

**WORKFORCE DEVELOPMENT BOARD OF CENTRAL OHIO
REQUEST FOR QUOTATIONS
ACCELERATE CAREER SUCCESS**

Occupational Skills Training in response to:
U.S. Department of Labor – Employment and Training Administration

**WIOA National Dislocated Worker Grant
Federal Award # DW-32582-18-60-A-42**

ISSUE DATE: Friday, March 1, 2019

DUE DATE: Monday, April 1, 2019 by 5:00 PM EST
Electronic Submission Only

Submissions should be emailed to: rfp-proposals@wdbco.org

Request for Clarification:

If you have specific questions regarding the services requested in this RFP, submit them with the subject line Accelerate Career Success – Question via e-mail to rfp-proposals@wdbco.org by close of business, MONDAY, MARCH 11, 2019. Verbal questions will not be permitted. Formal written responses will be posted under “Doing Business with the WDBCO” and on the WDBCO RFQ web site at <https://wdbco.org> by Friday, MARCH 15, 2019.

Only complete submittals will be evaluated. Quotes are due no later than Monday, April 1, 2019 at 5:00 pm to: rfp-proposals@wdbco.org

Amendments or Addenda:

Should the WDBCO find it necessary to amend this RFQ and/or issue any addenda, such documents will be posted to the WDBCO web site at <https://wdbco.org> under “Available RFP’s”. Proposers shall have an affirmative obligation to periodically monitor the website for any such amendments or addenda.

Funding Availability and Budget:

WDBCO is the recipient of a consortium funded Department of Labor Dislocated Worker grant. WDBCO anticipates funding contracts for the period from May 1, 2019 through September 30, 2020.

Eligibility and Desired Qualifications of Bidders:

All 501(c)3 non-profit organizations, public or private educational institutions, government units, public agencies, or private for-profit organizations properly organized in accordance with Federal, State, and local law and in business for at least one year are eligible for funding.

In addition, bidders must exhibit desired qualifications, including the experience, demonstrated track record, and current capacity to:

- Deliver workforce training services for Adults and Dislocated Workers that lead to credential attainment and employment;
- Deliver high-quality services resulting in high customer satisfaction;
- Work effectively with job-seekers, workers, and businesses in and in particular with the priority populations identified in this RFQ;
- Manage contracts to achieve objectives and meet or exceed WIOA performance standards;
- Maintain appropriate and auditable records;
- Maintain separate accounting records for the WDBCO contract, and track costs in sufficient detail to determine compliance with laws and contract requirements;
- Maintain fiscal controls, accounting procedures, and financial reporting in accordance with
- Generally Accepted Accounting Principles (GAAP) and City of Columbus requirements;
- Respond effectively to changes in fund availability; and
- Make available accounting records upon request for examination, audit, and determination of compliance.
- Provide information for past and current performance on workforce development contracts.

Statement of Need:

Workforce Development Board of Central Ohio (WDBCO or the Board) is soliciting price quotations from one or more qualified and experienced training providers in response to the Board's receipt of a competitive funding opportunity by the United States Department of Labor, Employment and Training Administration (ETA). The grant will support 200 dislocated workers to be retrained with the period ending September 2020.

The Workforce Innovation and Opportunity Act (WIOA) was signed into law July 22, 2014 and supersedes the Workforce Investment Act. It promotes program coordination and alignment of key employment, education and training programs at the Federal, State, regional and local level. WIOA was designed to provide workforce investment activities to increase employment, retention and earnings, and the attainment of recognized postsecondary credentials. Through these activities, the quality of the workforce will improve, economic self-sufficiency will increase, and workers will meet the skill requirements of employers and enhance the productivity and competitiveness of our nation.

The **Accelerate Career Success** occupational skills training quotation proposals should focus on two career pathways: Healthcare and Information Technology. Occupational Skills Training Services are defined as one or more courses or classes, or a structured regimen, that upon successful completion lead to: (1) a certificate, associate degree; or (2) the skills or competencies needed for a specific job or jobs, an occupation or occupational group, or generally for many types of jobs or occupations, as recognized by employers and determined prior to training. Training Services include vocational skills training, integrated vocational and academic training, skills upgrading/retraining, and job readiness training in combination with vocational training.

Each of these industries contains several career pathways in which a participant may enter an occupation and be able to advance within that specific occupation or occupational cluster. Proposals featuring training in the following in-demand industry sectors will be shown preference: Healthcare (i.e. – LPN, Medical Coding, or Dental

Assistant) and Information Technology (i.e. - Web Analytics or Cyber Security). Proposals may be considered from other industry sectors such as Advanced Manufacturing or Logistics.

TIMELINE:

DATE	ACTIVITY
March 1, 2019	Request for Quote Released
March 15, 2019	End date for questions
April 1, 2019	Quotes due
April 2-12, 2019	Evaluation process
April 15-19, 2019	Contracts negotiated
April 26, 2019	Contracts signed
May 1, 2019	Services begin

WDBCO reserves the right to make changes to the above timeline.

PROPOSING AGENCY QUALIFICATIONS:

Please complete the following checklist. This Checklist does NOT count against the maximum page count.

		Yes	No
Type of Agency	Public School Municipality County Government Two Year or Four Year College Commercial/For Profit Not-for-Profit State Agency		
Are you licensed to do business in Ohio?			
Are you now or in the past 2 years been obliged to repay any costs incurred by your agency under any federal assistance programs that were subsequently disallowed as a result of an audit or review?			
Does your agency's financial unit have experience in fiscal controls and financial accounting procedures related to expending Federal Funds pursuant to Generally Accepted Accounting Principles (GAAP) including the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards issued by the Office of Budget Management (OMB)			

Can your financial system report expenditures of WIOA funds on an accrual basis?			
Did your agency conduct business with WIOA funds in the past year?			
Within the past year, what percentage (%) of your agency's total revenues have been derived from grants and/or contracts made possible through the Workforce Innovation & Opportunity Act (WIOA) funds?	If not applicable – select "No"		
Has your agency had an independent audit in the previous five years? What was the date of your agency's last independent audit?	Date Name of Agency		

PROGRAM NARRATIVE FORMAT

The Narrative must address the following points:

I. Executive Summary:

- a. Describe major proposed activities and intended outcomes
- b. Specify proposed sites/locations for service /activity delivery and the hours for the program
- c. Total amount of quote

II. Organizational Capability:

- a. Describe Your Organization's Mission and Purpose
- b. Describe what makes your agency qualified to deliver this program
- c. Indicate why you can/will be successful in conducting this program.
- d. Describe how your history and mission are relevant to program aims.
- e. Describe how you propose to assure proper management and administration of the program to WIOA requirements.
- f. Document prior successful experience with similar programs.

III. Program Design:

- a. Describe the total number of Dislocated Workers your program could serve.
- b. Describe in detail how the program will be designed and how the program components will be provided.
- c. Describe industry credentials or certifications attained upon completion.
- d. Describe partnerships with employers that your agency is affiliated with to ensure job placement. Attach letters of support from at least two employers. Letters of support will not count against the page limit of this proposal.

IV. Performance Outcomes:

- a. Identify and quantify the outcomes to be achieved during the contract period as a result of the services your program will provide. Insert the table below with proposed performance goals.

Performance Goal	Proposed Number/Rate
Enrolled	
Satisfactory Progress at 50% of program	
Completion of Program	
Job Placement Rate	
Wage Rate 200% above poverty level	

V. Program Timeline:

- a. Include a calendar/timeline that clearly identifies program milestones and activities assuming no more than an 18 months operating time line.
- b. Include on this timeline when you will complete enrollment or how many participants you will have enrolled at the end of each term.
- c. This timeline should clearly communicate anticipated program activity on a month by month basis in a concise format.

Please limit your narrative to items I through V in the narrative outline and to no more than **15** pages. Please double space and use 12-point font. Please do not submit full text copies of curricula, handouts, workbooks, promotional materials, etc. The WDBCO can request submission of these items at a later date, if necessary.

PERFORMANCE:

The work to be performed under this RFQ shall be done to the satisfaction of the WDBCO Local Board. The Board will have responsibility in determining the acceptability of service provider performance. Proposals must include anticipated outcomes and performance measures appropriate for the proposed activities. The final measures and outcomes will be negotiated between the local board and the vendor.

All WDBCO contractors are expected to meet or exceed the performance standards. Should a contractor's performance fall below 80% of the planned enrollment or performance goals, the contractor may be subject to corrective action and/or recapture of funds.

PROVISIONS AND DISCLAIMERS

PROPOSAL REQUIREMENTS:

Proposals **MUST** be signed. Unsigned proposals will be rejected. Proposers may be required to give an oral presentation to the Board to clarify or elaborate on the written proposal. No proposal will be accepted from nor any agreement awarded to any Proposer that is in arrears upon any debt or in default of any obligation owed to the County. Additionally, no agreement will be awarded to any Proposer that has failed to satisfactorily perform pursuant to any prior agreement with the County.

The Board reserves the right to conduct discussions with proposers 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, the Board 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, the Board reserves the right to terminate the negotiations and decline to fund the proposal. Proposers will be accorded fair and equal treatment with respect to any opportunity for discussions and revisions concerning their proposals.

APPLICANT STATEMENTS:

The proposal must include statements of the following: "All information, including facts and figures used to generate this proposal, is current, accurate, and complete as of the date of this offer. All information is non-defective and non-fraudulent." "All training sites, worksites and service sites are accessible to the disabled in accordance with the Americans with Disabilities Act (ADA)." These statements do not count against the page limitations required for the Program Narrative.

LEGAL UNDERSTANDING:

Please take notice, by submission of a proposal in response to this request for proposals, proposing entity agrees to and understands:

Any proposal, attachments, additional information, etc. submitted pursuant to this Request for Quotes constitute merely a suggestion to negotiate with the Board and is not a bid under the Ohio General Municipal Law.

Submission of a proposal, attachments, and additional information shall not entitle the proposing entity to enter into a service agreement with the County for the required services.

By submitting a proposal, the proposing entity agrees and understands that the Board is not obligated to respond to the proposal, nor is it legally bound in any manner whatsoever by submission of same.

To be considered, proposals **MUST** arrive at the place specified herein and be time stamped prior to the deadline. The County reserves the right to weigh its evaluation criteria in any manner it deems appropriate.

DATA COLLECTION:

Successful applicants will be required to obtain information on everyone enrolled at the time of program registration (including but not limited to): program participant's name, address, birthdate, ethnicity/race, veteran status, disability status, qualified dislocation date, activities, case notes, outcomes and follow-up data. Timely data entry is required and must be entered within five (5) business days after the date of any individual activity. Participants must be asked to provide their Social Security numbers. All information will be kept confidential and used only for reports to the Ohio Department of Jobs and Family Services and the U.S. Department of Labor.

Data collection and entry into a secured statewide management information system (MIS) is required of successful applicants. WDBCO will provide mandatory initial training on this system for all program managers and case managers working with program participants. This training will be held in Columbus and may require up to two days of meeting time. Additional required training will be provided as determined necessary by WDBCO staff. Contractors must ensure the accuracy, timeliness and integrity of data collection, entry, and reporting. WDBCO will conduct ongoing monitoring to evaluate the Contractor's use of the system. Failure to comply with the required use will result in corrective action and may result in the contract being terminated.

NOTE: The job title(s) of staff members who will be collecting data for and entering data into the MIS must be provided in the Budget Narrative section of the application.