



Proposer Conference for RFP #WIOA-DISLOCATED WORKER-12-04-2018

Monday, December 17, 2018; 9:30 AM PST



Agenda

- I. Welcome, RFP Purpose, WIOA Funding Overview, Subrecipient Designation
- II. Introduction to WIOA, WA State Plan, Local Plan, and Strategic Action Plan
- III. RFP Solicitation and General Information
- IV. Program Description
- V. Proposal Submission and Minimum Requirements
- VI. Proposal Narratives, Budget and Conflict of Interest
- VII. Proposal Review and Evaluation Process
- VIII. Questions and Answers



I. Welcome, RFP Purpose, WIOA & Funding Overview, Subrecipient Designation

Welcome & Introductions

A. RFP Purpose

The purpose of this RFP is for WorkForce Central (WFC), on behalf of the Chief Local Elected Officials (CLEOs) and the Pierce County Workforce Development Council (WDC), to identify and select a qualified sub-recipient for Department of Labor (DOL) federal funds to provide direct dislocated worker program career and training services in Pierce County.

B. Funding Overview

The proposed services will be funded under Title I of Workforce Innovation and Opportunity Act (WIOA) of 2014. WIOA was created to provide state and local areas the flexibility to collaborate across systems in an effort to better address the employment and skill needs of current employees, job seekers, and employers.

C. Sub-recipient Designation

The awardee of this award will be a sub-recipient. A sub-recipient is a non-Federal entity that receives a sub-award from a pass-through entity to carry out all or part of a Federal program; but does not include an individual that is a beneficiary of such program. A sub-recipient must comply with all applicable uniform administrative requirements, cost principles and audit requirements, as applicable. In this situation, the pass-through agency of the funds has a responsibility to monitor the sub-recipient to ensure the grant funds are being used for authorized purposes and as required by the grant agreement and applicable regulations.



II. Overview of WIOA, WA State Plan, Local Plan and Strategic Action Plan

A. WIOA

On July 22, 2014, President Obama signed into law the Workforce Innovation and Opportunity Act (WIOA). WIOA is designed to improve and streamline access to federally funded employment, education, training and support services. The enactment of WIOA provides an opportunity for reforms to ensure the One-Stop Delivery System is job-driven, responding to the needs of employer and preparing workers for jobs that are available now and in the future.

B. Washington State and Local Plan

The Washington State Workforce Training and Education Coordinating Board (Workforce Board) and the system's stakeholders put together the state's workforce plan "Talent and Prosperity for All" with three main goals to maximize the workforce system's impact: (1) help more people find and keep jobs that lead to economic self-sufficiency, with a focus on disadvantage populations; (2) close skill gaps for employers with a focus on in-demand industry sectors and occupations including through apprenticeships; (3) work together as a single, seamless team.

Pierce county's local plan was established towards similar goals as the state plan with emphasis on improving one stop delivery system and to remove barriers for all individuals, with barriers to employment, not just those populations covered by the Americans with Disabilities Act.



II. Overview of WIOA, WA State Plan, Local Plan and Strategic Action Plan (continued)

C. Strategic Action Plan (CLEOs, WDC, WFC)

The Pierce County workforce system stakeholders, through an ad hoc Strategic Planning Committee, developed a dynamic blueprint for the sustainability and growth of the region's talent pipeline. Simply stated, in Pierce County, as in the nation, there is an ongoing and growing scarcity of skilled workers to meet the demand. For the first time on record, the number of American job openings exceeds the number of job seekers.

The Strategic Action Plan brings together priorities covering all workforce programs within the WDC's purview. Its priorities and objectives encompass all the WDC's activities. However, a plan is of little value by itself. The strategic plan document is the framework to continue the growth and ensure the sustainability of high-performance, customer-focused workforce development system that continues to benefit all stakeholders – customers, employees, and the community.

As a potential service provider, we encourage proposers to read the strategic action plan to have a good understanding of the WDC's mandates and strategic direction.



III. RFP General Information Highlights

A. Solicitation Timeline

Request for Proposal (RFP) Re-Release: Tuesday, December 4, 2018

Proposer Conference: Monday, December 17, 2018; 9:30 AM PST

Deadline for Written Questions: Fri., Dec. 21, 2018; 5:00 PM PST

Q & A Posted to WEBS and WFC Website: Friday, January 4, 2019

Proposal Package Due: Monday, January 14, 2019; 5:00PM PST

Technical Review: January 15-18, 2019

Proposal Evaluations & Oral Presentations: Jan. 21 - Feb. 1, 2019

Announcement of Award: February 4, 2019

Subaward Negotiations and Development: February 4-15, 2019

Subaward Starts: No later than February 19, 2019



III. RFP General Information Highlights (Cont.)

B. Eligible Entities

Eligible entities may include: Private for profit business; non-profit organizations; business associations; public agencies; or a collaboration of these entities with at least one organization designated as the lead agency and primary sub-recipient.

C. WFC Procurement

WFC conducts all procurements in a manner providing full and open competition as required under 2 CFR 200, other federal and state laws and regulations and WFC Procurement policy. This RFP identifies all relevant requirements, evaluation factors, technical review process and scoring point range. Technical, financial and organizational evaluations will be made of all proposals received on time and found to be responsive to the RFP.

D. Proposal Submission and Minimum Requirements

E. Submission Instructions – **Monday, January 14, 2019 5:00 pm PST**

F. Written Questions – **Friday, January 4, 2019 5:00 pm PST**

G. Additional information/disclaimers (G. through O.)

P. Conflict of Interest & Disclaimer



IV. Program Description

A. Dislocated Worker Program Services Role and Responsibilities:

Bidders responding to this RFP must offer, in collaboration with Pierce County WorkSource System partners, the following Career Services to WIOA Title I eligible dislocated worker per WIOA Section 134(c)(2)(A). Career Services must be accessible at a minimum at the WorkSource Pierce Job Center.

Basic Career Services – would cover eligibility determination for Title I dislocated worker program services, outreach, intake, and orientation, initial assessment of skill levels, labor exchange services including job search and placement assistance, referrals to and coordination of activities with other programs and services within the one-stop delivery system, provision of workforce and labor market information, etc.

Individualized Career Services – would include comprehensive and specialized assessments of the skill levels and service needs, development of individual employment plan (IEP), providing supportive services, career planning and individual and group counseling, short-term pre-vocational services, internships and work experiences, workforce preparation, financial literacy services, access to internships, out of area job search, and follow-up services.

Participation in layoff aversion and rapid response activities – In addition to addressing dislocated worker's employment needs by providing direct services, winning bidder will be expected to actively participate in layoff aversion through incumbent worker training or other forms of layoff aversion activities. Vendor would also convene a governance and community partner workgroup to coordinate process improvement and layoff aversion strategies.

Enrollment Requirements: Eligible WIOA dislocated worker must be enrolled and considered a customer for performance purposes when seeking services from staff. Any staff involvement which includes an assessment of customer's skills, education or career objectives as it relates to job search, job referral, assessing personal barriers to employment, training and related services is defined as significant staff involvement and will require enrollment.



IV. Program Description (Cont.)

B. Dislocated Worker Eligibility Criteria, Priority of Service

Dislocated worker must meet the following eligibility criteria for the WIOA Title I dislocated worker Program:

US citizen or otherwise legally entitled to work in the US

Selective Service Registration (males who are 18 or older and born on or after January 1, 2016)
unless an exception is justified

One of the dislocated worker categories:

- general dislocation
- dislocated from facility closure/substantial layoff
- self-employed dislocation
- displaced homemaker
- displaced separating military service members
- spouses of military service members

Pierce County residents receive priority for enrollment. Non-Pierce County residents are enrolled only by written exception.



IV. Program Description (Cont.)

C. Required Program Design Elements

Ensure there is an Employability Plan.

Ongoing and uninterrupted active case management.

Have a strong industry focus in services provided.

Ensure in-demand job placements, training-related placements, placements in targeted or demand occupations.

Include WorkSource and other community partners.



IV. Program Description (Cont.)

D. Dislocated worker Performance Measures:

All WIOA funding is, in part, based on achieving US Department of Labor's (DOL) performance measures regarding employment and training. The selected sub-recipient will be responsible for meeting all performance measures as laid out by US DOL.

The successful proposer will be required to use the state-managed database system to record and track all client activities and program services.



V. Proposal Submission and Minimum Requirements

A. Proposal Content Requirements

Proposal Cover Sheet (Required – Not Scored)

Table of Contents (Required – Not Scored)

Proposal Narrative (Required – Worth 100 Points)

- Narrative including Budget, WFC & WIOA Assurances and Certifications, Misc.

B. Proposal Format Requirements

Font: 12 pt. – Times New Roman

Spacing: Double spaced

Pages: Single sided and numbered

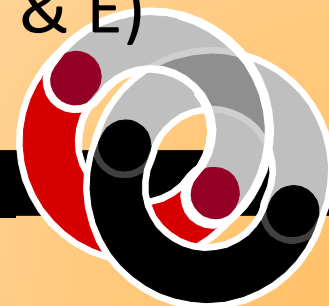
Margins: 1 inch

Paper: 8 ½ X 11



VI. Proposal Narrative and Budget Detailed Requirements (Worth 100 Points)

- A. Dislocated Worker Career & Training Services – Worth 40 Points (Max of 8 Pages)
- B. Demonstrated Ability and Past Performance – Worth 35 Points (Max of 8 Pages)
- C. Conflict Of Interest – Worth 5 Points (Max of 2 Pages)
- D. Budget Section Requirements – Worth 20 Points
 - Budget narrative (Required)
 - Budget Worksheet (Appendix B required)
- F. WFC & WIOA Assurances (Appendices D & E)



VII. Proposal Review & Evaluation Process

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| A. | Technical Review | |
| B. | Selection Process | |
| C. | Evaluation Scoring | |
| | DW Program Services | 0-40 |
| | Demonstrated Ability & Past Performance | 0-35 |
| | Conflict of Interest | 0-5 |
| | Budget | <u>0-20</u> |
| | Total Points Possible: | <u>100</u> |

Only those proposals with a total score of 70 or higher will be considered for the next phase of the evaluation process, i.e., oral interview. If responses are deemed inadequate as judged by the impartial review panel based on this scoring threshold, the WDC will have the option of re-posting the RFP or conducting a sole source procurement.



VIII. Questions and Answers

Questions after this conference, send to
procurement@workforce-central.org

