

REQUEST FOR PROPOSALS

ONE STOP OPERATOR SERVICES



**SUSQUEHANNA WORKFORCE NETWORK, INC.
410 GIRARD STREET
HAVRE DE GRACE, MD 21078**

ISSUE DATE: APRIL 28, 2017

**BIDDER'S CONFERENCE: MAY 12, 2017
9:00 A.M.**

**PROPOSAL DUE DATE: MAY 25, 2017
4:00 P.M.**

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I. SCOPE OF SERVICES

A. Purpose

The Susquehanna Workforce Network (SWN) is requesting proposals from qualified organizations for the provision of One Stop Operator services in accordance with the terms, conditions and specifications of this solicitation.

The Workforce Innovation and Opportunity Act (WIOA) Public Law 113-128, was signed on July 22, 2014 and became effective July 1, 2015. The Opportunity Act reauthorizes and amends the Workforce Investment Act (1998) through important workforce system reforms. WIOA empowers Local Workforce Boards to develop strategies that support economic growth and labor force needs intended to grow the capacity and performance of the workforce system. WIOA promotes seamless service delivery to employers and jobseekers through greater alignment of education, economic development, workforce systems and services.

Contracts will be awarded for a one (1) year period commencing on July 1, 2017 after approval and proper execution of the contract documents, with a renewal option for two additional years in one-year increments, exercisable at the sole discretion of the Local Workforce Board and based on achievement of performance and funding availability.

B. Services to be Performed

In accordance with WIOA Section 121(d), the Workforce Board is issuing this Request for Proposal to solicit a qualified One Stop Operator (OSO) to facilitate collaboration and cooperation among One Stop Partners and services. The Local Workforce Board is seeking the following services of its' One Stop Operator:

1. Plan, convene and conduct quarterly partner meetings and ensure partner engagement
2. Facilitate and document WIOA Partner progress and adherence to the Susquehanna Workforce Area WIOA Partner MOU and the Local Workforce Plan
3. Act as a point of contact to facilitate communication amongst the partner agencies
4. Collaboratively with the WIOA Partners, design and facilitate the implementation of a Continuous Improvement process to advance and measure WIOA system progress and enhancements
5. Report quarterly and as needed to the Workforce Board

C. Proposer's Conference

Please direct questions in writing no later than 4:00 p.m., May 10, 2017 to Bruce England, at the Susquehanna Workforce Network, 410 Girard Street, Havre de Grace, MD 21078 or 410-939-5171 (fax), or bengland@swnetwork.org. Answers to the questions will be provided in a Proposer's Conference scheduled for Friday, May 12, 2017 at 9:00 a.m., at this location. Questions will not be answered about this RFP after the Proposer's Conference.

D. General Conditions

1. The release of this RFP does not constitute an acceptance of any offer, nor does such release in any way obligate the SWN to execute a contract with any offeror. The SWN reserves the right to accept, reject or negotiate any or all offers received in response to this request, to negotiate with all qualified sources, or to cancel, reject, alter, modify or amend in part, or in its entirety, this RFP, if to do so is in the best interest of the SWN.
2. The SWN will not be liable for any costs associated with the preparation of proposals or negotiation of contract incurred by any offeror.
3. All proposal prices are irrevocable for ninety (90) days following the closing date for submission.
4. All proposals, in their entirety, will become the property of SWN upon submission. Proposals will be exempt from disclosure until the evaluation and selection process has been completed. If a proposal contains any information that the offeror considers proprietary and does not want disclosed to the public or used for any purpose other than evaluation of the offer, all such information must be indicated with the following statement:

"The information contained on pages _____, _____, and _____ shall not be duplicated, used in whole or part for any purpose other than to evaluate the proposal, provided that if a contract is awarded to this office as a result of or in connection with the submission of such information, the SWN has the right to duplicate, use or disclose this information to the extent provided in the contract. This restriction does not limit the agency's right to use information contained therein if obtained from another source."

5. In submitting a proposal, the proposer certifies as to its legally constituted organization, and that in connection with this proposal:
 - The prices in the proposal have been arrived at independently without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other offeror or with any competition; and,
 - Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the proposer, and will not knowingly be disclosed by the proposer, prior to award directly or indirectly to any other proposer or to any competition; and,
 - No attempt has been made by the proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
6. Person(s) signing the proposal certifies that the person(s) in the offeror's organization who are legally responsible within that organization for the decision as to the price being offered in the proposal have not participated, and will not participate, in any actions contrary to the above.
7. SWN reserves the right to negotiate the final terms of all contracts with successful proposers. Items that may be negotiated include, but are not limited to, type and scope of services and activities, prices, and production schedules. Proposers will be required to submit all revisions to their proposal that may result from negotiations

prior to any agreement to contract. SWN also reserves the right to end contract negotiations if acceptable progress, as determined by the SWN, is not being made within a reasonable time frame.

Likewise, SWN also reserves the right to accept any proposal as submitted for contract award, without substantive negotiation of offered terms, services or prices. Therefore, proposers are advised to propose their most favorable terms initially.

8. If only one responsive proposal is received for activities described in this RFP, the SWN has the option to re-open the procurement, or to initiate a sole source procurement process. Additionally, if no acceptable and responsive proposals are received, SWN has the option re-open the procurement or initiate a sole source procurement process.
9. The proposer will be required to assume full responsibility for all specified services, and may subcontract only with the express written approval of the SWN.
10. Any information obtained concerning recipients of services through the SWN shall be treated as confidential in accordance with relevant provisions of State and Federal law.
11. Funding for contracts awarded as a result of this process shall be contingent on continued funding of the SWN through established sources. In the event that such funding becomes unavailable for any reason, the contract would terminate immediately and all payment obligations hereunder would cease forthwith; provided, however, that the Contractor would be paid for any services rendered prior to the date of such termination. The SWN retains the right to terminate or reduce a contract in whole or in part if funds are not available.

II. GENERAL INFORMATION

A. Organizational Background

The Susquehanna Workforce Network (SWN) is a not-for-profit, 501(c)(3) corporation, designated as the Workforce Board for the Susquehanna Region (Cecil and Harford Counties, Maryland), and the administrative entity for programs funded under Title I of the Workforce Innovation and Opportunity Act (WIOA). The SWN is governed by a 31-member board comprised of representatives from education, community organizations, labor, economic development, the employment service, and a majority membership of business executives from throughout the region.

The SWN has been providing employment and training services to the business community and citizens of Cecil and Harford Counties since 1983. Under the Job Training Partnership Act, the organization was known as the Susquehanna Region Private Industry Council. With the enactment of WIA, the organization's name was changed to the Susquehanna Workforce Network on July 1, 2000, to more accurately reflect the change of focus to a streamlined, consolidated workforce development system.

B. Description of Activities

SWN's Board of Directors, the Susquehanna Workforce Area's Workforce Board, is focused on executing workforce strategies that contribute to the economic competitiveness of the region by creating solutions to address the region's pressing workforce and economic development challenges. This is accomplished through strategic public/private partnerships (P3) with business, industry and other governmental agencies, economic development and education that focuses on measureable outcomes that support local and regional economic development priorities.

SWN has a 33 year history of collaborative and regional efforts addressing business and industry needs. Through a variety of Federal, State, Local and Private resources, SWN manages and administers programs that help businesses grow and provides employment opportunity for area residents including youth, adults, dislocated worker and various disenfranchised populations. SWN Business Services operations assist the business community attract, retain and develop their workforce. The Susquehanna Workforce Centers assist residents in achieving their career and employment goals. SWN's Youth Services connect the emerging workforce to entry level employment opportunities and funds services to specialized populations.

III. PROPOSAL PREPARATION

A. Format

Responding organizations should ensure that proposals are prepared in compliance with the following requirements:

1. Please follow the proposal guidelines using the headings as identified in Section IV, Proposal Narrative for each section.
2. Emphasis should be placed on clarity of content.
3. Proposals must be limited to ten (10) pages (not including attachments), in no less than 12 point font, word processed, one side only, non-bound, with pages numbered.
4. The following attachments must be included:
 - Proposal Cover Sheet (Attachment I)
 - Assurance of Non-Discrimination and Equal Opportunity (Attachment II)
 - Certification Regarding Lobbying (Attachment III)
 - Certification Regarding Debarment, Suspension, and Other Responsibility Matters (Attachment IV)
 - Certification of a Drug-Free Workplace (Attachment V)
 - Certification Regarding ACORN Prohibition (Attachment VI)
 - Certification Regarding Buy American Provision (Attachment VII)
 - Certification Regarding Human Trafficking (Attachment VII)

B. Submission

One (1) signed original and six (6) copies of each proposal must be submitted to the following address:

Susquehanna Workforce Network, Inc.
Attn: Bruce England
410 Girard Street
Havre de Grace, MD 21078

C. Deadline

Proposals must be received by 4:00 p.m. on Thursday, May 25, 2017. No proposal will be accepted after the deadline date.

IV. PROPOSAL NARRATIVE

A. Statement of Work

Provide a general description of the services to be performed. Detail the processes, hours and staff necessary to complete the scope of work for the services to be performed as identified in Section I. B. Also provide an estimate of SWN staff time that will be needed to support your services.

B. Background and Experience

1. History and Background

Discuss your organization's history and background. Describe in detail your experience and qualifications in providing the requested services. Please address the following items:

- a. Provide examples of relevant experiences providing similar services. Describe past experience, if any, with one stop system design and service delivery models under WIOA or similar programs. Provide reference letters related to your experience.
- b. Describe your organizations knowledge and awareness of the Susquehanna Workforce Area's WIOA Partners, area population demographics and workforce and economic development challenges, opportunities and priorities.
- c. Provide your experiences and capabilities in managing a multi-partner environment and implementing Continuous Improvement processes.

2. Structure of Proposer

Describe your organization. Why is your organization best positioned to provide the requested services? How does your organizations background, history, and mission align with the Susquehanna Workforce Area's Workforce Plan? Provide qualifications of the organization and staff that will be performing the work. Include resumes of key staff who will work on this project.

Describe the location from which the work on this engagement is to be performed.

3. Total Price/Budget of Project

Provide the all-inclusive fixed price for which the work will be done, including a breakdown of the number and kind of professional/non-professional staff that will be utilized in the project.

Provide the total hours, the hourly rate required by staff classification, the descriptions and amounts of other charges, including communications, travel and miscellaneous expenses, and the resulting all-inclusive fixed price for which the requested work will be done.

Provide the projected annual cost of each service requested as identified in Section I. B, Services to be Performed..

4. Terms of Payment

State the terms of payment of the contract price.

V. EVALUATION PROCEDURES

A. The SWN Review Committee will evaluate proposals according to the requirements of this RFP. Proposals will first be evaluated for minimum requirements. Proposals which do not meet minimum standards will be eliminated. Recommendations for contract award will be submitted to the SWN's Executive Committee for approval.

B. The proposal will be awarded based on the following evaluation criteria:

	<u>Point Range</u>
1. Technical Criteria	
a. Responsiveness of Proposal (0 – 25)	
Clearly stating an understanding of the work to be performed.	
1) Coverage including appropriateness and adequacy of proposed work schedule and plan; necessity and appropriateness of services.	0 – 15
2) Hours proposed are realistic for each major segment of the work plan. Hours are properly apportioned for each staff level.	0 – 10
b. Background and Technical Experience of Proposer (0 – 30)	
1) Experience and capability in performing work of a similar nature.	0 – 10
2) Experience and knowledge of WIOA Partners, workforce area demographics, understanding of workforce and economic development priorities.	0 – 10

3) Experience and capabilities managing multi-partner environments and continuous improvement	0 – 10
c. Qualifications and Capabilities Organization (0 – 25)	
1) Organizational background and alignment w/ Workforce Plan	0 – 15
2) Qualifications of staff.	0 – 5
3) Size and Structure of Proposer	<u>0 – 5</u>
Total Technical Points	0 – 80
2. Price Criteria (0 – 20)	
Reasonableness and necessity of cost	<u>0 – 20</u>
Total Points	0 – 100

C. Contract Negotiations and Award

Upon completion of the evaluation of the offeror's proposals and negotiation, if conducted, the SWN shall award the contract to the responsible offeror whose offer is the most advantageous to the SWN. SWN reserves the right to reject all offers if it is determined to be in the best interest of the SWN.

VI. APPEALS PROCEDURE

Any respondents dissatisfied with the Review Committee's recommendation and who seek to appeal the matter to the SWN Executive Committee, must file a written appeal with the SWN Executive Director at the following address:

Mr. Bruce England
 Executive Director
 Susquehanna Workforce Network, Inc.
 410 Girard Street
 Havre de Grace, MD 21078

All appeals must be filed within ten (10) calendar days of receiving notice of the Review Committee's decision. The Executive Committee, at its discretion, will decide whether to grant the appellants an open hearing. The decision of the Executive Committee will be final.

SUSQUEHANNA WORKFORCE NETWORK

PROPOSAL COVER SHEET

Name of Agency/Organization _____

Address _____

Contact Person/Title _____

Phone _____ Fax _____ Email _____

Total funds requested _____

I do hereby certify that this proposal is submitted in accordance with the provisions and conditions outlined in the Request for Proposal issued April 28, 2017, that all the information is complete and accurate, and that this proposal represents a firm and fixed offer to provide the requested services. This offer shall remain valid for a minimum of 90 days. I also certify that the fees in the proposal have been arrived at independently, without consultation, communication, or agreement with any other proposer (except those in a collaborative proposal) or with any other competitor for the purpose of restricting competition, as to any matter relating to such fees; and no attempt has been made or will be made by the proposer to induce any other person or agency to submit or not submit a proposal for the purpose of limiting or restricting competition. I further certify that this agency can and will provide and make available, at a minimum, all services described in this proposal.

Signature of Individual with Signatory Authority

Date

Typed name and title

ASSURANCE OF NON-DISCRIMINATION AND EQUAL OPPORTUNITY

As a condition to the award of financial assistance under the Workforce Innovation and Opportunity Act, the grant applicant assures, with respect to operation of WIOA funded programs or activities and all agreements or arrangements to carry out the WIOA funded programs or activities, that it will comply fully with the nondiscrimination and equal opportunity provisions of the Workforce Innovation and Opportunity Act, the Workforce Investment Act of 1998, including the Nontraditional Employment for Women Act of 1991; Title VI of the Civil Rights Act of 1964, as amended; section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; Title IX of the Education Amendments of 1975, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including, but not limited to, 29 CFR part 34.

Signature of Authorized Representative

Date

Name (typed) and Title

CERTIFICATION REGARDING LOBBYING

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

1. 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 any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form—LLL-A, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of 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, US 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.

Signature of Authorized Representative Date

Name (typed) and Title

CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants Responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register.

1. The proposer certifies to the best of its knowledge and belief, that it and its officers/principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal, State or local governmental department or agency;
 - b. Have not been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission or embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - d. Have not had one or more public transactions (Federal, State or local) terminated for cause or default.
2. Where the proposer is unable to certify to any of the statements in this certification, such proposer shall attach an explanation to this proposal.

Signature of Authorized Representative

Date

Name (typed) and Title

CERTIFICATION OF A DRUG-FREE WORKPLACE

By submission of this offer, the proposer certifies and agrees that with respect to all employees of the proposer to be employed under a contract resulting from this solicitation, it will:

1. Publish a statement notifying such employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Contractor's workplace, and specifying the actions that will be taken against employees for violations of such prohibition.
2. Establish a drug-free awareness program to inform such employees about:
 - the dangers of drug abuse in the workplace;
 - the Contractor's policy of maintaining a drug-free workplace;
 - any available drug counseling, rehabilitation, and employee assistance programs; and
 - the penalties that may be imposed upon employees for drug violations occurring in the workplace.
3. Provide all employees engaged in the performance of the contract with a copy of the statement in item 1 of this provision.
4. Notify such employees in the statement required by item 1 of this provision that as a condition of continued employment on the contract resulting from this solicitation, the employee will:
 - abide by the terms of the statement; and
 - notify the employer of any criminal drug statute conviction for a violation occurring in the workplace, no later than five (5) days after such conviction.
5. Notify the contracting officer within ten (10) days after receiving notice under item 4 of this provision, from an employee or otherwise, of such conviction.
6. Within thirty (30) days after receiving notice under item 4 of this provision of a conviction, impose the following sanctions or remedial measure on any employee who is convicted of drug abuse violations occurring in the workplace:
 - take appropriate personnel action against such employee, up to and including termination;
 - or
 - require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement or other appropriate agency.
7. Make a good faith effort to maintain a drug-free workplace through implementation of items 1 through 6 of this provision.

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Signature/Title of Authorized Representative

Date

Certification Regarding ACORN Prohibition

Section 511 of the Consolidated Appropriations Act, 2010 (P.L. 111-117, Division E) (“CAA”), requires that no direct or indirect funding for the Consolidated Appropriations Act may be provided to the Association of Community Organizations for Reform NOW (“ACORN”) or any of its subsidiaries through Federal grantees or contractors. DOL is required to take steps so that no Federal funds from the Consolidated Appropriations Act, 2010, are awarded or obligated by subgrantees, subcontractors, or other subrecipients. The prohibition applies not only to a direct recipient of Federal funds, but also to a subrecipient (e.g., subcontractor, subgrantee, or contractor of a grantee).

The proposer certifies compliance with the above policy regarding ACORN prohibition.

Signature of Authorized Representative Date

Name (typed) and Title

Certification Regarding Buy American Provision

Funds made available under Title I or II of Workforce Innovation and Opportunity Act or under the Wagner-Peyer Act (29 U.S.C. 49, et. seq.) certifies that it will comply with the Section 8301 through 8303 of Title 41 of the United States Code (commonly known as the “Buy American Act”) and as referenced in WIOA Section 502.

The proposer certifies compliance with the above policy regarding Buy American Provision.

Signature of Authorized Representative

Date

Name (typed) and Title

Certification Regarding Human Trafficking

Complies with Executive Order 13333 that requires termination without penalty of the Agreement if a sub-grantee, contractor or subcontractor engages in human trafficking.

The proposer certifies compliance with the above policy regarding Human Trafficking.

Signature of Authorized Representative

Date

Name (typed) and Title