

Genesee, Livingston, Orleans, Wyoming Workforce Development Board

(GLOW WDB)

Request For Proposals (RFP)

Workforce Innovation and Opportunity Act (WIOA) of 2014

One Stop Operator

Contract Period: July 1, 2025 to June 30, 2026

*GLOW WDB may amend contracts based on performance and funding availability, and/or renew contracts for up to 3 subsequent, consecutive contract periods (July 1 through June 30) based on performance and funding availability through **June 30, 2029**(the contract may be progressive with increased funding)*

Procurement Timeline

RFP Issued and Approved by:	GLOW WDB Tuesday, September 17, 2024
Issue Date:	Monday September 23, 2024
Maximum Contract Award:	Up to \$8,000
Question Deadline (email only):	Questions Due by Friday, 10/11/2024 Electronic Response posted as FAQs on www.glowworks.org by: Friday, 10/18/2024
Deadline For Submission:	Friday, November 1, 2024, 4 p.m.
GLOW Workforce Board Selection Approval:	November 19, 2024
Formal Award Notification:	November 25, 2024
Contract Development:	December 1, 2024 to May 31, 2025
Target Contract Start Date:	July 1, 2025
Contact Information:	Jay Lazarony, GLOW WDB Executive Director, (585) 344-2042 x4212, Email: jay.lazarony@co.genesee.ny.us

Contracting Entity:

GLOW Workforce Development Board
587 East Main Street, Suite 100
Batavia, NY 14020

1. PURPOSE:

Background:

WIOA's focus is on further enhancing the high quality one-stop center system by continuing to align investments in workforce, education, and economic development to regional in-demand jobs. The new law places greater emphasis on local resource coordination to better meet the needs of jobseekers, workers, and businesses. This includes the cultivation of partnerships and strategies necessary for one-stops to provide job seekers and workers with the high-quality career services, education and training, and supportive services. Therefore, under WIOA the Career Centers are required to partner with a range of federally funded employment and training programs to promote the coordination of services on behalf of job seekers and businesses. The One Stop Operator will be integral in supporting the system and coordinating these services, as well as evaluating effectiveness and reporting to GLOW WDB. The mandated partners include:

- WIOA Title I: GLOW Employment and Training Offices
- WIOA Title II: NYS Department of Education
- WIOA Title III/Trade Act/Unemployment Compensation/Wagner Peyser: NYS Department of Labor
- WIOA Title IV: Rehabilitation Act, NYS Commission for the Blind and ACCES VR
- Title V-Older Americans: Genesee and Wyoming Office for the Aging
- CTE-Perkins: Genesee Community College, Cattaraugus-Allegany BOCES
- Community Service Block Grant: Community Action of Orleans and Genesee; Wyoming County Community Action; Livingston County Community Initiative Council
- Second Chance Act: Pathstone Corporation
- Temporary Assistance to Needy Families: Genesee, Livingston, Orleans, Wyoming Department of Social Services
- Migrant and Seasonal Farmworker Programs: Pathstone Corporation
- Native American Programs: Native American Cultural Center

Role of the One Stop Operator:

The One Stop Operator ("Operator"), in a high level facilitation role, will play a critical part in supporting the local workforce system to coordinate its diverse partners to achieve its service delivery vision and reach its "to be defined" performance goals. Specifically, the Operator will:

- Convene up to two (2), two-hour meetings per year of mandated partners to support the Memorandum of Understanding (MOU) implementation. The Operator will develop meeting agendas (in conjunction with GLOW staff) and meeting activities, facilitate meetings, and provide meeting notes.
- Additionally, in conjunction with staff from WDB, the Operator will develop an appropriate mechanism to semi-annually report on the progress and performance of the partnerships across the workforce development area.

- Convene monthly partner presentations meetings. Provide a method for all partners to share with the One-Stop-Operator group updates on events and services. Recruit members to fill any open presentations months to ensure the presentations continue as a monthly event.

2. FUNDING

The GLOW WDB intends to obligate up to a maximum of \$8,000 of funding based on the budget submitted per year for these awards for this reimbursement-based contract. At its discretion, the Board may amend contracts based on performance and funding availability, and/or renew contracts for up to 3 consecutive contract periods (July 1 through June 30) not to exceed \$8,000 per contract. Proposers must include their hourly reimbursement rate in the proposal. The rate should be inclusive and detail all expenses, i.e., travel etc.

3. ALLOWABLE EXPENSES

Salaries and fringe, supplies, travel, training materials or other program specific expenses are allowable expenses with documentation. Expenses must follow your agency's transportation and procurement policies and procedures. No Equipment purchases can be made under this contract.

4. MONITORING

The contractor agrees that the GLOW WDB and Grant Recipient will have access to monitoring financial expenditures. The financial review will be done on an annual basis. The property and procurement review will be conducted on a biennial basis.

5. APPLICANT ELIGIBILITY

The WIOA Joint Final Rule requires Local Workforce Development Boards to use a competitive process based on local procurement policies and procedures, and the principles of competitive procurement in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) at 2 CFR part 200 and 2 CFR part 2900, which may be found at <http://www.ecfr.gov>.

The One-Stop System Operator may be a single entity (public, private, or non-profit) or a consortium of entities, including consortiums of required Career Center partners. If the consortium is made up of Career Center partners, it must include a minimum of three Career Center partners. Entities that may serve as the One-Stop System Operator include:

- Institution of higher education;
- Employment service State agency established under the Wagner-Peyser Act on behalf of the local office of the agency;
- Indian tribes, tribal organizations, Alaska Native entities, Indian-controlled organizations serving Indians, or Native Hawaiian organizations;
- Community-based organization, non-profit organization, or intermediary;
- Private for-profit entity;

- Government agency or governmental unit, such as local or county governments, school districts, State agencies, and Federal WIOA partners;
- Nontraditional public secondary school such as a night school, adult school, or an area career and technical education school;
- LWDB, with the approval of the local Chief Elected Official(s) (CEO) and Governor; and
- Interested organization or entity, which may include a local chamber of commerce or other business organization, or a labor organization.

Elementary and secondary schools cannot be selected as the operator.

For more information on eligibility see: https://wdr.doleta.gov/directives/attach/TEGL/TEGL_15-16_Acc.pdf

Qualifications for Bidders are:

- An understanding of the Workforce Innovation and Opportunity Act and understanding of the local workforce system and its stakeholders.
- Experience facilitating large, diverse stakeholder groups to a common goal or outcome is expected. The ability to remain a neutral facilitator will be critical.
- Experience in meeting agenda development, planning, and execution.
- Work closely with the GLOW Workforce Development Board to monitor the systems' strategic objectives and make recommendations for system continuous improvements.

6. SELECTION PROCESS

The review process presented here represents an outline of the process that will be used by the Board in an attempt to identify a qualified entity to be considered for contract negotiation. The highest scoring proposal does not automatically become the Board's selection for contract negotiation. The GLOW WDB will consider the evaluation results and subsequent recommendations from the independent WDB members who have been involved in any aspect of the review process.

Minimum standards of review - A proposal must meet the following minimum standards before being considered for funding:

1. **Submission** - Submitted by the deadline
2. **Completeness** - Contains all required information and forms
3. **Format** - Complies completely with proposal instructions

Note: Respondents may be required to present additional materials to the WDB Review Committee prior to determination of final selection

Evaluation Process - The process for evaluating proposals submitted in response to this Request includes:

1. Review and scoring by Independent Review Team
2. Review and approval by the WDB

A. Proposal Rating

All proposals received by the deadline will be read and rated by a review committee. The average scores from the raters for the qualified proposals will be ranked numerically to develop a ranked list for each program.

1) Design and Responsiveness of Program – 60 Points

- Does the proposal illustrate the bidder’s ability to effectively facilitate partner meetings, develop agendas, in conjunction with GLOW WDB staff and provide meeting notes? (20 points)
- Does the proposal support the bidder’s ability to develop appropriate mechanisms to report on progress and performance across workforce development partners? (20 points)
- Does the proposal show that the bidder has experience in assessing and making recommendations on making continuous improvement based on data? (20 points)

2) Qualifications of Bidder -- 20 Points

- Is staff qualified to provide the activities/services? Are resumes provided for each staff? Is percentage of time spent on program provided for staff involved in the program? (10 points)
- Does the bidder have adequate administrative experience to operate the activities/services proposed? (5 points)
- Does the bidder have prior successful experience and a demonstrated record of meeting performance? (5 points)

3) Costs -- 20 Points

- Are the costs justified and reasonable for the activities/services proposed and within the maximum cost allowable? (10 points)
- Does bidder have adequate personnel and financial systems in place to ensure costs are properly allocated? (10 points) (Include last audit report.)

Funding Recommendations

Recommendation for funding will be based on the following:

- The ranked score of the proposal
- Prior administrative and programmatic performance

Notification and Debriefing - All respondents will be notified in writing, if they formally request notification, of the final outcome of the proposal review process. Once respondents are notified of the outcome of the procurement process, any proposer may request a debriefing explaining their proposal's evaluation. Such requests may be made in writing to Jay Lazarony, Executive Director, email: jlazarony@co.genesee.ny.us

7. PROPOSER INQUIRY AND APPEAL PROCESS

Respondents who believe that they have been treated unfairly in the proposal review process or that there is a violation of federal law or regulation may file a protest. All respondents will receive a copy of the results of the procurement within fifteen (15) working days of the final decision. Respondents whose proposals are rejected will receive a letter of notification. Letters of protest must be submitted and arrive in the office of the GLOW WDB within fifteen (15) days of the date of the notice of rejection. Letters must be specific as to the inquiry or protest. Protests not submitted in writing, not specific in nature, or that arrive late may not be considered. Letters must be addressed as follows: Jay Lazarony, Executive Director.

Upon receipt of letter, the Executive Director or his/her designee will contact the respondent to arrange for an appeals conference. A Committee of the GLOW WDB will form an Appeals Committee and attend the Appeals Conference. At the conclusion of the conference, the Committee will determine if there is sufficient reason to have the WDB reconsider the decision in question.

8. PROPOSAL INSTRUCTIONS

Deadline

Proposals submitted in response to this RFP must be received as a Word or PDF file document no later than **Friday, November 11, 2024, 4 p.m. via mail or email (subject line to read “One Stop Operator Proposal for GLOW WDB”) to Michele Nichols, GLOW WDB Assistant. All proposals should be addressed to:**

Michele Nichols, GLOW WDB Assistant
GLOW Workforce Development Board
Genesee County Career Center
587 East Main Street, Suite 100
Batavia, NY 14020

Or

Email: Michele.Nichols@co.genesee.ny.us

All Proposals received on/or before the deadline and that comply with all RFP requirements will be reviewed and considered for funding.

9. FORMAT OF PROPOSAL

- A single optimized PDF document or Word Document
- Arranged in proper order
- Not to exceed four (4) pages of narrative
- Formatted to 8.5 x 11 paper size using 12 point Times New Roman font with 1 inch margins
- Text lines may be single spaced
- All pages of narrative section must be numbered and contain the applicant name as the footer
- Quantify hours of service and other crucial components of service delivery
- Any proposed collaboration must be supported by detail
- Be concise and avoid extraneous references and unnecessary detail
- Submit budget that must include hourly reimbursement rate in the proposal. The rate should be inclusive and detail all expenses, i.e., travel etc.

Content Requirements

Organizations with interest in providing the required services should submit a proposal narrative of not more than four (4) pages that outlines the following information:

- The organization of the entity’s understanding and experience in workforce development, including the local system, and/or of WIOA and WIA.
- Overview of the organization or entity’s previous experience facilitating large, diverse stakeholder groups to a common goal or outcome is expected. Specific examples are strongly encouraged. What is your approach in navigating and resolving challenging partnerships?

- Description of the organization or entity's expected client engagement approach. Frequency and methods of communication, expected approach in meeting agenda development, planning and execution, etc.
- Other information, experience, or products deemed relevant to this solicitation.

Required attachments will not count against the narrative page total. Such attachments include:

- Resumes of key staff who will be assigned to this project and their roles on the project
- Budget to include hourly rate, and expenses included within the hourly rate calculation;
- Three recent (last 5 years) references