

SOUTHERN MISSISSIPPI PLANNING AND DEVELOPMENT DISTRICT
Fiscal Agent for
TWIN DISTRICTS WORKFORCE
DEVELOPMENT AREA

REQUEST FOR PROPOSALS
for
**Workforce Innovation and Opportunity Act (WIOA)
One-Stop Operator**
and
Adult and Dislocated Worker Career Services

Program Year
2019

RFP# 01-19 WIOA-TDWDA
Release Date: February 27, 2019
Due Date: March 27, 2019

*SMPDD/TDWDA is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to those with
disabilities.*

TTY/TDD 1-800-582-2233



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SECTION I: BACKGROUND INFORMATION

Workforce Innovation and Opportunity ACT (WIOA)

On July 22, 2014 President Obama signed into law the Workforce Innovation and Opportunity Act (WIOA). WIOA provides for a workforce system that is accessible to all job seekers, is customer centered, and provides training that is job-driven. WIOA is designed to help job seekers access employment, education, training and supportive services to succeed in the labor market. WIOA also focuses on business and industry by matching employers with the skilled workers they need to compete in the global economy.

The One-Stop Delivery system is the basis of WIOA. The system consists of one or more comprehensive, physical One-Stop Career Centers in a local workforce area that provide the core services specified under WIOA. The One-Stop Career Centers are the cornerstone of the reforms contained in Title I of WIOA.

These centers provide a variety of employment and training services under one roof to assist individuals to meet their employment, career planning and training needs, while also assisting local employers to meet their need for skilled and qualified workers. Businesses also access and use the career centers to post jobs, search for candidates, and apply for funding to support training of workers. Every year the key programs that form 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.

Twin Districts Workforce Development Board

Southern Mississippi Planning & Development District (SMPDD) and East Central Planning & Development District (ECPDD) form the 24 county Twin Districts Workforce Development Area (TDWDA). Local elected officials (LEO) in partnership with the Governor of the State of Mississippi and in accordance with criteria established under WIOA Section 107 (b), appointed and certified the Twin District Workforce Development Board. This Board is established to oversee the operations of One-Stop Career centers in the TDWDA and the WIOA funded workforce system.

SMPDD acts as the fiscal agent for the TDWDB. The TDWDB, in partnership with the Local Elected Officials Board (LEOB) will have oversight of this contract.

SECTION II: PURPOSE

Purpose

Southern Mississippi Planning and Development District (SMPDD) is soliciting proposals on behalf of the Twin Districts Workforce Development Board. The Request for Proposals (RFP) seeks service provider(s) to serve as the One-Stop Operator and provide "Career Services" as prescribed in the Workforce Innovation and Opportunity Act (WIOA). It is the responsibility of the respondent to this RFP to have a working knowledge of the WIOA and its implementing regulations. In addition, the respondent should review the SMPDD Sector Strategy plan at www.smpdd.com. For more information on WIOA please visit www.doleta.gov/WIOA.

The services outlined in this proposal are for Adult and Dislocated Worker activities in the twenty-four (24) county Twin Districts Workforce Development Area. The goal is to create a seamless system that meets the needs of job seekers and employers in the Twin Districts Workforce Development Area. The One-Stop Operator must coordinate services among partners and develop strategies to effectively serve customers according to the requirements of the WIOA. The One-Stop Operator is tasked with the management of daily operations of the partnership of agencies that comprise the One-Stop Career Center system in the TDWDA. The core partners administer the following programs:

- WIOA Title I programs
- Wagner-Peyser programs
- Adult Education and Literacy programs
- Rehabilitation Act programs; and
- Temporary Assistance to Needy Families programs.

Additional partners may be included as described in WIOA (section 121 (b)(2)). The One-Stop Operator is also responsible for providing "Career Services" as prescribed in the WIOA.

There are approximately 2,500 participants currently enrolled and receiving WIOA services in the TDWDA. The entity awarded a contract as a result of this RFP must be prepared to continue these services with minimal disruption in addition to enrolling and serving new participants. The contractor(s) selected may also serve as the designated service provider for other applicable workforce opportunities regardless of the fund source.

The proposed services will be funded under the WIOA. For planning purposes respondents should estimate funding for the first year of \$4,000,000 for services in all 24 counties. TDWDA Funds will fluctuate from year-to-year depending on the Department of Labor allocations to the state of Mississippi. The contractor(s) selected may receive a contract extension for an additional three (3) years, in increments of one year, depending on program performance and availability of funds.

SECTION III: PROPOSAL SUMMARY

Target Population:	Adults and Dislocated Workers 18 years and older
Geographic Area:	Mississippi Counties: Clarke, Covington, Forrest, George, Greene, Hancock, Harrison, Jackson, Jasper, Jeff Davis, Jones, Kemper, Lamar, Lauderdale, Leake, Marion, Neshoba, Newton, Pearl River, Perry, Scott, Smith, Stone, Wayne
Start Date:	July 1, 2019
Initial Contract End Date:	June 30, 2020
Type of Contract:	Cost-Reimbursement Contract
Option to Extend:	The Twin Districts Workforce Board may extend the contract for an additional three (3) years, in increments of one year, depending on program performance, availability of funds, and if it is determined to be in the best interest of the Twin Districts Workforce Development Area.
Total Available Funds:	Adult Funds: \$1,000,000 Dislocated Worker Funds: \$1,000,000 Training: \$2,000,000 Allocations Fluctuate from year-to-year
Estimated number Of Customers Served In Program Year 2017:	2,500

SECTION IV: GENERAL INFORMATION AND SOLICITATION TIMETABLE**Solicitation Timetable**

1st Public Notice Posted	February 20, 2019
2nd Public Notice Posted	February 27, 2019
Release of RFP	February 27, 2019 9:00 AM CST
Bidder's Conference	March 6, 2019 10:00 AM CST
Deadline for Written Questions	March 13, 2019 4:00 PM CST
Deadline for Proposal	March 27, 2019 12:00 PM CST
Technical Review	April 04, 2019
Proposal Evaluations	April 11, 2019
Contractor Recommendation to LEOB & TDWDB <i>(pending approval of one-stop certification)</i>	April 23, 2019
Program Implementation	July 1, 2019

Submission Instructions

All proposals must be received at Southern Mississippi Planning and Development District by **12:00 PM (Noon) Central Standard Time (CST) on March 27, 2019**. Proposals may be mailed, or hand delivered. If mailed, the proposal must arrive to SMPDD by the deadline, regardless of the postmark date. Faxed proposals will not be accepted. Proposals not received by this date and time will be automatically disqualified.

Please mail or deliver to:

Allison Beasley
Southern Mississippi Planning & Development District
10441 Corporate Drive, Suite 1
Gulfport, MS 39503

Proposals that arrive late will be returned to the respondent at the respondent's expense. Respondents must submit one original and nine (9) copies of the entire proposal. One additional electronic copy must also be submitted as a Microsoft Word file. The electronic copy must be emailed to Allison Beasley abeasley@smpdd.com or submitted on a USB flash drive. The electronic copy will not serve as the formal proposal submittal.

Eligible Entities

Proposals will be accepted from any of the following entities that can demonstrate the capacity to successfully provide the services identified in this RFP.

An entity (public, private, or nonprofit), or consortium of entities (including a consortium of entities that, at a minimum, includes 3 or more of the One-Stop partners described in WIOA Section 121, subsection (b)(1)), of demonstrated effectiveness, located in the local area, which may include:

- An institution of higher education;
- An employment service State agency established under the Wagner-Peyser Act on behalf of the local office of the agency;
- A community-based organization, nonprofit organization, or intermediary;
- A private-for-profit entity
- A government agency; and
- Another interested organization or entity which may include a local chamber of commerce or other business organization or a labor organization.

RFP Availability

Interested parties can download the Request for Proposal beginning **February 27, 2019 at 9:00 AM** and ending **March 27, 2019 at 12:00 PM (Noon) CST** from the SMPDD website at **www.smpdd.com**.

RFP Bidder's Conference

A non-mandatory Bidders Conference will be held on **March 6, 2019 from 10:00 AM- 11:00 AM CST** at Lowery A. Woodall Advanced Technology Center, 906 Sullivan Drive, Hattiesburg, MS.

RFP Questions and Answers

Questions regarding the RFP must be emailed to mminor@smpdd.com and received no later than **March 13, 2019 at 4:00 PM CST**. A question and answer page will be available on the SMPDD website and updated periodically through **March 20, 2019 at 4:00 PM CST**.

Incurred Proposal Cost

The entire cost for the preparation, mailing and delivery of the proposal or any related communication shall be at the expense of the respondent.

Withdrawal

A submitted proposal may be withdrawn by a written request to Allison Beasley. The request may be emailed, mailed or hand delivered.

Addenda to RFP

SMPDD and the LEOB/TDWDB may revise any part of the RFP if necessary. These revisions will become addendums to the RFP and will be posted on SMPDD's website. Respondents are responsible for checking the website frequently to remain informed about the procurement process. Each respondent, after publication of an addendum, must insert the information indicated in the RFP package. **Failure to acknowledge any addenda will result in disqualification of the proposal.**

Right to Cancel

SMPDD and the LEOB/TDWDB reserve the right to delay, reissue, amend, or cancel, all or any part of the RFP at any time without prior notice. SMPDD and LEOB/TDWDB also reserve the right to modify the RFP process and time line as deemed necessary. SMPDD and LEOB/TDWDB reserve the right to accept or reject any or all items in the proposal, and to award the contract in whole or part as is deemed to be in the best interest of the Twin Districts Workforce Development Area.

Termination due to Non-Availability of Funds

When funds are not appropriated or otherwise made available to the Twin Districts Workforce Development Area to support continuation of the RFP or any contract(s) therein, they shall be canceled as of the effective date set forth in the termination notice. The contractor shall be reimbursed for the reasonable value of any nonrecurring cost incurred but not yet recovered under the contract.

Negotiation/Discussion

SMPDD and the Local Elected Official Board/Twin Districts Workforce Development Board reserve the right to conduct discussions with respondents in order to ensure a full understanding of the proposed activities and processes. Selection of an organization as a Grantee does not constitute approval of the grant proposal as submitted. Before the grant is awarded, SMPDD/TDWDB may enter into negotiations about such items as program components, allowable activities, staffing, funding levels and administrative systems in place to support program implementation. If the negotiations do not result in a mutually acceptable submission, SMPDD and LEOB/TDWDB reserve the right to terminate the negotiations and decline to fund the proposal. Respondents will be accorded fair and equal treatment with respect to any opportunity for discussion and revisions concerning their proposals.

Misrepresentation

If in the course of the RFP process SMPDD or LEOB/TDWDB determine that the respondent has made a false statement of misrepresentation, or that inaccurate information has been provided, the respondent may be terminated from the RFP process.

Disallowed Cost

The contractor(s) selected as a result of this RFP must have sufficient nonfederal funds available to reimburse any determined disallowed cost that occur during the contract period.

Monitoring

Successful respondents awarded a grant will be monitored by the TDWDB staff. Grantee will also be required to develop internal monitoring procedures to ensure that program operations are conducted in compliance with the WIOA Final Rules, Regulations, TDWDA policies, and any other agreements resulting from this RFP.

Assurances

The contractor(s) selected from this RFP must comply with Federal, State and local requirements under WIOA. Please refer to Appendix "A".

Equal Employment Opportunity

In the solicitation or awarding of contracts, SMPDD and LEOB/TDWDB shall not discriminate because of race, religion, color, sex, national origin, age disability or any other basis prohibited by federal law relating to discrimination of employment.

Reports

Routine monthly reports and quarterly written programmatic reports will be required. Specific required reports will be negotiated during the negotiation process. Contractors must have capability of generating and/or providing required reports. Other reports may be required during the contract period.

Conflict of Interest and Firewall

Every reasonable course of action should be taken by the selected contractor to maintain the integrity of contract expenditures and to avoid any favoritism, illegal conduct, or create an appearance of impropriety. The contract from this RFP will be administered in an impartial manner, free from improper personal, financial, or political gain.

According to 678.620 of the WIOA Regulations, "At a minimum, the one-stop operator must coordinate the service delivery of required one-stop partners and service providers. ...". Additional roles may include "being the primary provider of services within the center, providing some of the services within the center, or coordinating service delivery in a multi-center area..."

An entity serving as a one-stop operator, that also serves a different role within the one-stop delivery system, may perform some or all of these functions when it is acting in its other role, if it has established sufficient firewalls and conflict of interest policies and procedures. The policies and procedures must conform to the specifications in 679.430 ... demonstrating internal controls and preventing conflict of interest. See Appendix "B" for detailed information.

Disclaimer

This request for proposal, any proposals submitted, and any contracts negotiated as a result of this proposal are subject to final regulations by USDOL. The RFP and/or contracts may be changed at any time in order to comply with USDOL regulations. Respondents to the RFP are required to follow and adapt to all guidance released by the U. S. Department of Labor Employment and Training Administration as it relates to WIOA.

One-Stop Certification

To be eligible to receive funds made available under this RFP, One-Stop Operators are required to be certified in accordance with federal, state and local policies. Key elements in obtaining a one-stop certification include, but are not limited to the following:

- Staffing levels
- Physical Layout and Accommodations
- Center Accessibility to the Public
- Center Appearance
- Center Safety
- Integration of Partner Service
- MS Department of Rehabilitation Services Accessibility Survey
- Equal Opportunity Awareness
- Business Services
- Performance
- Customer Tracking and Case Management
- Overall Operations and Flow of Services

Contract Award and Details

The period of this contract shall be from July 1, 2019 to June 30, 2020. The respondent must be prepared to deploy services immediately following the award of a contract. The TDWDB will make payment on a cost-reimbursement basis. Expenditures (disbursements plus accruals) made during the report month will be reimbursed the following month.

Payments will be made by the TDWDB to the Contractor after acceptance of a properly executed invoice. Reimbursement requests must be separated by Adult and Dislocated Workers Program expenses, include documentation that the expense has already occurred, and maintain documentation on file for monitoring purposes. Payments will be made within 45 days of receipt of completed invoice from the Contractor.

This contract may be renewed, upon agreement of both parties, for an additional three (3) one-year renewals. Please note that the option to renew is not guaranteed. The subsequent contract will be negotiated based on available WIOA Adult and Dislocated Worker funding from the U. S. Department of Labor.

SECTION V: MINIMUM THRESHOLD REQUIREMENTS

Proposals failing to meet minimum threshold requirements below will be disqualified.

- Respondents must have a principal place of business in Mississippi and no less than five (5) years of experience in providing employment and/or training services. They must also have significant experience in Program Management delivering WIOA services and successful performance; or if no direct experience, must have managed other Federal, State or local funds with a similar program with similar services.
- The agency must have an established financial management system in place to ensure effective control and accountability of sub-grant funds and other assets. Fiscal Agent staff may visit on-site to determine compliance with this requirement for all new respondents.
- The agency shall not have any unresolved audit findings or monitoring findings. To alleviate the question as to whether the proposing agency has any unresolved audit findings, **the proposing agency must include as part of the proposal package the most recent completed audit and a copy of the most recent monitoring report.** If the proposing agency is a newly-created entity, the proposal package must include all current financial statements and a business plan as a substitution for the audit requirement.
- The agency must have or agree to establish the following:
 1. Personnel policies;
 2. Grievance procedures for staff and participants;
 3. Payroll procedures and time sheets for staff;
 4. WIOA property inventory system;
 5. Travel policies;
 6. Internal monitoring procedures;
 7. Resources used to reimburse disallowed or illegal expenses that must be paid with non-federal resources; and
 8. A fidelity bond with a minimum coverage of \$100,000 or the amount of funds to be received during the sub-grant period.

- The proposing agency, its principals, or any member of the agency included in this proposal or to be assigned to this contract:
 1. May not have been convicted of any crime which indicates the agency's mismanagement of funds or insolvency of the agency within the three-year period preceding this proposal.
 2. May not be debarred, suspended, declared ineligible, or voluntarily excluded from any procurement or non-procurement transactions by a Federal or State Agency within the three-year period preceding this proposal.
 3. May not have been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with performing a public (federal, state, or local) transaction or of embezzlement and other criminal offences within the three-year period preceding this proposal.
 4. May not have been indicted for or otherwise criminally or civilly charged by a government entity with commission of any of the offenses in #1, #2 or #3.
 5. May not have had one or more public transactions terminated for cause or default within the three-year period preceding this proposal.

See certification Appendix "C".

SECTION VI: PROGRAM DESCRIPTION

One-Stop Operator

The One-Stop Operator will coordinate, facilitate, promote, design and expedite services for the Twin Districts Workforce Development Area One-Stop Career Centers. The scope of operations involves managing the Center facility for an array of WIOA services, including WIOA mandated and non-mandated partner organizations.

- The Respondent to this RFP must submit a proposal to be the One-Stop Operator **and** provide Career Services to adults and dislocated workers.
- The Operator will be responsible for managing the “Infrastructure Funding Agreement (IFA)” which describes how partners will contribute to Center costs.
- The Operator also manages the Center’s resource room and reception area.
- The Operator must provide Business Services to employers.

It is the intent of TDWDB to select respondents that have the ability and capacity to deliver services throughout the entire TDWDA. However, the proposer may elect to submit for any part of, or the entire geographic area of the Twin Districts Workforce Development Area. If a respondent proposes to deliver services in selected sites and not in a comprehensive manner, the Respondent must show why this is advantageous to TDWDB and the general public.

The Twin Districts Workforce Board prefers at least three (3) Comprehensive One-Stop Centers in the its workforce area (Gulfport, Hattiesburg Metropolitan Area, and East Central Planning & Development District-Lauderdale or Scott County preferably).

At a minimum, there must be one Comprehensive One-Stop Center located in Gulfport, MS. The Comprehensive Center must conform to the requirements of the WIOA. Satellite Centers shall also conform to the requirements of the WIOA.

Consistent with Section 3(d) of the Wagner Peyser Act (29 U.S.C. 49b(d), and in order to improve service delivery, avoid duplication of services, and enhance coordination of services, including location of staff to ensure access to services in under-served areas, the established One-Stop centers shall be co-located with the employment service offices.

Partners

The Operator selected through this procurement will coordinate the services offered by the One-Stop Center Partners according to the requirements of the WIOA. This may include mandated and non-mandated partner programs

Mandated partner programs as authorized by WIOA include:

- WIOA Adult Program;
- WIOA Dislocated Worker Program;
- Adult Education;
- Temporary Assistance to Needy Families Program;
- Wagner-Peyser Employment Services;
- Vocational Rehabilitation; and
- WIOA Youth Services

WIOA Adult and Dislocated Workers Career Services and Training

The Adult and Dislocated Worker Programs are designed to provide comprehensive employment and training services to assist eligible individuals in finding and qualifying for employment, and to help employers find the skilled workers they need to compete and succeed in business. Career services and access to training services, including training payments, are provided through the One-Stop Centers and Satellite Centers. The Twin Districts Workforce Development Area will establish the budget for training services and will be subject to modifications to meet the needs of our business, job seeker, and incumbent worker customers. Career Services are described in **Section 134(c)(2)** of WIOA and the Code of Federal Regulations (20 CFR part 680), and include, but are not limited to, the following:

- Eligibility determination;
- Outreach, intake and orientation to information and other services;
- Initial assessment of participant skill levels;
- Labor exchange services/labor market information;
- Business services on behalf of employers;
- Provisions of information on Eligible Training Providers List (ETPL);
- Information on availability of supportive services;
- Information on performance accountability measures;

- Comprehensive and specialized assessments of skill levels and service needs of adults and dislocated workers;
- Development of an Individual Employment Plan (IEP);
- Group counseling;
- Individual counseling;
- Short-term prevocational services; and
- Internships and work experiences.

Training services may include:

- Occupational skills training;
- On-the-Job training (OJT);
- Incumbent worker training;
- Skill upgrading and retraining;
- Entrepreneurial training;
- Job readiness training provided in combination with the above training; and
- Customized training.

Supportive Services

Funds under WIOA, as appropriate, may be used to provide, through the One-Stop delivery system, supportive services designed to assist Adult and Dislocated Workers that meet certain criteria and who are participating in WIOA programs.

Employer Services

Under WIOA, local boards engage employers to ensure that workforce development activities meet the needs of employers and support economic growth in the area, by enhancing communication, coordination, and collaboration among employers, economic development entities, and service providers. The One-Stop operator in the Twin Districts Workforce Development Area will assist in coordinating employer activities to support workforce development.

Data Entry

The One-Stop Operator & Career Service Provider will be required to enter participant data into the Mississippi Department of Employment Security (MDES) Online Employment Service System (OESS). The data shall be entered within five (5) business days from the date of the service. This may require a Memorandum of Understanding (MOU) with MDES.

Electronic Participant Files

The One-Stop Operator and Career Service Provider will be required to maintain electronic participant files using MDES WebXtender. Files must be available for electronic review within five days from the date of enrollment. This may require a Memorandum of Understanding (MOU) with MDES.

Follow-Up Services

Successful respondent shall follow-up on the status of participants to determine if the services were successful, if additional services are needed, and to determine if the participant gained and retained employment. Follow-up contacts must be documented for a minimum of twelve months.

Rapid Response Services

Rapid Response services or activities are provided in case of a permanent closure or mass layoff at a plant, facility, or enterprise, or a natural or other disaster that results in mass job dislocation, in order to assist dislocated workers in obtaining reemployment as soon as possible.

Veterans Priority of Service

The Jobs for Veterans Act of 2002 (Public Law 107-288) has the overall objective of "revising and improving employment, training and placement services furnished to veterans." One provision of the Act requires workforce development programs funded in whole or in part by the U.S. Department of Labor to provide priority of service to veterans and, under certain circumstances, spouses of veterans. The WIOA and other program partners are subject to this law.

Performance Measures

WIOA funding is, in part, based on achieving Department of Labor's performance goals for employment and training. Each respondent must have a clear understanding of the WIOA performance measures. The selected contractor will be responsible for meeting all TDWDA performance measures as negotiated with the State. Appendix "D" contains TDWDB negotiated performance goals for PY 19. The goals are provided as information and as a baseline for the purpose of this request for proposal. The computational procedure is described in Appendix "E".

SECTION VII: PROPOSAL PROGRAM NARRATIVE

A respondent must propose to serve as One-Stop Operator **and** to provide Adult and Dislocated Worker Career Services. Narrative information must be included for both.

A. One-Stop Operator – 20 points (maximum 10 pages)

The respondent should thoroughly describe how One-Stop Career Centers will be established throughout the proposed area. The proposer should adequately explain how the One- Stop Operator will meet the requirements of the One-Stop delivery system described in WIOA. The proposer should provide a detailed description of its One-Stop Operations. The proposer must include an organization chart.

Please describe:

- Your plan for managing the One-Stop Center facility for the benefit of a wide variety of co-located partners;
- The cost sharing agreement that will be developed which describes how partners will contribute to Center Cost;
- How you will manage the Center’s resource room and reception area; and
- The type of One-Stop Center(s) (Comprehensive or Satellite) and the location of each proposed Center with hours and days of operation. The One-Stop Career Centers will be open during the day from 8:00 am until 5:00 pm, Monday through Friday. Holidays recognized for closure are the holidays recognized by the State of Mississippi. The Centers are expected to be staffed and open all other days. The One-Stop Operator must provide its intent to adhere to the State of Mississippi holiday schedule.

B. Adult & Dislocated Worker Career & Training Services – 20 points (maximum 10 pages)

The respondent should thoroughly describe how Career and Training Services will be delivered to the One-Stop customers. The respondent should explain in detail how their delivery of services will lead to employment for customers. The respondent should provide examples of current and proposed strategies that address each criterion.

The proposer should describe the following:

1. Approach
 - How your program design will provide comprehensive programmatic services for participants. Include the progression from enrollment and case management to exit and follow-up;

- Your plan to coordinate the services of other partners to assist in providing wrap-around services to participants. Please list MOUs with partner agencies;
- Your program's unique and innovative approaches to workforce development programs that will benefit the workforce area;
- Your plan to provide services to the following targeted populations and how you will ensure that those participants receive services that address their barriers to employment:
 - a. Veterans
 - b. Adults with disabilities
 - c. Adult Ex-Offender

2. Program Staffing and Case Management Strategy

- Your program staffing structure from manager to front-line staff. The roles of each position and case management experience for existing staff members.
- How counselors, case managers, interviewers or career service staff funded by this project, in whole or in part will maintain WIOA participant caseloads that support time charges.
- How you will ensure that front-line staff will have enough time and support to provide the highest quality programmatic services.
- Your organization's staff training and customer service commitment. All staff funded in whole or in part must have customer service training. Quarterly reports must be submitted to the TDWDB detailing training plan, schedules, and topics.
- Your strategy for maintaining participant contact and documentation for each contact.
- Your plan for managing regular communications between and among required One-Stop Center partners.

3. Outreach, Eligibility and Assessment

- Your outreach and recruitment method.
- Your intake process including eligibility determination.
- Your plan to ensure data integrity to include obtaining acceptable records/documents to verify each eligibility item and timely data entry into the On-line Employment Services System (OESS).

4. Individual Employment Plan (IEP)
 - Your strategy for developing the IEP. How you will address barriers to employment, set unique specific and realistic objectives and follow-up.
 - How staff will be trained on completing IEP.

5. Training and Work-Based Learning Activities
 - Your approach toward offering or referring participants to a wide range of training services, such as occupational skills training and on-the-job training, which will result in positive outcomes.

 - How you will identify which participants are appropriate for internships or work experience (if made available).

6. Performance Management
 - The methods that will be employed to manage performance as a participant progresses through the program from enrollment, employment and retention,
 - Your exit strategy to ensure participants will achieve required performance measures.
 - The TDWDA uses a web-based imaging system to convert paper documents into electronic files. The Respondent must describe its scanning capacity and acknowledge this requirement.
 - Your process for tracking and ensuring performance goals will be met.

7. Employer Effectiveness
 - How you will identify, develop and maintain relationships with employers which will result in positive outcomes for employment, retention and employer satisfaction.
 - Identify at least three (3) employers or employer associations with which you have prior experience working with.
 - How you will identify the needs of employers within high growth sectors and occupations throughout the area. Respondent must indicate its familiarity with the TDWDB Sector Strategy Plan.

C. Demonstrated Ability and Past Performance – 40 points (maximum 5 pages)

Respondents must describe demonstrated ability for the past two years in operating workforce development programs and achieving successful outcomes.

Please describe the following:

- How you have operated a workforce development program of similar size and scope to the one proposed and how you addressed participant employment and training needs;
- How you have collaborated and executed a project with multiple stakeholders. Include the distinct roles of each partner, the steps taken to achieve positive outcomes, and identify the actual outcomes compared to planned;
- If the proposer operated a WIOA Adult and Dislocated Worker program, please give the performance measures outcomes; and
- Summarize the relevant qualification, experience, and expertise of the proposing agency.

D. Fiscal Narrative and Budget – 20 points

1. Narrative

- Describe the organization's experience with managing Federal funds and the experience that fiscal staff employed by the organization have in administering federal funds.
- Describe the organization's familiarity with Federal financial management standards. Discuss how the organization ensures compliance with those standards.
- Describe any leveraged community and partner resources.
- A statement of the capability of your agency to assume financial liability for disallowed cost.
- Describe your experience with cost reimbursement contracts. Describe how you will financially support the costs of doing business until an invoice can be submitted and paid.

2. Budget

Each respondent is required to submit a budget for the One-Stop Operator, Adult and Dislocated Worker Career and Training Services. You may use Appendix "G" or submit your own budget sheet. If submitting your budget sheet, please include the items listed on Appendix "G". Administrative cost cannot exceed ten percent (10%) of the total cost. State that all cost included are reasonable, allowable, necessary and allocable among the cost categories using cost principles from 2 Code of Federal Regulations (CFR) Part 200 (Subparts A – F) and FAR 31.2 as appropriate.

The budget narrative must offer enough details to allow an assessment of cost reasonableness. Please use Appendix "F" for WIOA staff. For facility cost, include total square feet available and cost per square foot. Respondents should offer exact calculations on how each line item cost is derived as well as a detailed justification of why the line item is necessary for the operation of the program. A cost allocation plan may be requested.

Sample non-salary budget items include, but are not limited to, the following:

- Fringe benefits- Social Security, employee insurance, pension plans, worker's compensation, unemployment insurance, etc.
- Advertising
- Audit
- Copying/printing
- Equipment
- Facility rental/maintenance
- General liability insurance
- Postage
- Staff travel
- Telephone/communication
- Utilities
- Contractual-third party agreements
- Indirect cost- include costs incurred for a common or joint purpose benefiting more than one cost objective. Show indirect costs if the proposing agency has an approved indirect cost rate.
- Miscellaneous costs- provide details

SECTION VIII: PROPOSAL CONTENTS AND FORMAT

The items contained in this section must be included in the respondent's proposal to meet the technical requirements and demonstrate the ability to provide the requested services.

In order to simplify the review process and obtain maximum degree of comparison, the proposal must be organized as follows:

Contents

1. Proposal Cover Sheet – Form (Appendix "H")
2. Proposal Checklist – Form (Appendix "I")
3. Table of Contents – Required with page numbers
4. Organization Chart – Maximum one (1) page
5. Program Narrative
 - a. One-Stop Operator-Maximum ten (10) pages
 - b. Adult and Dislocated Workers Career and Training Services-Maximum ten (10) pages
 - c. Demonstrated Ability and Past Performance-Maximum five (5) pages
 - d. Fiscal Narrative
 - e. Fiscal Budget (Appendix "G")
 - f. Agency Audit
 - g. WIOA Staff (Appendix "F")
6. Assurances – Form (Appendix "A")
7. Minimum Requirements – Form (Appendix "C")
8. Conflict of Interest – Form (Appendix "B")
9. Miscellaneous – Maximum three (3) pages

Format Requirements

Font:	12 Points – Times New Roman
Spacing:	Doubled Space
Pages:	Single Sided and Numbered (Do not number cover sheet and table of contents)
Margin:	1 inch
Paper:	8 ½ x 11

SECTION IX: PROPOSAL REVIEW AND EVALUATION

PHASE I: The Technical Review Team, comprised of Community Representatives, will initially review each proposal for timeliness and all technical requirements. The Review team will determine if the proposal passes or fails all requirements. If the proposal passes, the proposal will be forwarded to the One-Stop Committee (sub-committee of the Twin Districts Workforce Board) for evaluation. Proposals that fail the technical review will not be forwarded to the One-Stop Committee for evaluation.

PHASE II: Proposals forwarded to the One-Stop Committee will be ranked based on evaluation criteria outlined in this RFP. These rankings will be used as a guide for discussion and a determination of recommendations. If only one response is received, the One-Stop Committee may move the proposal to the next phase, providing all conditions as stated in the RFP have been met. If no response adequately addresses the request, the committee may recommend that no award be made. A minimum of 75 points must be received in order to be considered for funding through this RFP.

Note: All proposals will be evaluated by impartial evaluators. No member of the One-Stop Committee may participate in the evaluation process if they are employed by or member of any Board of respondents to this RFP.

PHASE III: If necessary, the One-Stop Committee will request additional information from respondent or request oral presentations.

PHASE IV: The One-Stop Committee will present their recommendation to the Twin Districts Local Elected Officials (LEO) Board for approval.

PHASE V: The proposal(s) approved by the LEO Board will be presented to the Twin Districts Workforce Development Board for approval to proceed with negotiations. This will occur at their April 2019 Board meeting.

PHASE VI: Contractor notified. Before a contract is awarded, SMPDD/TDWDB may enter into negotiations about such items as program components, allowable activities, staffing, funding levels and administrative systems in place to support program implementation. If the negotiations do not result in a mutually acceptable submission, SMPDD and LEOB/TDWDB reserve the right to terminate the negotiations and decline to fund the proposal. Respondents will be accorded fair and equal treatment with respect to any opportunity for discussion and revisions concerning their proposals.

Note: Each respondent submitting a proposal will be notified in writing of TDWDB's decision.

Evaluation Scoring

<u>Section</u>	<u>Point Range</u>
One-Stop operator Narrative	0-20
Adult & Dislocated Worker Services	0-20
Demonstrated Ability & Past Performance	0-40
Budget	0-20

APPENDICES

Appendix	Title
"A"	Assurances
"B"	Conflict of Interest
"C"	Minimum Requirements
"D"	MS PY 19 Performance Levels
"E"	WIOA Performance Calculation
"F"	WIOA Staff
"G"	Budget Proposal
"H"	Cover Sheet
"I"	Proposal Checklist

ASSURANCES

The entity proposing services under this RFP hereby certifies compliance with and agrees to adhere to the following:

- WIOA Section 188, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of 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 activity;
- Title VI of the Civil Rights Act of 1964, as amended;
- Section 504 of the Rehabilitation Act of 1973, as amended;
- The American with Disabilities Act (ADA) of 1990;
- The Age Discrimination Act of 1972, as amended;
- Title IX of the Education Amendments of 1972, as amended;
- 29 CFR part 37 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;
- Executive Orders 13198 and 13297, which provide for equal treatment in Department of Labor programs for faith-based community organizations, etc.;
- The Buy American Act (41 U.S.C. 10a et seq.);
- Section 319 of Public Law 101-121, which restricts lobbying;
- The Clean Air Act, Section 306 (42 U.S.C. 1857 (h) Section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738 and Environmental Protection Agency regulations (40 CFR part 15);
- The Davis- Bacon Act (40 U.S.C. 267a to 276a-7) as supplemented by the DOL regulations (29 CFR part 5-Construction contracts in excess of \$2,000);
- Copeland Anti-Kickback Act (18 U.S.C. 874) as supplemented by DOL regulations (29CFR Part 3);
- Public Law 93-348 regarding the protection of human subjects involved in research;
- Hatch Act (5 U.S.C. 1501-1508 and 7324-7328);
- And applicable Federal and State of Mississippi laws and directives.

Typed Name of Authorized Official

Title of Authorized Official

Signature of Authorized Official

Date

Conflict of Interest Policy Acknowledgment

Grantees, subrecipients and contractors funded under WIOA must implement codes of conduct and conflict of interest policies and procedures as stipulated in WIOA law, regulations and guidance; Office of Management and Budget (OMB) Circulars; State regulations; and State WIOA policies. A conflict of interest policy is required to ensure that individuals or representatives of organizations entrusted with public funds will not personally or professionally benefit from the award, administration, or expenditure of such funds.

One Stop Operators must disclose any potential conflicts of interest arising from relationships with training providers and other service providers. (WIOA Section 121 (d)(4))

Any organization that has been selected or otherwise designated to perform more than one function related to WIOA must develop a written plan that clarifies how the organization will carry out its multiple responsibilities while demonstrating compliance with WIOA, corresponding regulations (§678.620 and §679.430), relevant Office of Management and Budget circulars, and state conflict of interest policy. This plan must limit conflict of interest or the appearance of conflict of interest, minimize fiscal risk, and develop appropriate firewalls within that single entity performing multiple functions.

By signing below, I acknowledge that I read and understood what is expected under the state and federal requirements and agree to abide by these requirements.

 Typed Name of Authorized Official

 Title of Authorized Official

 Signature of Authorized Official

 Date

MINIMUM THRESHOLD REQUIREMENTS

Respondents to this RFP must be an eligible entity and demonstrate the capacity to effectively manage and provide the proposed services. The minimum threshold certification must be complete and bear an original signature of the authorized signatory official for your agency. Please check either “yes or “no” to all the following questions. You will be contacted if clarification on any answer is required.

Does the proposing agency:

YES NO

- Have a principal place of business in MS and qualified to do business in the State of MS?
- Have a minimum of five (5) years’ experience in providing employment and/or training services?
- Have significant experience in Program Management delivering WIOA services, or managed other Federal, State or local funds with a similar program and services?
- Have an established financial management system in place to ensure effective control of and accountability for sub-grant funds and other assets?
- Have any unresolved audit findings?
- Have a regular audit of accounts or agree to establish one?
- Have written personnel policies?
- Have payroll procedures and time sheets (or equivalent time reporting) for staff?
- Have a property inventory system?
- Have written travel policies?

Has the proposing agency, its principals, or any member of the agency included in this proposal or to be assigned to this contract:

YES NO

- Been convicted of any crime which indicates the agency’s mismanagement of funds or insolvency of the agency within the three-year period preceding this proposal?
- Been debarred, suspended, declared ineligible, or voluntarily excluded from any procurement or non-procurement transactions by a Federal or State Agency within the three-year period preceding this proposal?
- Been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with performing a public transaction or of embezzlement and other criminal offenses while performing Federal, State, or Local transactions in the last three (3) years preceding this proposal?
- Been indicted for or otherwise criminally or civilly charged by a government entity with commission of any of the offenses in#1, #2 or #3?
- Had one or more public transactions terminated for cause or default within the three (3) year period preceding this proposal?

 Typed Name of Authorized Official

 Title of Authorized Official

 Signature of Authorized Official

 Date

Agreed-Upon PY 2019 Performance Levels
**WIOA Negotiated Levels of Performance
PY 2019**
Adult Program

Employment Rate 2 nd Quarter After Exit	70.5%
Employment Rate 4 th Quarter After Exit	70.5%
Median Earnings 2 nd Quarter After Exit	\$4,500
Credential Attainment within 4 Quarters After Exit	48%
Measurable Skill Gains	Baseline
Effectiveness in Serving Employers	Baseline

Dislocated Worker Program

Employment Rate 2 nd Quarter After Exit	68.5%
Employment Rate 4 th Quarter After Exit	67.0%
Median Earnings 2 nd Quarter After Exit	\$4,700
Credential Attainment within 4 Quarters After Exit	48%
Measurable Skill Gains	Baseline
Effectiveness in Serving Employers	Baseline

PERFORMANCE CALCULATION

Adult and Dislocated Worker	Detail
A. Employment Rate - 2nd Quarter After Exit	The percentage of participants who are in unsubsidized employment during the second quarter after exit from the program
B. Employment Rate - 4th Quarter After Exit	The percentage of participants who are in unsubsidized employment during the fourth quarter after exit from the program
C. Median Earnings - 2nd Quarter After Exit	The median earnings of participants who are in unsubsidized employment during the second quarter after exit from the program
D. Credential Attainment	The percentage of those participants enrolled in an education or training program (excluding those in on-the-job training (OJT) and customized training) who attain a recognized postsecondary credential or a secondary school diploma, or its recognized equivalent, during participation in or within one year after exit from the program. A participant who has attained a secondary school diploma or its recognized equivalent is included in the percentage of participants who have attained a secondary school diploma or its recognized equivalent only if the participant also is employed or is enrolled in an education or training program leading to a recognized postsecondary credential within one year after exit from the program
E. Measurable Skill Gains	<p>The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains, defined as documented academic, technical, occupational, or other forms of progress, towards such a credential or employment. Depending on the type of education or training program, documented progress is defined as one of the following:</p> <ol style="list-style-type: none"> 1. Documented achievement of at least one educational functioning level of a participant who is receiving instruction below the postsecondary education level; 2. Documented attainment of a secondary school diploma or its recognized equivalent; 3. Secondary or postsecondary transcript or report card for a sufficient number of credit hours that shows a participant is meeting the State unit's academic standards; 4. Satisfactory or better progress report, towards established milestones, such as completion of OJT or completion of one year of an apprenticeship program or similar milestones, from an employer or training provider who is providing training; or 5. Successful passage of an exam that is required for a particular occupation or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams.
F. Effectiveness in Serving Employers	<ol style="list-style-type: none"> 1. Repeat Business Customers - addresses the programs' efforts to provide quality engagement and services to employers and sectors and establish productive relationships with employers and sectors over extended periods of time; and 2. Employer Penetration Rate - addresses the programs' efforts to provide quality engagement and services to all employers and sectors within a State and local economy.

WIOA Staff

**The Twin Districts Workforce Development Area
Summary of WIOA Staff**

Position Title	Employee Name	Primary Location	Total Salary	WIOA Salary Portion		Salary Portion Other Sources		Normal Work Hours
				%	\$	%	\$	

BUDGET PROPOSAL

THE TWIN DISTRICTS WORKFORCE
 DEVELOPMENT AREA
 ONE-STOP OPERATOR AND ADULT & DISLOCATED WORKER CAREER SERVICES
 AND TRAINING
 PROPOSED BUDGET- JULY 1, 2019 – JUNE 30, 2020

This budget form is provided for initial budget planning purposes only. A more detailed budget will be developed for agreed upon cost as part of the contract negotiations process.

Administrative cost cannot exceed ten percent (10%)

	Administrative	Programmatic	Total
Staff Salaries (No. of Positions ____):			
Fringe Benefits:			
Travel:			
Facility Cost:			
Supplies:			
Communications:			
Indirect Cost:			
Other- please describe:			
Total Cost:			

ITA and OJT Training Expenses

Individual Training Accounts (ITA): _____

On-the-Job Training Wages (OJT): _____

Total Cost: _____

Note: You may use your own budget form; however, it should provide all required information.

RESPONSE COVER SHEET

THE TWIN DISTRICTS WORKFORCE DEVELOPMENT AREA
 RESPONSE COVER SHEET
 WIOA ONE STOP OPERATOR &
 ADULT & DISLOCATED WORKER CAREER & TRAINING SERVICES

PROPOSING ORGANIZATION

CONTACT PERSON

Name: _____

Name: _____

Address: _____

Address: _____

City, State, Zip: _____

City, State, Zip: _____

Phone: _____

Phone: _____

Website: _____

Email: _____

DUNS #: _____

Date mailed or delivered: _____

Proposed Counties to Operate and Provide Services:

<input type="checkbox"/> Clarke	<input type="checkbox"/> Harrison	<input type="checkbox"/> Lamar	<input type="checkbox"/> Pearl River
<input type="checkbox"/> Covington	<input type="checkbox"/> Jackson	<input type="checkbox"/> Lauderdale	<input type="checkbox"/> Perry
<input type="checkbox"/> Forrest	<input type="checkbox"/> Jasper	<input type="checkbox"/> Leake	<input type="checkbox"/> Scott
<input type="checkbox"/> Greene	<input type="checkbox"/> Jeff Davis	<input type="checkbox"/> Marion	<input type="checkbox"/> Smith
<input type="checkbox"/> George	<input type="checkbox"/> Jones	<input type="checkbox"/> Neshoba	<input type="checkbox"/> Stone
<input type="checkbox"/> Hancock	<input type="checkbox"/> Kemper	<input type="checkbox"/> Newton	<input type="checkbox"/> Wayne

Proposed Budget for July 1, 2019 thru June 30, 2020

Administration (not to exceed 10%) \$ _____

Programmatic \$ _____

Total WIOA Project Cost \$ _____

In compliance with this Request for Proposal and to all conditions imposed therein, the undersigned, authorized for the proposing organization, agrees to provide the services in accordance with this proposal or as mutually agreed upon by subsequent negotiations.

 Typed Name of Authorized Official

 Title of Authorized Official

 Signature of Authorized Official

 Date

PROPOSAL CHECKLIST

It is the respondent's responsibility to make sure that all required elements and forms are included in the proposal. Respondents that do not include the required elements and forms will be automatically disqualified. Please review and check all below.

Before submitting your proposal, check the following:

- † One original and required documents, plus nine (9) complete copies
- † One electronic copy of the complete proposal

Required Submittal Forms:

- † Proposal Cover Sheet (Appendix H)
- † Proposal Checklist (Appendix I)
- † Table of Contents
- † Organization Chart
- † One Stop Operator Program Narrative
- † Adult and Dislocated Worker Career and Training Service Program Narrative
- † Demonstrated Ability and Past Performance Narrative
- † Fiscal Narrative
- † Fiscal Budget
- † Agency Audit and Most Recent Monitoring Report
- † WIOA Staff Form (Appendix F)
- † Assurances Form (Appendix A)
- † Minimum Threshold Requirements Form (Appendix C)
- † Conflict of Interest Acknowledgement Form (Appendix B)
- † Any Miscellaneous Pages (Maximum of three pages)