services; (4) elementary and secondary schools are not eligible. For more information on eligibility, see US Department of Labor, Employment and Training Administration, [Training Employment and Guidance Letter \(TEGL\) WIOA No. 15-16, Competitive Selection of One-Stop Operators](#), released January 17, 2017.

For-profit entities that are sub-recipients of a Federal award as a One-Stop Operator must adhere to the Uniform Guidance, including any requirements identified by the Department of Labor under 2 CFR part 2900.

Additional Requirements: Local boards shall ensure that in carrying out activities under this title, One-Stop Operators:

1. Disclose any potential conflicts of interest arising from the relationships of the operators with training service providers or other service providers. An entity serving as One-Stop Operator may also serve a different role within the One-Stop System and perform some or all these functions when acting in its other role if it has established sufficient firewalls and conflict of interest policies and procedures.
2. Do not establish practices that create disincentives to providing services to individuals with barriers to employment who may require longer-term services, such as intensive employment, training, and education services; and
3. Respondents must comply with Section 504 of the Rehabilitation Act of 1973, the Federal Drug-Free Workplace Act of 1988, and the Americans with Disabilities Act to be eligible.

## Type of Contract, Payment Process, and Terms

Any agreement that is executed as a result of this RFP, will be paid through cost reimbursement unless otherwise specified. Executed agreements will be subject to any changes in legislation, regulations and Federal policies, if applicable. The selected sub-recipient will be reimbursed for allowable actual service delivery costs every month after the submittal and approval of payment vouchers to IWD financial management as instructed in the contract. The sub-recipient will work closely with IWD financial management and Iowa Plains on the payment process and schedule.

Sub-recipients will be required to submit to the Iowa Plains Committee an annual operating and staffing budget for each contract year. The Iowa Plains Committee will provide the sub-recipient 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 August 1, 2024, and will be for a one (1) year period ending on June 30th, 2025, with the potential of three renewable one-year terms through June 30th, 2028 based on achieved performance levels. This contract also has the potential for future contract extensions to expand beyond the current 20 hours a week requirement.

Once the contract and/or agreement has been awarded, the Iowa Plains Committee, in collaboration with the State Workforce Development Board, reserves the right to modify the 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 Iowa Plains Local Workforce Area and/or SWDB 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 Iowa Plains Local Workforce Area are considered public records and subject to disclosure under Iowa Public Records Law.

## 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 2025 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 sub-recipient will be awarded a cost-reimbursement contract. The Iowa Plains Committee and/or SWDB 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 Iowa Plains Local Workforce Development Area.

Bidders should use the estimate below when crafting their proposal.

Up to \$50,000 is Available  
20 Hours a Week  
Time Period of August 1, 2024– June 30th, 2025.

All proposals will be evaluated based on 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 IPLWDA and/or SWDB, notwithstanding anything in the signed Agreement to the contrary, and subject to limitations, conditions, and procedures set forth below, the IPLWDA and/or SWDB, through its designated local grant recipient, 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 IPLWDA to operate as required and to fulfill its obligations under this Agreement.
- If funds are de-appropriated or not allocated

### Addenda to RFP

If it becomes necessary to revise any part of this RFP, an addendum will be posted on the website at [Iowa Plains Procurement | State Workforce Development Board \(iowawdb.gov\)](https://www.iowaplainsprocurement.com). 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 the Scope of Work, 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 June 3rd, 2024, to Linda Rouse, AJC Division Administrator, [IowaPlains@iwd.iowa.gov](mailto:IowaPlains@iwd.iowa.gov). Questions will be responded to in writing and posted on the website. This website can be accessed at: [Iowa Plains Procurement | State Workforce Development Board \(iowawdb.gov\)](https://www.iowaplainsprocurement.com). 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 to prohibit ex-parte communication with any 3<sup>rd</sup> party procurement entity, Iowa Plains Committee members, Iowa Plains team members, IWD team members, consultants, or other persons serving as an evaluator during the procurement process. Respondents that directly contact the above mentioned 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 SWDB 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

Iowa Plains Committee and/or SWDB reserve the right to delay, amend, reissue, or cancel all or any part of this RFP at any time without prior notice. Iowa Plains Committee and/or SWDB also reserve the right to modify the RFP process and timeline as deemed necessary.

This RFP does not commit Iowa Plains Committee and/or SWDB to accept any proposal, nor is the Iowa Plains Committee and/or SWDB responsible for any costs incurred by the respondent in the preparation of responses to this RFP. Iowa Plains Committee and/or SWDB reserve the right to reject any or all proposals, and to accept or reject any or all items in the proposal. The Iowa Plains Committee and/or SWDB 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 IPLWDA.

## Incorporation of RFP into Contract

All conditions contained in this Request for Proposals and completed forms and any statements contained in the Request for Proposals 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 sub-recipient shall assume responsibility for all services offered in their bid proposal whether or not they were produced. The sub-recipient 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 before the start date of the contract period.
2. In the event of a conflict or ambiguity between the rules, terms, and conditions outlined in the RFP and the statutes, laws, Iowa Workforce Development (IWD) policies, and regulations, the statutes, laws, IWD policies and regulations shall prevail. The Iowa Plains Committee and/or SWDB shall be responsible for making all determinations in this regard.

## 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 Iowa Plains Committee and/or SWDB 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 Iowa Workforce Development's record



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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 5 (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 Iowa Plains Committee and/or SWDB, 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 the 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. The 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 Iowa Plains Committee and/or SWDB 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 will help the Iowa Plains Committee and/or SWDB comply with such requirements and sustain highly effective workforce development programming.

Iowa Plains Committee and/or SWDB 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. The Iowa Plains Committee and/or SWDB 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. Iowa Plains Committee and/or SWDB may require the selected bidder to take corrective action if deficiencies are found.

## Insurance

Each awarded entity must obtain and submit, before the final execution of any contract, proof of insurance coverage, including general liability, property loss, and worker’s compensation. The U.S. Department of Labor, Iowa Workforce Development, and the Iowa Plains Committee and/or SWDB 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

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activities 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 before any extensions, should the Iowa Plains Committee and/or SWDB exercise renewal option(s).

#### Insurance Limits

- Commercial General Liability - Combined Single Limit of 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 Iowa*WORKS* 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 the Iowa*WORKS* data management system, including querying and producing reports from the system regarding the Iowa Plains Committee and/or SWDB. The Iowa Plains Committee and/or SWDB will utilize data from the Iowa*WORKS* data management system, as well as data collected from other sources, to determine program compliance and evaluate the performance of the selected bidder. The selected bidder will adhere to the Iowa*WORKS* data management system Process Guide and the Iowa*WORKS* data management system Standard Operating Procedure Guide for guidance on proper documentation for WIOA and other Iowa*WORKS* data management system participation. The bidder will participate in quality and compliance activities, as well as regular meetings and reviews of performance reports and other written reports when requested. The selected bidder will identify staff members whose work requires access to Iowa*WORKS* and submit applications for Iowa*WORKS* access per local protocols. Iowa*WORKS* 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 Iowa*WORKS* access is terminated, voluntarily or involuntarily, within 24 hours of termination. Failure to do so may result in the revocation of Iowa*WORKS* access for the selected bidder and contract termination.

### Subcontracts

Subcontracting is not permitted under this RFP.

### Conflict of Interest

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

### Compliance

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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.

Proposals will be evaluated by Iowa Plains Committee and/or SWDB, to ensure each submission meets all criteria outlined in this RFP. Submitted proposals must meet the following minimum procurement requirements.

All proposals must be submitted electronically via email to [IowaPlains@iwd.iowa.gov](mailto:IowaPlains@iwd.iowa.gov). 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 Linda Rouse no later than 4:00 p.m. on June 21<sup>st</sup>, 2024 to be considered. Emails must have the subject line “Iowa Plains - WIOA Title I One-Stop Operator Proposal.” Late proposals will not be accepted. Iowa Plains Committee and/or SWDB shall not be responsible for the proposer’s failure to meet responsiveness, date, time, delivery, and location deadlines due to a computer or electronic transmission issues.

### Proposal Requirements

The proposal may not be considered if page limitations and formatting requirements are not met. The 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 a 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 the 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. The page length for this section is 15 pages maximum.

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 IPLWDA - 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.

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## **Budget**

Provide a budget including all staffing and program-related costs, using the required budget template provided in this RFP. Please make sure to provide a staffing budget. 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. Additionally, please include the following information:

Provide a narrative of your financial management plan.

- a. Fund accounting is required for projects funded under this request for proposals. Describe how you will assure that this is done.
- b. Provide a statement of the capability of your organization to assume financial liability for disallowed costs resulting from an audit of this program.
- c. Provide a description of the accounting system and fiscal reports and controls that will be used to safeguard program funds.
- d. Indicate your inventory control process for this project for any equipment that will be purchased with WIOA funds.
- e. Describe previous experience operating federally funded programs
- f. If you plan to utilize other funds to supplement this project, indicate the source of the funds, the period funded, the dollar amount, the funding purpose, and any restrictions.
- g. If you are requesting funds to cover indirect costs, provide a copy of your approved indirect cost rate document or applicable cost allocation plan.

Provide a copy of most recent certificate(s) of insurance.

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**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. Assurances and Certification (Attachment E)
6. Conflict of interest Form (Attachment F)
7. Certification Regarding Lobbying (Attachment G)

**Required attachments:**

8. Resume or job description of the One-Stop Operator.
9. If the proposer is not a single consultant or there is more than one employee in the 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.
10. Incorporation/Certification of Existence
11. If a consortium a legal MOU is required
12. Entities serving in more than one role in the workforce system must submit a firewall policy
13. Most Recent Audit (if applicable)

**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 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 IPLWDA evaluators.

Select bidders may be requested to participate in presentations or discussions with proposal evaluators. Selection of a proposal for contract award will be subject to successful contract negotiations.

**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 IPLWDA employees, committee members, or SWDB members, 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**

**Iowa Plains Local Workforce Development Area**

**Contract Period: 8/1/2024-6/30/2025**

Name of Organization: \_\_\_\_\_

Type of Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_ Zip Code: \_\_\_\_\_

Contact Person Name and Title: \_\_\_\_\_

Contact Person 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 the year established, legal status, governance structure, mission, principal programs and services, executive leadership, annual budget and the 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 the proposer's experience with public relations, mediation, and negotiation, bringing disparate groups together, and facilitating multi-agency interactions where the goals and objectives may be similar but do not directly align.
3. Explain the proposer's understanding of the term "coordinate among the One-Stop Partners programs."
4. Provide two (2) examples of the proposer's history of demonstrated effectiveness to evidence the proposer's capability to fulfill the role of One-Stop Operator.
5. Describe your staffing plan, including the qualifications of individual staff who will perform the work of the One-Stop Operator.
6. Describe the proposer's activities during the first ninety days following contract execution.
7. How will the proposers familiarize themselves with the One-Stop Partner programs and performance requirements.
8. Describe three strategies the proposer plans to implement that will assist in the integration of One-Stop Partner programs.
9. How would the 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. Discuss how your organization as the One-Stop Operator will develop positive and collaborative mutual working relationships with One-Stop Partner staff in a matrix-based leadership environment.
12. How would your organization coordinate internal communication with core and required partners through regular meetings, face-to-face, and other forms of oral and written communication?
13. What strategies or approaches would your organization take to create a workforce culture where information is shared across partners, and system technological barriers are overcome?



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14. What approach would your organization take to develop a systemwide outreach strategy and educate partners on brand standard requirements for outreach materials and publications?
  15. Briefly describe your internal processes for staying within budget and keeping appropriate records in an auditable manner.
  16. Describe how you plan to meet the key performance indicators identified in this RFP.
  17. 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 August 1, 2024– June 30, 2025. The total funds available under this RFP is \$50,000. 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. Rent and resource-sharing agreement costs should not be included in this budget and will be covered directly by the IPLWA.

**A. Salaries and Wages:**

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

Position/Title	Hourly Rate	Total Hours per Week	Hours 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 on 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.

**Indirect Cost Rate/De-minimis:** These are the costs associated with the overhead cost in administering the contract(s). These costs would typically include the cost of required insurances, audits, 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. De-minimis rates are not allowed to exceed 10%.

	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)				
Indirect				
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 the number of weeks proposed should correspond with the length of the program operation. Bidders proposing several staff should complete a staff 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:	

The Iowa Plains Committee and/or SWDB 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 undersigned party acknowledges and assures that (Provider Name) \_\_\_\_\_ and all its employees responsible for providing the services for which it has applied will abide and comply fully with all state, federal, and local, laws, ordinances, rules, regulations, and/or executive orders, including but not limited to provisions of the laws listed below:

- Section 188 of WIOA, which prohibits discrimination against all individuals in the United States based on race, color, religion, sex, national origin, age, disability, political affiliation, or belief, and against beneficiaries based on either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I-financially assisted program or activity.
- Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the bases of race, color, and national origin in programs or activities that receive federal financial assistance.
- Title VII of the Civil Rights Act of 1964, as amended, prohibits employment discrimination on the bases of race, color, and national origin.
- Section 504 of the Rehabilitation Act of 1973, as amended, prohibits discrimination against qualified individuals with disabilities.
- The Americans with Disabilities Act, as amended, prohibits discrimination based on disability.
- The Age Discrimination Act of 1975, as amended, which prohibits discrimination based on age; and
- Title IX of the Education Amendments of 1972, as amended, prohibits discrimination based on sex in educational programs.
- Debarment and Suspension (Executive Orders 12549 and 12689) – A contract award (see 2 CFR § 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.52.20
- 29 CFR Part 38 and all other regulations implementing the laws listed above. This assurance applies to the operation of the WIOA Title I-financially assisted program or activity, and to all agreements the contractor makes to carry out the WIOA Title I- financially assisted program or activity. The undersigned understands that the United States has the right to seek judicial enforcement of this assurance.

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Name of Applicant Organization

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Signature of Certifying Official

Date

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Name and Title of Authorized Representative

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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 Iowa Plains LWDA, committee members and/or SWDB 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 the proposer's company or spouse or child of any manager, or employee of a paid consultant is a member of the Iowa Plains Committee and/or SWDB.
  - d. They have disclosed any interest, fact, or circumstance which does or may present a potential conflict of interest below:

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

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

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## Attachment G: Certification Regarding Lobbying

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The undersigned certifies, to the best of his or her knowledge and believes that:

- No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- If any funds other than Federally appropriated funds have been paid or will be paid to any person influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employer of a Member of Congress in connection with this Federal contract, grant loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- The undersigned shall require that the language of this certification is included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of the fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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Name of Applicant Organization

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Signature of Certifying Official

Date

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Name and Title of Authorized Representative

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**Attachment H: Evaluation Sheet**

**Evaluation of One-Stop Operator Proposal**

Period: August 1, 2024 – June 30, 2025

The criteria, which will be used to evaluate proposals, are listed below along with their point values. A total of 125 points is possible. An application must achieve a minimum score of 75 points to be considered for funding. The evaluation committee will use an average score to develop a final score for their recommendation to the full board.

<b>Bidder:</b>	
<b>Evaluator Name:</b>	
<b>Date:</b>	

<b>Pts</b>	<b>Question</b>	<b>Score</b>
10	Organizational description, including but not limited to the year established, legal status, governance structure, mission, principal programs and services, executive leadership, annual budget and the 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.	
10	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	Proposer’s understanding of the term “coordinate among the One-Stop Partners programs.”	
5	Provided two (2) examples of the proposer’s history of demonstrated effectiveness to evidence the proposer’s capability to fulfill the role of One-Stop Operator.	
5	Thorough description of the proposer’s activities during the first ninety days following contract execution	
5	How will proposers familiarize themselves with the One-Stop Partner programs and performance requirements?	
5	Description of three strategies the proposer plans to implement that will assist in the integration of One-Stop Partner programs.	
5	How does the 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	Plan to assist the board in ensuring all partners are fulfilling responsibilities as outlined in the Memorandum of Understanding (MOU).	

5	Organization’s approach to develop positive and collaborative mutual working relationships with One-Stop Partner staff in a matrix-based leadership environment.	
5	Organization’s plan to coordinate internal communication with core and required partners through regular meetings, face-to-face, and other forms of oral and written communication?	
5	Organizational strategies and approaches organization would take to create a workforce culture where information is shared across partners, and system technological barriers are overcome.	
5	Described approach organization would take to develop a systemwide outreach strategy and educate partners on brand standard requirements for outreach materials and publications.	
5	Proposer’s internal processes for staying within budget and keeping appropriate records in an auditable manner.	
5	The plan to meet the key performance indicators identified in this RFP.	
5	Description of what success would look like for the One-Stop Operator.	
15	Budget	
10	Budget Narrative	
10	Includes all required and complete attachments	
	<b>Total</b>	

Evaluator’s Comments:

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