



Request for Proposals One Stop Operator Services

Release Date:	February 7, 2020
Proposal Submission Deadline:	March 6, 2020 by 12:00pm EST
Contract Period:	On or before July 1, 2020 Contract Begins

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Purpose of RFP

The Alliance for Strategic Growth, Inc. (ASG), doing business as Eastern Indiana Works, serves as a pass-through entity for a myriad of employment and training programs in Economic Growth Region 6 (EGR 6) using a variety of state and federal grant resources, including those available through the Workforce Innovation and Opportunity Act (WIOA).

Grant funds for this RFP are allocated under the Workforce Innovation and Opportunity Act of 2014 and distributed by formula allocation to local WDBs by the Indiana Department of Workforce Development (DWD). This Request for Proposals (RFP) solicits proposals from qualified contractors with the expertise to provide One-Stop Operator services.

Contracts awarded are anticipated to commence on or before July 1, 2020 and continue through June 30, 2021. Pending performance, funding, and at the discretion of the Eastern Indiana Works/ASG Board of Directors, an awarded contract may be renewed on an annual basis for three (3) additional, one-year program periods, through June 30, 2024.

Eastern Indiana Works estimates the cost not to exceed \$75,000 to fund this initiative. This will be contingent on the entity's experience, ability to begin the project, and understanding of the initiative as described in this RFP.

About Eastern Indiana Works/ASG

Eastern Indiana Works /ASG provide strategic leadership, oversight and content delivery to the Economic Growth Region 6 (EGR6). EGR6 has been structured by the Governor of Indiana in accordance with the Workforce Innovation and Opportunity Act of 2014 (WIOA), and serves the eastern Indiana counties of Blackford, Delaware, Fayette, Henry, Jay, Randolph, Rush, Union, and Wayne. Eastern Indiana Works/ASG is designated by the Economic Growth Region 6 Chief Elected Officials Executive Council to serve as the Eastern Indiana Works/Workforce Development Board. Eastern Indiana Works/ASG strives to prepare the Eastern Indiana workforce for high demand, high wage employment, and convenes regional private/public partners to provide funding for credential, certificate and degree programs that empower job seekers to meet the current and future workforce needs of Eastern Indiana Employers.

Eastern Indiana Works/ASG's mission and vision align with the intent of WIOA through the following commitments:

ENGAGE Employers- to gather real-time workforce demand data.

CONVENE Partners- convenes Economic Development, Education and Training Provider Partners to design and implement data-driven, cost-effective, Employer-demanded workforce training.

ALIGN Resources- to fund data-driven, cost-effective, Employer-demanded training.

EMPOWER the Workforce- empowers the current and future Eastern Indiana workforce with targeted training opportunities that prepare participants with opportunities for high-demand, high-wage jobs.

Procurement Timeline

RFP Release Date: **Friday, February 7, 2020**

RFP Questions & Answers due: **Friday, February 14, 2020 12:00pm EST**

RFP Q&A Responses posted to www.easternindianaworks.org

Proposal Packages Due- no later than Friday, March 6, 2020 12:00pm EST

Contract Begins: **On or before July 1, 2020**

RFP Questions and Answers

Beginning with the release of this RFP and continuing through Friday, February 14, 2020 12:00 pm (EST), bidders may submit questions electronically to Lyndsey Hellems, Executive Vice President, lhellems@easternindianaworks.org . Questions will not be answered over the phone, in person, via email, or directly to inquiring parties in any form. A question-and-answer page will be updated and posted on the website on a rolling basis at www.easternindianaworks.org.

Submission is Final

Unless specifically requested by Eastern Indiana Works/ASG, changes and/or amendments to the originally submitted proposal will not be considered. In addition, Eastern Indiana Works/ASG reserves the right to: (1) amend or withdraw this RFP at any time, (2) reject any and all proposals, and (3) re-issue this RFP if necessary.

Right to Appeal

Bidders have the right to appeal any action or decision related to this RFP. Appeals must be submitted to Eastern Indiana Works/ASG and will be reviewed and investigated by the Executive Board. If a bidder wishes to appeal, a letter of inquiry must be submitted in writing within fifteen (15) calendar days of the date of the notice of non-award. Letters must detail the specific appeal and can include additional documentation as deemed necessary by the nature of the appeal. Letters should be addressed to:

Attn: Lyndsey Hellems, Executive Vice President

Address: Alliance for Strategic Growth, 3301 W. Purdue Rd., Muncie, IN 47304

The decision of the Workforce Development Board in such situations shall be final.

RFP Provisions and Expectations

Bidding organizations must assure that they will comply fully with the nondiscrimination and equal opportunity provisions of the following laws: Section 188 of the Workforce Innovation and Opportunity Act of 2014; 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; and Title IX of the Education Amendments of 1972, as amended. The bidder also assures that it will comply with 29 CFR Part 38 final rule and all other regulations implementing the laws listed above. This assurance applies to the WIOA Title I financially assisted program or activity, and to all agreements to carry out the WIOA Title I financially assisted program or activity. This WIOA Title I funded program is an equal opportunity employer/program. Auxiliary aids and services will be made available upon request for individuals with disabilities. By submitting a bid all bidders are providing an assurance that they will comply with the above nondiscrimination and equal opportunity provisions.

Important Notes for Bidders

This RFP does not commit Eastern Indiana Works/ASG to award a contract. Eastern Indiana Works/ASG reserves the right to accept or reject any or all proposals received, and to accept or reject portions of proposals received.

All awards are contingent upon fund availability.

No costs will be paid to cover the expense of preparing a proposal or negotiating a contract for services.

Proposers are advised that most documents in the possession Eastern Indiana Works/ASG are considered public records and are subject to disclosure under Federal and State public records laws.

Bidding organizations should note that specifications in this RFP may change based on issuance of State or Federal policy. Eastern Indiana Works/ASG will work with successful bidders to implement any changes required by the State or the federal Department of Labor. By submitting a proposal, the bidder agrees to work cooperatively with Eastern Indiana Works/ASG to comply with any required subsequent changes.

Eastern Indiana Works/ASG Contact Information

For the purpose of this solicitation, Questions regarding RFP content and the final proposal submission should be directed to Eastern Indiana Works/ASG is as follows:

Attn: Lyndsey Hellems, Executive Vice President

Address: Alliance for Strategic Growth, 3301 W. Purdue Rd., Muncie, IN 47304

Email: lhellems@easternindianaworks.org

Website: www.easternindianaworks.org

Bidders are responsible to check the webpage frequently to stay informed throughout the procurement process.

Overview of RFP

Eastern Indiana Works is seeking a contractor with the expertise and established track record for providing services required of a one-stop operator.

For purposes of this RFP, Eastern Indiana Works defines One-Stop Operator services as the coordination of the service delivery of required one-stop partners and service providers within the One-Stop System. This coordination shall, at minimum, include the following responsibilities:

- Establish electronic linkages of all one-stop partners designated by Eastern Indiana Works to improve communication, referral, service delivery, and tracking of performance of the partners;
- Facilitate the planning of and electronic transfer of information between the partners and Eastern Indiana Works;
- Coordinate and hold periodic meetings with all one-stop partners and Eastern Indiana Works;
- Assist in the identification of appropriate services for the construction of a Memorandum of Understanding with all one-stop partners designated by Eastern Indiana Works using the principles of universal design in their operations to ensure customer access; and
- Working with Eastern Indiana Works and applicable state agencies, create a strategic plan to integrate the intake, case management, and reporting of the one-stop partners.
- Coordination of cross training of partner staff

In accordance with WIOA, a one-stop operator may NOT perform the following functions:

- Convene system stakeholders to assist in the development of the local plan;
- Prepare and submit local plans (as required under sec. 107 of WIOA);
- Be responsible for oversight of itself;
- Manage or significantly participate in the competitive selection process for one-stop operators;
- Select or terminate one-stop operators, career services, and youth providers;
- Negotiate local performance accountability measures; and
- Develop and submit budget for activities of the WDB.

This RFP is not seeking a provider of career services within Eastern Indiana Works One Stop Centers. Eastern Indiana Works' Service Providers have been designated as the entity to manage and provide Eastern Indiana Works' career services within the regional workforce development area for the WIOA Adult, Dislocated Worker and Youth Programs.

Contractor Qualifications and Requirements

Respondent must meet one of the following criteria outlines below:

- The One-Stop Operator may be a single entity or multiple entities working together to form a consortium entity. If the consortium of entities is comprised of One Stop career center partners, it must include a minimum of three One Stop career center partners as described in 20 CFR 678.400;
- A public, private, for-profit, or non-profit organization;
- An institution of higher educations;
- A government agency;
- A community based, non-profit organization or intermediary; or
- Another interested organization or entity which may include a local chamber of commerce or other business organization or a labor organization.

If the entity serving as the one-stop operator is also serving in a different role within the one stop delivery system, the one-stop operator may perform some or all of the functions, but only if it has been established sufficient firewalls and conflict of interest policies and procedures, as described in Section 11 of the Department of Labor Training and Employment Guidance Letter No. 15-16.

Eastern Indiana Works seeks an entity that meets the following qualifications:

- Possesses a strong business acumen and professional presence.
- Ability to work with various demographics in the nine-county region.
- A Bachelor's degree in Business, Public Administration, Political Science or closely related field is preferred for the individual representing the entity.
- Knowledge of the Workforce Innovation and Opportunity Act.
- Demonstrated experience in facilitation of distinct groups whose goals and objectives may be similar but do not directly align.
- Proven mediation or negotiation experience.
- Knowledge of the local nine county region that include demographic, economic, and social factors.

Responses will not be reviewed if (1) the respondent has been disbarred or suspended or otherwise determined to be ineligible to receive federal funds by an action of any governmental agency; (2) the respondents previous contract(s) with Eastern Indiana Works have been terminated for cause, (3) the respondent has not complied with an official order to repay disallowed costs incurred during its conduct of programs or services; or (4) the respondent's name appears on the convicted contractors list.

Proposal Requirements and General Instructions

All proposals must be received by Friday, March 6, 2020 no later than 12:00pm EST. Responses received after noon on March 6, 2020 will be considered unresponsive.

Proposals should be assembled in the following order:

- **Organization Information Proposal Cover Sheet (Attachment A).** The proposal cover sheet should include the name of the respondent, type of organization, address and contact information and name of person authorized to submit the proposal on behalf of the organization. The cover sheet must be signed by and individual with the authority to bind the firm to the response presented.
- **Executive Summary.** Each proposal must include an executive summary which at a minimum describes the respondent organization, summarizes its relevant experience and qualifications and outlines the scope of services being proposed. The Executive Summary is limited to two (2) pages
- **Narrative.** The narrative is limited to five (5) pages and should include:
 - Experience and background of bidder in providing services requested in this RFP, including the ability to meet specifications, and the technical skills to accomplish the work. Bidder should exhibit knowledge of the national workforce system funded in part by the Workforce Innovation Act, and the relationship of the system with key stakeholders.
 - Specific plan for complying with the scope of work including the approach in accomplishing specific tasks.
 - Names, qualifications and experience of personnel to be assigned to the project.
 - The inclusive flat rate fee for all labor, materials and travel expenditures required to perform One-Stop Operator services in accordance with the scope of work.
- **Qualification and Requirements Questionnaire (Attachment B)**
- **Letters of Reference.** Each proposal may include up to four (4) signed letters of reference from entities for whom the bidder has provided services.
- **Budget Proposal Form (Attachment C)**
- **Conflict of Interest Form (Attachment D)**
- **Other Information.** Please include any additional information not already requested that your firm considers essential to your response. If there is no additional information to include, state, "There is no additional information our firm wishes to present." Bidder may provide optional attachments. Optional attachments are limited to five (5) pages.
- **Non-Collusion Affidavit**
- **Assurances and Certifications Form**

Attachments

- Attachment A – **Organization Information Proposal Cover Sheet**
- Attachment B – **Qualification and Requirements Questionnaire**
- Attachment C – **Budget Proposal Form**
- Attachment D – **Conflict of Interest Form**
- Attachment E – **Non-Collusion Affidavit**
- Attachment F – **Assurance and Certifications Form**

Proposal narrative responses should address the specific narrative requirements in a clear and concise manner. All proposals must be legibly printed or typed and all pages numbered.

Eastern Indiana Works/ASG are requesting that proposals be submitted electronically to Lyndsey Hellems, Executive Vice President, lhellems@easternindianaworks.org. The bidder is responsible to assure the proposal is compatible with Eastern Indiana Works/ASG software. No late proposals will be reviewed.

Eastern Indiana Works/ASG has the right to request finalist to participate in a vendor meeting to present your proposal and answer questions.

Respondents whose proposals are not selected will be notified.

Proposal Evaluations

The evaluation of each response to this RFP will be based on the proposer's overall expertise and track record in delivering the services requested in this RFP and proposed price. See breakdown of selection criteria below. The selection committee will review and score each proposal deemed responsive, place the responses in rank order, and present the results along with their recommendation to the appropriate committee of Eastern Indiana Works Boards for review. A final selection will be made by the Boards or Executive Board, contingent upon successful contract negotiations. Upon selection of the most qualified respondent, Eastern Indiana Works staff will begin negotiations in order to secure a contract at a level of compensation that Eastern Indiana Works determines is fair, competitive and reasonable. Should Eastern Indiana Works be unable to negotiate a satisfactory contract with the respondent considered to be most qualified at a price Eastern Indiana Works determines to be fair, competitive and reasonable, negotiations with that respondent will be formally terminated. Eastern Indiana Works shall then undertake negotiations with the next most qualified respondent, re-solicit for the services, or postpone/cancel the RFP as determined by the President and CEO. Final award of a contract will be contingent upon:

- Identification of a respondent qualified and capable of providing the services sought by Eastern Indiana Works in this RFP;

- Successful negotiation of a contract at a price Eastern Indiana Works determines to be fair, competitive and reasonable; and
- Availability of sufficient funding.

Proposals will be scored according to the following matrix:

Proposal Evaluation Scoring Matrix	
Proposal Requirement	Total Points
The response was received by the due date and time.	MANDATORY
Experience of contractor and key staff that would be involved in delivering the One Stop Operator services described in this RFP	30
Prior experience in providing similar services	15
Cost Reasonableness- The contractor's budget information reflects reasonable cost for the staff and services as detailed in the Scope of Services.	55
Subtotal	100
Final presentations (if deemed necessary)	25
Total	125

Regulations and Requirements

RIGHT TO CANCEL: The Eastern Indiana Works/ASG reserves the right to delay, amend, reissue, or cancel, all or any part of this RFP at any time without prior notice. Eastern Indiana Works/ASG also reserves the right to modify the RFP process and timeline as deemed necessary. Subject to guidance being issued by US Department of Labor and/or Indiana Department of Workforce Development and/or any subsequent sub-awards will be modified to ensure compliance.

AUDIT REQUIREMENTS: The services delivered under this RFP are considered sub-recipient services and will require the selected bidder to comply with audit requirements for federal funds. All bidders must submit a copy of the most recent independent audit and financial statements.

TYPE OF CONTRACT: Proposed costs will be analyzed and a cost reimbursement contract will be negotiated with a demonstrated performance basis. Payment under a cost reimbursement contract will be based upon actual costs and performance delivery outcomes. For the purposes of responding to this RFP, bidders will develop a line-item budget showing all expected costs associated with delivering the proposed services and a budget narrative explaining the costs. Bidders may not subcontract services described in this proposal without prior written consent.

COMPLIANCE WITH WORKFORCE INNOVATION AND OPPORTUNITY ACT: The selected bidder(s) are required to operate the Workforce Innovation and Opportunity Act (WIOA H.R. 803, Public Law 113-128) in accordance with all applicable current or future federal, state and local laws, rules and regulations. As a condition to the award of financial assistance from the Department of Labor, under WIOA the selected bidder will assure that it will comply fully with the nondiscrimination and equal opportunity provisions of as follows: WIOA 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 financially assisted program or activity

Organization Information Proposal Cover Sheet

One-Stop Operator Services- (Attachment A)

Organization Name:			
Business Address:			
City:	State:	Zip:	
Phone:	Ext.:	Fax:	
Email:			
Date Firm was Established:	Years in Business:	Total # Full-Time Employees at Location:	
Legal Structure of Business:	<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Non-Profit	<input type="checkbox"/> Partnership <input type="checkbox"/> Other:	<input type="checkbox"/> Corporation
Employers Federal ID #:		DUNS #:	
Name, title, contact information of the person authorized to answer any questions about the proposal, negotiate the contract terms and contractually bind the respondent:			
Name:			
Title:			
Phone Number:		Fax:	
Email:			
<p>I do hereby certify that this proposal is submitted in accordance with the provisions and conditions outlined, that this firm, acknowledges and accepts the terms and conditions of this RFP by tendering an offer to Eastern Indiana Works; 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 bidder or with any other competition 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 bidder to induce any other person or competition. I further certify this organization can and will provide and make available, at a minimum, all service described in the proposal.</p>			

Signature of Authorized Representative

Date

Printed Name and Title

Qualification and Requirements Questionnaire

One-Stop Operator Services- (Attachment B)

Respondent must meet all of the minimum qualifications outlined below. Please answer each question and initial by your answer.

- Has your company provided services similar in nature and complexity as those requested in this RFP for at least two years?
Yes No Initial: _____
- Has your company contracted to provide services similar in nature and complexity as those requested in this RFP with at least one organization within the past three years? Performance of similar services as an employee does not fulfill this requirement.
Yes No Initial: _____
- Does your company or one of your collaborative partners have subsidiaries, a parent organization, or other affiliates?
Yes No Initial: _____ If yes, provide a full explanation.
- Is your company or one of your collaborative partners presently debarred or suspended or otherwise determined to be ineligible to receive funds by a government agency?
Yes No Initial: _____ If yes, provide a full explanation.
- Has your company had a previous contract(s) with Eastern Indiana Works terminated for cause?
Yes No Initial: _____ If yes, provide a full explanation.
- Has your company complied with all official orders to repay disallowed costs incurred during your company's delivery of programs or services?
Yes No Initial: _____ If no, provide a full explanation.
- Does your company's name appear on any convicted contractor list?
Yes No Initial: _____ If yes, provide a full explanation.
- Has your company had a contract terminated for default in the last five years? Termination for default is defined as notice to stop performance, delivered to respondent due to respondent's non-performance or poor performance and the issue of performance was either not litigated due to inaction on the part of respondent; or litigated and determined that respondent was in default.
Yes No Initial: _____ If yes, provide a full explanation.
- Has your company or any of your collaborative partners declared bankruptcy and/or had any assets attached by any court in the last three (3) years?
Yes No Initial: _____ If yes, provide a full explanation.
- Has your company or any of your collaborative partners declared bankruptcy and/or had any assets attached by any court in the last three (3) years?
Yes No Initial: _____ If yes, provide a full explanation.
- Is your company financially solvent?
Yes No Initial: _____ If no, provide a full explanation.

Budget Proposal Form

One-Stop Operator Services- (Attachment C)

Provide all-inclusive flat rate fee for all labor, materials, and travel expenditures required to perform the One-Stop Operator services in accordance with scope of services.

Labor \$

Materials \$

Travel Expenditures \$

***Other: \$** _____

Total \$

*Other-Please describe in detail what this includes:

Conflict of Interest

One-Stop Operator Services- (Attachment D)

By submitting a proposal, the bidding entity certifies to his/her knowledge and belief that there is no conflict of interest (real or apparent) inherent in the bid or in delivering the scope of work if Eastern Indiana Works awards a contract. A conflict of interest would arise if any individual involved in the preparation of this proposal and delivery of services has a financial or other interest or would be likely to gain financially or personally from the award of a contract. The same would hold true for any member of the individual's family, partner, or an organization employing or about to employ any of the above as a direct result of the successful award of a contract under the RFP. Eastern Indiana Works reserves the right to disqualify a bidding entity should a conflict of interest be discovered during the solicitation process.

Principal Agent Signature

Date

Print Name and Title

Non-Collusion Affidavit

One-Stop Operator Services- (Attachment E)

State of Indiana

County of _____

The respondent is hereby giving oath that it has not, in any way, directly or indirectly, entered into any arrangement or agreement with any other respondent or with any officer or employee of the Eastern Indiana Works/ASG whereby it has paid or will pay to such other respondent or officer of employee any sum of money or anything of real value whatever; and has not, directly or indirectly, entered into any arrangement or agreement with any other respondent or respondents which tends to or does lessen or destroy free competition in the letting or the agreement sought for by the attached response; that no inducement of any form or character other than that which appears on the face of the response will be suggested, offered, paid, or delivered to any person whomsoever to influence the acceptance of the said response or awarding of the agreement, nor has this respondent any agreement or understanding of any kind whatsoever, with any person whomsoever, to pay, deliver to, or share with any other person in any way or manner any of the proceeds of the agreement sought by this response.

Signature of Authorized Representative

Print or Type Name

Subscribed and sworn to me this _____ day of _____, 2018.

Notary Public

County of: _____

Commission Expiration Date: _____

Assurances and Certifications

One-Stop Operator Services- (Attachment F)

The authorized representative agrees to comply with all applicable State and Federal laws and regulations governing the Workforce Development Act, Workforce Development Board, and any other applicable laws and regulations.

In addition, the authorized representative assures, certifies and understands that:

1. The proposing organization has not been debarred or suspended or otherwise excluded from or ineligible for participation in federal assistance programs.
2. The proposing organization possesses legal authority to offer the attached proposal.
3. A resolution, motion, or similar action has been duly adopted or passed as an official act of the organization's governing body authorizing the submission of this proposal.
4. A drug free workplace will be maintained in accordance with the State of Indiana requirements.
5. The proposing organization has all appropriate insurance coverage, and will produce a certificate of such, as requested.

Signature of Authorized Representative

Print or Type Name