

# North Central Workforce Development Area

## Solicitation for Independent Procurement Manager

### SUMMARY

SkillSource, Fiscal Agent for the North Central Workforce Development Area, seeks offers from parties able to manage the open and competitive procurement of a Title I-B Workforce Investment Service Provider.

### BACKGROUND

Title IB of the [Workforce Innovation and Opportunity Act](#) (signed into law on July 22, 2014) authorizes Workforce Investment Activities for eligible adult, dislocated workers and youth to acquire the knowledge, skills and abilities to enter employment or post-secondary education leading to the attainment of quality jobs and sustaining careers. SkillSource has provided similar services in this region since 1986 and desires to continue performing this work. However, the State Workforce Training & Education Coordinating Board (WTECB) requires that grants or contracts to provide these services must be awarded on a competitive basis by the Local Workforce Development Board.

Therefore, the SkillSource Regional Board (or Local Board) has developed a process for the procurement of workforce investment services in a manner that avoids conflict of interest, real or apparent should SkillSource participate, as is expected, as an applicant.

An essential feature of that process is that the Local Board will engage an independent contractor to ***manage the competitive selection of a service provider***. Management, on behalf of the Local Board, seeks offers for the preparation and administration of a competitive selection through a Professional Services Contract.

This announcement, with referenced materials, describes the duties of the manager, and specifies key parameters of the procurement.

### **Submission and Timeline – Request for Quotes – Service Provider Procurement Manager**

To apply, please use **Exhibit A** to provide the following information, no later than **5PM, December 15, 2023**:

1. The name(s) of the person(s) responsible for managing the procurement and their prior experience developing and administering similar Request for Proposal selections; and
2. The names of two references able to comment on the quality and timeliness of your work; and
3. A brief budget to include hourly rate, estimated number of hours, anticipated travel costs, and any miscellaneous costs.

Attach up to nine additional pages as necessary. Submit offer by email titled "Procurement Manager" to: [lisar@skillsource.org](mailto:lisar@skillsource.org) with scanned documents attached as necessary. A board committee will select the procurement manager by December 22, 2023.

Contact Lisa Romine, WDA Director with any questions about this solicitation. She is the sole staff contact at 509-293-4587. Any addendums will be posted at <https://www.skillsource.org/rfp/>.

## **SCORING**

Two criteria will be scored to select the contractor. Qualifications and Cost. Each criteria is worth 50 points. Each member of the board committee will score each proposal by assigning points based on their judgment of the applicant's relative qualifications and comparative costs. A minimum score of 70 must be attained.

Qualification factors include but are not limited to knowledge about State and Federal workforce development policy, experience preparing and administering competitive proposals; and experience procuring Workforce Investment Services. Describe documents prepared, solicitations advertised, bidder conferences held, proposal evaluations and award recommendations, any disputes resolved and two references who can confirm claimed qualifications.

Cost factors include projected costs work hours reviewing Federal and State laws and regulations, studying the Region's Four-Year Plan, understanding the WDA's Local Directives and MOUs; projected work hours developing and advertising the solicitation; responding to bidder questions; receiving proposals; convening and guiding the rating panel; compiling scores and preparing and delivering the Manager's recommendation. Explain all labor, travel and miscellaneous costs.

## **PROCUREMENT SPECIFICATIONS AND PARAMETERS**

The following specifications and parameters must be performed and observed by the Manager.

### **Timelines:**

- November 13, 2023 - Procurement Manager RFQ published
- December 15 - Procurement Manager Proposals due
- December 22 - Procurement Manager selected
- January 19, 2024 - Publish Request for Proposals
- January 29 (week of) - Conduct Bidder's conference
- February 29 - Proposals due from Applicants
- March 8 - Panel members complete evaluations and submit ratings to Manager
- March 11 (week of) - Combine ratings and prepare recommendation.
- March 15 - Present recommendation in person to the Local Board for action.

## Contract Deliverables

1. Prepare the RFP (Request for Proposal) in accordance with:
  - a. Applicable Federal Policy ([Public Law 113-128](#); [20 CFR Part 680](#) and [681](#))
  - b. Applicable State Policies at:  
<https://wpc.wa.gov/policy/state/WIOA> and WorkSource System tab.
  - c. North Central Regional Plan 2020-2024 (applicable sections). [North Central Regional Workforce Plan 2020-24](#)
  - d. Selected North Central WDA Local Directives. <https://www.skillsource.org/local-directives/>. This procurement must comply with Local Administrative Directive 16-141Rev 2 Procurement and Contracting and OMB Uniform Guidance 2 CFR Part 200. This Directive references standard boilerplate applicable to Service Delivery procurements.
  - e. A single, comprehensive, cost reimbursement contract to provide Title I-B workforce investment career services for adults, dislocated workers and all youth services in Grant, Adams, Chelan and Douglas Counties.
    - Service delivery points must be staffed (not necessarily all full-time) at existing locations in Wenatchee, Moses Lake and Othello. (Selected provider must prioritize school dropouts re-engaged at current one-stop learning centers.)
    - Funds will be reserved in the Fiscal Agent's budget to cover service delivery facility space (rent, utilities, janitorial, equipment, furniture, communications) at all three service delivery locations. Bidders shall budget no funds for space, furniture or equipment, communication and related insurance. These will be provided by SkillSource.
    - This solicitation excludes the provision of business services including: On-the-Job Training & Incumbent Worker Training. It does include direct participant training for Individual Training Accounts and Work Experience.
    - Provider responsibilities will include outreach, intake, eligibility determination and referral of OJT candidates to the SkillSource Business Services team.
    - Direct Training and Support obligations will be accounted for and processed by SkillSource, through the SkillSource MIP Fund Accounting System. These obligations will include ITAs, work experience/internship agreements, support service purchase orders, etc. Invoices for goods and services received under these purchase arrangements will be submitted to SkillSource by the Subrecipient for payment after approved by the service provider. Amounts for these expenses are to be included in the proposed budget.
    - Provider shall submit invoices for all direct training and support expenses to SkillSource for payment. All other costs shall be invoiced monthly.

- Provider is responsible for the employment, supervision and compensation of all personnel who deliver Title I-B services.
- Provider must comply with all applicable federal, state and local laws, regulations and rules.
- Estimated funds available are approximately \$631,000 for Moses Lake and Othello (Grant/Adams), and \$504,000 for Wenatchee (Chelan/Douglas). The budget must detail amounts for Training Related (staff & allocated) and Direct Training (education, training, support).

**Estimated Funding Breakdown by Service Area\***

	<b>Chelan/Douglas (Wenatchee)</b>	<b>Grant/Adams (Moses Lake &amp; Othello)</b>
Adult	\$129,660	\$178,730
Dislocated	\$175,240	\$174,170
Youth	\$200,000	\$278,570
<b>Total:</b>	<b>\$504,000</b>	<b>\$631,470</b>

\* These amounts are subject to change based on final allocations.

<b>Total Available to Contract:</b>	<b>CD</b>	<b>GA</b>
ADULT PY24	129,658	178,730
DISLOCATED PY24 (w/mitigation)	175,236	174,170
YOUTH PY24	199,087	278,568
<b>Total:</b>	<b>503,981</b>	<b>631,469</b>

- Performance goals must comply with Federal measures and State targets.
  - The period of performance is July 1, 2024 thru June 30, 2025. The contract will be extended annually thru June 30, 2028 based on satisfactory performance.
  - Bidders must demonstrate qualifications to deliver Workforce Investment Activities based on past performance.
  - Services must be connected to the one-stop delivery system.
  - Any planned subcontracting must be identified in the proposal
- f. The Local Board has established a three-person Procurement Committee to select the Procurement Manager.
2. Advertise RFP for at least 30 days. Publish the RFP in media where prospective local, state and national bidders typically identify such opportunities, including local print newspapers, local and statewide websites used for this purpose.
  3. Conduct Bidders Conference OR establish online Q & A bulletin board.

4. Assemble a Review Panel of two Workforce Development Professionals unassociated with the North Central WDA, and qualified to score Workforce Investment proposals. These persons must be free of any conflict of interest, real or apparent, with any of the RFP respondents. Panel members may or may not meet to discuss results. Manager also rates proposal submissions. Maintain confidentiality as to the identity of the recommended provider until board approval. If Panel members are to be compensated, indicate amounts under budget miscellaneous.
5. Develop the proposal rating process including criteria, forms and protocols to be used by the Review Panel. NC Directive 16-141 Rev 2 contains guidelines for the evaluation of proposals. Assist Panel members, critique evaluations for completeness, combine scores, identify recommended provider, write a description of the procurement steps performed and submit rating forms.
6. Present Recommendation to the Local Board during their winter board meeting on March 15, 2024.
7. Administer any appeals from rejected proposers.
8. Submit billings monthly (for actual hours worked and other documented, budgeted costs) or after completion of all work. Payment will be made within two weeks of approved invoice for labor, travel, misc. per contract provisions.
9. After a provider has been approved by the Board, SkillSource will conduct any necessary negotiations and finalize arrangements for service delivery to commence July 1, 2024.

This RFP does not commit SkillSource to recommend approval of an agreement based solely on the highest scoring proposal. SkillSource reserves the right to accept or reject any or all proposals received in response to this RFP. SkillSource reserves the right to cancel, in part or entirety, this RFP.

**EXHIBIT A**  
**Procurement Manager Proposal**  
North Central Workforce Development Area

Proposer Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of person responsible for managing the procurement: \_\_\_\_\_

**Qualifications:** Describe principal's experience developing and administering similar Request for Proposal selections:

**References:** Names and contact information (phone & email) of two references able to comment on the quality and timeliness of your work:

- 1.
- 2.

**Cost:**

Labor	\$ _____	(# hours _____ @ \$ _____ /hr)
Travel	\$ _____	(# miles _____ @ _____ # days per diem _____)
Miscellaneous	\$ _____	(honoraria @ _____ )
Other	\$ _____	
<b>Total</b>	\$ _____	

I certify I am not debarred or a federal lobbyist.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_