

North Central Workforce Development Area Solicitation for Professional Services

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 Workforce Investment youth service provider.

BACKGROUND

Title IB of the Workforce Innovation and Opportunity Act authorizes Youth Workforce Investment Activities for eligible youth to acquire the knowledge, skills and abilities to enter employment or post-secondary education. SkillSource has provided similar services in this region since 1986 and desires to continue performing this work. However, Section 123 requires that grants or contracts to serve youth must be awarded on a competitive basis by the Workforce Development Board.

Therefore, the Board has developed a process for the procurement of youth 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 Board will engage an independent contractor to *manage the competitive selection of a youth provider*. SkillSource, on behalf of the Board, seeks offers for the preparation and administration of a competitive procurement 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 – Youth Service Provider Procurement Manager

To apply, please use **Exhibit A** to provide the following information, no later than **5PM, December 13, 2019**:

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 "Youth Procurement Manager" to: dave@skillsource.org with scanned documents attached as necessary. A Board committee will select the procurement manager by December 13, 2019.

Contact David Petersen, WDA Director with any questions about this solicitation. He is the sole staff contact at 509 663 3091.

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 Youth workforce development policy, experience preparing and administering competitive proposals; and experience procuring Workforce Investment Youth Services. Describe documents prepared, solicitations advertised, bidder conferences held, awards recommended, 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.

Timeframe

- December 13 - Procurement Manager selected
- January 10 - Publish Request for Proposals.
- January 20 - Conduct Bidder's conference (optional).
- February 24 - Proposals due from Applicants
- February 25 - March 6 - Panel members evaluate submissions and submit ratings to Manager.
- March 9-12 - Combine ratings and prepare recommendation.
- March 13 - Present recommendation in person to North Central Workforce Development Board for action in Quincy, WA.

Contract Deliverables

1. Prepare the RFP (Request for Proposal) in accordance with :
 - a. Applicable Federal Policy (Public Law 113-128; 20 CFR, Part 681)
<https://www.congress.gov/113/bills/hr803/BILLS-13hr803enr.pdf>
 - b. Applicable State Policies at:
<https://wpc.wa.gov/policy/state/WIOA> and WorkSource System tab
 - c. North Central Regional Plan 2016-2020 Programs for Youth 46-48; Aligning Resources and Services to Individuals with Barriers, as applicable 51-55; Coordination with Education 56-58; and Youth Workforce Investment Activities 66-71. <https://www.skillsource.org/wp-content/uploads/board/NC-WDC-16-20-PLAN-Sub-Approved.pdf>
 - d. Selected North Central WDA Local Directives. This procurement must comply with Directive 16-141 Procurement and Contracting and OMB Uniform Guidance 2 CFR Part 200. This Directive references standard boilerplate applicable to Service Delivery procurements. Applicable Directives are available upon request.
 - e. A single, comprehensive contract to provide Design Framework and Youth Element Services in Grant, Adams, Chelan and Douglas Counties.
 - Service delivery points must be staffed (not necessarily all full-time) at existing location in Wenatchee, Moses Lake and Othello.
 - Youth Provider must prioritize school dropouts re-engaged at one-stop learning centers. Funds will be reserved in the Fiscal Agent's budget to cover facility space (rent, utilities, janitorial) at all three service delivery locations. Bidders shall budget no funds for space, furniture or equipment.
 - Provider shall submit invoices for all direct training and support expenses to SkillSource for payment. All other costs shall be invoice monthly.
 - Provider is responsible for the employment, supervision and compensation of all personnel who deliver youth services.
 - Provider must comply with all applicable federal, state and local laws, regulations and rules.
 - Funds available are approximately \$325,000 for Moses Lake and Othello, and \$275,000 for Wenatchee. The budget must detail amounts for Framework versus Element costs.
 - Performance goals must comply with Federal measures and State targets.
 - The period of performance is July 1, 2020 thru June 30, 2021. The contract will be extended annually thru June 30, 2024 based on

satisfactory performance.

- Bidders must demonstrate qualifications to deliver Workforce Investment Activities based on past performance.
 - Youth services must be connected to the one-stop delivery system.
 - Any planned subcontracting must be identified in the proposal
- f. The 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 Youth Framework and Element 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 evaluates. 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 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 North Central Board during their winter board meeting and biannual planning retreat on March 13, 2020.
 7. Administer any appeals from rejected proposers.
 8. Submit billings following each stage for actual hours worked or after completion of all work. Payment will be made within two weeks of approved invoice for labor and travel 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, 2020.

EXHIBIT A
Youth Procurement Manager Proposal
 North Central Workforce Development Board
 2019

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 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	\$ _____	
Total	\$ _____	

I certify I am not debarred or a federal lobbyist.

Signature: _____ Date: _____

Addendum

Published December 2, 2019

Correction: Proposals are due December 13, 2019 at 5pm as stated in the RFP. A committee of the Board will select the Procurement Manager by **December 20th** (not Dec 13th as stated on page 2 of the RFP)