# 



# Workforce Development Area 16: Belmont, Carroll, Harrison and Jefferson Counties, OH

# OhioMeansJobs One Stop Area Operator

**REQUEST FOR PROPOSALS**

**A proud partner of the**

**American Job Center**

**Network.**

**Issued jointly by the Council of Governments (COG) and Workforce Development Board 16 (WDB16) Belmont, Carroll, Harrison and Jefferson Counties, OH through:**

**WDB16**

**Robert Guentter Jr., Staff to the Board**

**PO Box 2112**

**Zanesville OH 43702-2112**

[**rob@rfgassociates.net**](mailto:rob@rfgassociates.net)

**Bidder Conference:** March 31, 2021 at 10am

GoToMeeting

**Deadline to submit RFP:** April 23, 2021 Noon

Electronic submissions only

## Section 1: GENERAL SOLICITATION STATEMENT

Workforce Development Board 16 (WDB16) is soliciting proposals for services to be provided as the Area One Stop Operator under the Workforce Innovation and Opportunity Act (WIOA), for Workforce Development Area 16, which includes Belmont, Carroll, Harrison and Jefferson Counties in Ohio.

The Workforce Innovation and Opportunity Act, Public Law 113-128, <https://www.gpo.gov/fdsys/pkg/PLAW-113publ128/pdf/PLAW-113publ128.pdf> identifies in Section 121(d)(2)(A) that the local board, in agreement with the chief elected official (COG for WDA 16), is authorized to designate the One Stop Operator through a competitive process. A competitive process must be conducted every four years as per 20 CFR 678.605.

This request for proposal (RFP) is approved by the Workforce Development Board. The services will be contracted for up to four (4) years from July 1, 2021 to June 30, 2025, with annual performance review/approval from the Workforce Development Board and Council of Governments. Award of contract(s) in early June 2021 will allow the selected One Stop Operator(s) to participate in the Memorandum of Understanding (MOU) which governs and provides funding for the One Stop operation, and must be developed/modified before July 1, 2021.

**While WDB16 and the COG prefer a single bidder to operate One Stop Centers as a coordinated system in the four (4) WDB16 counties, individual county-based proposals will be considered in the absence of a single bidder for the four (4) county area.**

**Further, WDB16 has determined that Career Services are not being bid as part of this RFP, but will be awarded to the selected operator(s) or other qualified parties, with input from the selected operator(s). The final decision on vendor selection for Career Services rests with WDB16.**

The application process requires that submitted proposals contain detailed, accurate and complete program and budget information. If subcontract of any part of the program is intended, it must be detailed in the RFP response. The RFP must follow the prescribed format identified in the RFP packet.

## Request for Proposal prepared by:

**WDB 16**

**Staff to the Board**

**PO Box 2112**

**Zanesville OH 43702-2112**

**Rob Guentter Jr., AICP**

[rob@rfgassociates.net](mailto:rob@rfgassociates.net)

**Section 2: PROCUREMENT PROCESS**

**RFP Timeline**

|  |  |  |
| --- | --- | --- |
| **Date** | **Event/Activity** | **Comment** |
| March 22, 2021 | Release of RFP |  |
| March 31, 2021 | ***Pre-Bidder Conference*** | GoToMeeting 10:00am |
| April 23, 2021 | ***RFP Due Date*** | By Noon, electronic submissions only |
| Completed by May 19, 2021 | Review Period | WDB16 Executive Board |
| By May 28, 2021 | WDB16 and COG approvals |  |
| June 1, 2021 | Award Announcement |  |
| June 2, 2021 to June 9, 2021 | Protest Period |  |
| June 10, 2021 | Contract Awarded |  |
| June 10, 2021 -June 25, 2021 | MOU Completion | Coordinate completion of MOU with WDB16 Staff |
| July 1, 2021 to June 30, 2022 | Contract Period (one (1) year) |  |
| Discussion begins Jan. 2023 | Contract Renewal Option | 1- or 2-year contract extension as per WDB16 |

RFP submission detail is provided in Section 5: RFP Submission Instructions.

##  Deadline date and time: April 23, 2021 at noon EST. electronic submission only

**** **To:** [**rob@rfgassociates.net**](mailto:rob@rfgassociates.net)

* No late proposals will be considered. The proposal must identify that a **RFP for Area 16 One Stop Operator**. Attachments in Word (.doc or .docx), Excel (.xls or .xlsx) and Abode (.pdf) are the only acceptable file types.

## There will be a proposers’ conference on Wednesday March 31, 2021 at 10am at GoToMeeting

One Stop Operator RFP Pre bid Meeting

Wed, Mar 31, 2021 10:00 AM - 12:00 PM (EDT)

Please join my meeting from your computer, tablet or smartphone.

https://global.gotomeeting.com/join/654062893

You can also dial in using your phone.

(For supported devices, tap a one-touch number below to join instantly.)

United States: +1 (408) 650-3123

- One-touch: tel:+14086503123,,654062893#

Access Code: 654-062-893

New to GoToMeeting? Get the app now and be ready when your first meeting starts: https://global.gotomeeting.com/install/654062893

## Please prepare all questions in writing. Any questions not answered at this meeting will be posted on www.OMJ16.com and emailed to the email provided by all attendees on meeting sign-in sheet.

Prior to the meeting, questions concerning this RFP can be emailed to [rob@rfgassociates.net](mailto:rob@rfgassociates.net) by **Noon, Friday March 26, 2021**, or submitted in writing at the proposer’s conference. Questions and Responses for questions received on or before 3/26/21 noon will be provided in writing at the proposers’ conference. Additional questions will be handled at the meeting.

All responders who wish to be considered for the operation of a program must submit a proposal through the RFP process, regardless of current or past contractual relationships.

After rating of the RFPs has occurred, the Workforce Development Board (WDB16) will choose the best qualified proposal to negotiate with. The Council of Governments (COG) will review and act upon the WDB recommendation(s).

Once a proposer(s) has been chosen, WDB16 will send notification to all proposers submitted email contract address announcing the decision.

Proposers will have at least one week from the date of the letter as a protest period to state any objections to the decision. This protest period is set for June 2, 2021 to June 9, 2021.

## Section 3: VENDOR EXPERIENCE/QUALIFICATIONS

## As administration and operation of WIOA One Stop Centers and other government programs are very technical in nature, and that the WDB One Stop system operates by the participation and cooperation of a variety of partners, the successful bidder(s) will need to clearly demonstrate their experience and knowledge in this field.

## This is so critical in the operation of One Stop Centers, that vendor and staff experience will be reviewed first by the evaluation committee. Only bidders who rate as “Qualified” will receive further consideration

## Duties associates with the operation of the OMJ Centers include, but are not limited to the following:

## Coordinate MOU partners and OMJ staff in the delivery of Supportive Services, for adult, dislocated worker and youth.

## Provide access to employment and training activities related to customized training, fee for service-based training, for Veterans and for individuals with disabilities.

## Provide access to programs and activities carried out by the required program partners.

## Maintain data systems, and provide access to the data, information, analysis and all job search, placement, recruitment, and other labor market exchange services under the Wagner-Peyser Act.

## Maintain all branding of “OhioMeansJobs”, as required by the Ohio Department of Job and Family Services.

## Operate the Belmont and Jefferson County OMJ sites as Comprehensive Centers

## Operate the Carroll and Harrison County OMJ sites as Affiliate Centers.

## in this RFP review process.

## Section 4: SCOPE OF WORK AND DELIVERABLES

## Scope of Work

## WDB16 has determined that the role of the OMJ Center Operator will be primarily focused on 1) The management of the OMJ Center(s), 2) The coordination of partners and their services including the Memorandum of Understanding (MOU), and

## 3) Coordination of performance monitoring with the WDB16 Staff of other contracted vendors to assure WDB16 meets or exceeds WIOA performance measures.

## Note: Career Services will be awarded to the selected OMJ Operator(s) and other vendors, at the discretion of WDB16.

## A top-down management structure reflects the employer/employee relationship that will be established between WDB16 and the OMJ Center Operator.

* The One Stops in Ohio are all designated as OhioMeansJobs Centers. The terms One- Stops and OhioMeansJobs centers (OMJ Center) are used interchangeably and mean the same thing.

## Working with WDB16 outreach consultant and WDB16 Staff to the Board, implement an outreach plan, informing potential employers and job seekers about OMJ Center services.

## Maintain and enhance the WBD16 approved Standard Operating Procedure (SOP) for uniform use at each of the WDA16 OMJ Center locations.

## Operate a Resource Room at each OMJ Center and make routine purchases of supplies and services to ensure the proper levels of equipment, tools, and materials are available for OMJ Resource Room services.

## Coordinate all of the partner personnel at the OMJ Center (s) to ensure adequate staffing to meet customer needs.

## Coordinate and deliver job fairs (in person and virtual as appropriate) hiring events, and workshops (live and virtual).

## Gather customer (job seeker and employer) feedback, in coordination with formats and methodologies approved by WDB16, and document its use in continuous service improvement.

## Maintain Equal Employment Opportunity (EEO) compliance at each OMJ Center.

## Ensure OMJ Center compliance with Americans with Disabilities (ADA).

## Coordinate all staff and partner staff training to ensure the ability to adequately perform assigned roles, adhere to polices and regulations, and to create a positive, customer focused working environment at each OMJ Center.

## Maintain technology resources such as local website (s), social media, case management software, business networking software, online testing, and other relevant Resource Room software and equipment.

## Make policy recommendations to WDB16 for continuous service improvement.

## Ensure data collection and integrity, confidentiality and data security.

## Execute and assume a lease agreement for use of OMJ sites.

## Cooperate fully with oversight and monitoring. Oversight of the system will include gathering and preparing reports of customer feedback as well as customer activity levels to WDB16. These reports will be made available to the WDB16 staff and fiscal agent at least three (3) work days prior to any scheduled WDB, COG, State of Ohio or other meeting for inclusion, as well as topics the One Stop Operator would like included on the agenda. It is the One Stop Operators responsibility to also share these reports with all One Stop partners prior to the meeting. Oversight includes regular contact with the One Stop and formalized monitoring, at a minimum annually, to access and provide a written report of each center’s performance and how they coordinate as a system. Monitoring includes identification of non-compliance with law/regulation/policy and follow-up to bring into compliance.

## Work to actively achieve WIOA Performance measures for Adults, Dislocated Workers and CCMEP/WIOA/YOUTH and develop, implement, and document strategies to address any outcome deficiencies. WIOA performance outcomes currently focus on Employment after 2nd quarter and 4th quart exits, Median Earnings after 2nd quarter exit, Credential Attainment, and Measurable Skill Gains. These may change during the duration of this contact period and the successful Operator will need to adjust accordingly.

## Highlighted Expected Outcomes to be Achieves

Certification: The One Stop system is certified by a locally identified team. The selected operator(s) shall work to assure each OMJ Center can be certified.Belmont and Jefferson Co OMJ Centers are both to be certified as “Comprehensive Centers”. Carroll and Harrison OMJ Centers may be operated as “Affiliate Centers”.

Accessibility: The One Stop operator will ensure that the two (2) One Stop comprehensive center as well as the two (2) affiliate centers are fully staffed and operational in a clean, safe, customer focused, readily available site for the job seekers, business clients and community partners. This will entail negotiating the staffing arrangement with the partners, including developing contingency plans for unexpected absences. Accessibility also includes adequate safe parking and center access for all customers, including the disabled.

Standard Operating Procedures are to be adhered to and periodically revised by the WDB16. All One Stop staff must be trained and adhere to the Standard Operating Procedures including the priority of service to veterans and eligible spouses/caregivers’ policy of the area, which includes clearly posting this priority and usage of the questionnaire. The sharing and safe guarding of Personally Identifiable Information (PII) must also be addressed and documented. Referrals will be made appropriately and timely, with a documented follow-up system.

Partner Referrals are an important part of the OMJ system. The successful Operator(s) will develop a comprehensive and effective method to conduct, track, follow-up on, and document referrals to partners.

Cross training of staff and a coordinated referral policy to include tracking. It is vital that the common customer coming to the One Stop be correctly accessed and referred to the programs that can assist their employment efforts. Cross training may also include staff from WDB 14 and 15, as WDB16 is part of the Southeast Ohio Workforce Region.

OMJ awareness/outreach plan, which includes both business and job seeker customer awareness and outreach, is critical to success. The One Stop operator will be required to track customer visits and ensure the accuracy of the data using the state computer tracking system. This data will be reported to WDB16 for presentation to the workforce system prior to all meetings. This shall be coordinated with the Staff to the Board and the WDB16 selected Outreach vendor(s).

Excellent Business and Job Seeker satisfaction and outcomes, will be measures on a continuing basis by client feedback and surveys, and by the WIOA data-based performance metrics. WDB16, in cooperation with the selected One Stop Operator(s), will develop employer and job seeker feedback mechanisms to be used for this purpose.

**Organizational Flow**

The Workforce Innovation and Opportunity Act (WIOA) provides for designation of local areas to administer the WIOA Title I program. Our Workforce Development Area is governed by a Council of Governments (COG) made up of County Commissioners representing each of the following Ohio counties: Belmont, Carroll, Harrison and Jefferson. The area is designated Ohio Workforce Area #16.

The County Commissioners appoint a Workforce Development Board (WDB), composed of a diverse mix of employers and employment and training professionals, to oversee the quality and guidelines of the programs.

RFG Associates Inc., Robert Guentter Jr. AICP serves as Staff to the WDB 16 Board and COG. Belmont County serves as the WDA16 Fiscal agent.

## A top-down management structure reflects the employer/employee relationship that will be established between WDB16 and the selected OMJ Center Operator.

The One Stops in Ohio are all designated as OhioMeansJobs Centers. Currently, in WDA16, the comprehensive One Stops are located in Belmont and Jefferson Counties with affiliate One Stops in Carroll and Harrison Counties. These centers are located at:

-OhioMeansJobs Center-Belmont County, 302 Walnut St. Martins Ferry OH 43935

-OhioMeansJobs Center-Jefferson County, 114 North 4th St. Steubenville OH 43952

-OhioMeansJobs Center-Carroll County, 55 East Main St. Carrollton OH 44615

-OhioMeansJobs Center-Harrison County, 540 North Main St. Cadiz OH 43907

These centers are all located in County Department of Job and Family Service Buildings, except Jefferson Co, which is operated by the Jefferson Co. Community Action Council. The Workforce Development Board and Commissioners have the right to designate the location of the sites. **This RFP requires that all One Stop Centers be operated at their current locations, or within one (1) mile from the current addresses. During this agreement period, sites may change based on the mutual agreement of WDB16, Commissioners, and facility operator(s). The One Stop Center’s costs of rent, utilities and liability insurance, are covered by the partners in the MOU.**

Memorandum of Understanding (MOU)

The establishment of One Stop delivery systems is addressed in Section 121 of the WIOA Act. The One Stop partners are identified by funding source at 121(b). The partners jointly fund the One Stop Center and operator based on an area Memorandum of Understanding (MOU) identified in 121(c). The current area **MOU is** **available to view at www.OMJ16.com** Not all partners are available in all areas, partnership is only required if the partner covers any portion of the service area. The memorandum of understanding is usually negotiated for a two-year period of time. **The successful bidder must be actively involved in finalizing the revised MOU by the target date of June 25, 2021, with implementation by July 1, 2021.**

The current MOU covers July 1, 2019 to June 30, 2021.

Once a proposal is approved locally, the approved One Stop operator will be responsible for the operational oversight and administrative duties of the One Stop system. The

One Stop Operator will file regular reports as required by WDB16 in a timely manner, provide operational oversight and administrative duties to the One Stops to meet local needs and report to the Workforce Development Board.

**Responders are hereby reminded that approval of their Request for Proposal does not mean that funding will be provided for their independent programs.** Rather, as contractors, they are performing a contracted service for and at the request of the Workforce Development Board and that these contracted services must conform to the WIOA act, regulations, state policies and local policies regarding the performance of services and the administration of the One Stop. This includes policies currently in effect as well as those updated/implemented during the operational term of the contract.

The One Stop operator will locally collect the centers reconciliation of budget to actual costs on a quarterly basis and submit to the Fiscal Agent. If the activities or partners change require modification of the MOU during the effective period, the One Stop Operator will prepare the revision in coordination with the partners.

**Protest Period**

In the event that any bidder Protests the recommended award from this RFP process, WDB16 will follow Protest Procedures as outlined in WDB16 Policy Letter 01-2017 Policy: Procurement Standards.

## Section 5: RFP SUBMISSION INSTRUCTIONS

1. Attendance at the proposers’ conference is strongly recommended.
2. No late proposals will be accepted and only narrative and attachments in Word (.doc or .docx), Excel (.xls or .xlsx) and Abode (.pdf) will be opened.
3. All questions should be answered honestly and to the best of the responder's ability, and all directions should be followed.
4. All proposed program costs must be reasonable, allocable and necessary to achieve program goals, and in accordance with federal, state, and local policy. THE WDB DOES NOT FUND THE OPERATOR CONTRACT. It is funded through the partner agreement in the MOU. Costs must be negotiated and agreed upon with the One Stop partners. Any cost which does not meet all of the above criteria cannot be included in the MOU budget for reimbursement. Such disallowed costs are the sole responsibility of the contractor.
5. No costs will be paid to the contractor for services provided on this request for proposal, or on any work developing the MOU prior to July 1, 2021.
6. All legitimate responses to this Request for Proposal will be treated equally, based on compliance to applicable guidelines and restrictions. A proposal other than the lowest offer may be accepted. Qualitative aspects may show the best proposal to not be the lowest. The lowest and best RFP is the standard used. Award may be based on initial offers received without any discussion OR with negotiation. Awards may be negotiated with proposers. WDB16 reserves the right to refuse any and all proposers.
7. Final contract award will be based on negotiation with Workforce Development Board and funded through the One Stop Memorandum of Understanding (MOU).

**RFP Submission Items**

All of the following items must be included, as applicable, with the bidders RFP submission:

1. Organization Submitting Proposal Signature Sheet
2. Experience Narrative (Question 1)
3. Resumes of Key members of the proposer’s team
4. Narrative (Questions 2-6)
5. Budget and Budget Narrative (Budget Form)

**Additional Attachments from the bidder:**

1. Copy of organizations Articles of Incorporation or By-Laws, if applicable
2. Names and address of current Board members and/or officers of the company/organization and Board President, Executive Director, or CEO, as applicable.
3. Copy of current insurance certificates: include accident, auto, comprehensive, general liability, and property.

Upon contract award, the Provider shall provide a “Certificate of Insurance” naming the Workforce Development Board (WDB16) and their agents as “Additionally Insured” with regard to Comprehensive General Liability.

1. Disclose in writing any know Conflict of Interest issues involving your RFP submission.

**Appendix 1 Forms to be submitted by the bidder:**

1. Non-Collusion Affidavit-form included, sign, data and notarize
2. Monitoring and Evaluation, sign and date
3. Subcontractor Disclosure-form included, sign and date
4. Declaration of Property Tax Delinquency-form included, sign, date and notarize
5. EEO Statement-form included, sign, date and notarize
6. Computer Capabilities, sign and date
7. Proprietary Statement-form included, sign and date
8. Proposal Checklist-form included, please complete to assure you have included all required submission documents

**Exhibits (Information for your reference to help you prepare your bid)**

Other documents of interest may be found at [www.omj16.com](http://www.omj16.com)

These documents include Board Meeting Minutes, WDA16 Local Policies, the Memorandum of Understanding (MOU) and local regional workforce planning documents.

## WORKFORCE DEVELOPMENT BOARD (WDB)/COUNCIL OF GOVERNMENTS (COG) AUTHORITY

* The Workforce Development Board (WDB) has been given authority to review and recommend employment and training programs and services under the Workforce Innovation and Opportunity Act (WIOA).
* The Council of Governments (COG), including County Commissioners from Belmont, Jefferson, Carroll, and Harrison Counties; as well as the Staff to the Board and fiscal agent; and the Workforce Development Board maintain the following reservations with respect to this RFP:
* The right to reject any or all proposals or to negotiate individually with any source

considered qualified.

* The right to clarify or confirm any part of the information furnished by the proposer, or to require evidence of managerial, technical and other capabilities to ensure successful performance.
* The right to extend approved One Stop Operator for additional program year(s) of operation, not to exceed three extensions.
* The right to attach conditions to a proposal upon which approval for funding shall occur only when satisfied.
* The right to cancel in part, or in its entirety, this RFP if it is in the best interest of the area to do so.

**GENERAL CONTRACT REQUIREMENTS:**

## DOCUMENTATION

All proposers who secure contracts are responsible for maintaining written documentation to support the achievement of the One Stop Operator duties.

The contractor will assume the responsibility to maintain pertinent, relevant, supportive documentation for all financial transactions.

Contractor will comply with all applicable federal, state, and local policies.

Technical Assistance will be provided to proposers who secure contracts by WDB16, as deemed necessary or by request.

## AUDIT / MONITORING

Proposer must assume the responsibility to comply with OMB audit standards and incur any related expenditures to have required audits conducted. Audits along with any management letters are due to the WDB16 Fiscal Agent in a timely manner. All federal, state and local monitoring must be cooperated with fully and WDB16 must be included in the resulting reports as well as exit conferences.

## ADDITIONAL FEDERAL, STATE & LOCAL GUIDANCE

The One Stop Operator will implement all required laws, regulations and policies from federal (WIOA), state and local governance sources. Additionally, recommendations and suggestions for improvement will need to be shared with One Stop partners and considered for implementation.

## EQUIPMENT, INVENTORY, SUPPLIES AND DATA

All equipment, inventory, supplies and data purchased with or created by One Stop partner funding is to support the One Stop system. If the One Stop Operator designation changes, the One Stop Operator will provide all One Stop assets to the newly appointed One Stop Operator.

END

**Section 6: Evaluation of RFP Responses**

The following matrix will be used by evaluators to score RFP submissions.

**WDB 16 One Stop Operator RFP**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Applicant Date Evaluator**

1. **Was the Proposal submitted on time? \_\_\_Yes \_\_\_No**

**If NO, do no score.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Narrative Question** | **Evaluation Criteria** | **Points** | **Score Awarded** | **Comments** |
| **1** | **Organization and Staff Experience** | **--------** | **-----------** |  |
|  | **Qualified Yes No** | **--------** | **-----------** | **If Yes, continue** |
|  |  |  |  | **If No, reject bid** |
|  |  |  |  |  |
| **2** | **MOU Strategy** | **10 Pts Total** |  |  |
|  |  |  |  |  |
| **3** | **OMJ Operations** | **50 Pts Total** |  |  |
|  | One Stop Staffing | 10 |  |  |
|  | Partner Coordination and Referrals | 10 |  |  |
|  | Customer Feedback | 10 |  |  |
|  | Use of Resource Room | 10 |  |  |
|  | In person and virtual services | 10 |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **4** | **Plan to Achieve WIOA Performance Measures** | **20 Pts Total** |  |  |
|  |  |  |  |  |
| **5** | **Outreach** | **10 Pts Total** |  |  |
|  |  |  |  |  |
| **6** | **Oversight, Reporting and Documenting** | **10 Pts Total** |  |  |
|  |  |  |  |  |
|  | **Total Points Awarded** | **100 Pts Total\*** |  |  |

\*An average scoring of all evaluators must be minimum of 75 points or greater to make an award.

I hereby attest that I have no conflict of interest and I have reviewed this entire proposal package.

Signature Title Date

**REQUEST FOR PROPOSAL for One-Stop Operator**

**WDA16 2021 to 2025**

**GENERAL SOLICITATION STATEMENT**

The Workforce Development Board (WDB 16) is soliciting proposals for services to be provided as the One-Stop Operator under the Workforce Innovation and Opportunity Act (WIOA). This request for proposal (RFP) is approved jointly by the Workforce Development Board and the Council of Governments. **Essential details for this RFP are in Section One**. Refer to the WIOA Act, <https://www.gpo.gov/fdsys/pkg/PLAW-113publ128/pdf/PLAW-113publ128.pdf>, WIOA Regulations, <https://www.doleta.gov/wioa/Final_Rules_Resources.cfm> and State WIOA guidance, <http://jfs.ohio.gov/owd/WorkforceProf/policy_info.stm> for clarification, as needed.

The application process recommends attendance at the Proposers Conference on March 31, 2021 AND **the proposal be submitted no later than noon on April 23, 2021 electronically** and:

(1) Contain detailed, accurate and complete information and be signed.

(2) Follow the prescribed format identified in Section One of this RFP packet.

**ORGANIZATION SUBMITTING PROPOSAL**

**NAME OF AGENCY**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MAILING ADDRESS**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TELEPHONE NUMBER (WITH AREA CODE)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**E-MAIL**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PERSON WHO IS SIGNATORY FOR AGENCY**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (print)

**I hereby attest that I have reviewed all sections and attachments of this proposal package, and I have submitted the following proposal for One-Stop Operator. All responses are accurate and complete. I understand costs for the One-Stop Operator are the joint responsibility of all one-stop partners, as documented in the Memorandum of Understanding (MOU), which needs to be approved by all partners on or about June 25, 2021.**

**I hereby attest that all information submitted with this proposal/bid is accurate, complete and based on current data at the time of submission. I am aware that the Workforce Innovation and Opportunity Act strictly prohibits fraud and other abuses, and provides criminal penalties for violators.**

**PERSON WHO IS SIGNATORY FOR AGENCY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (sign & date)**

**PROPOSER’S BACKGROUND**

**1.** **Type of Organization: \_\_\_Government \_\_\_Non-Profit \_\_\_Public** **For-Profit**

If Owned or Controlled by a Parent Company Organization, identify parent company organization:

**2. Federal I. D. Number**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3. Are you a small/minority owned company? YES\_\_\_ NO\_\_\_**

**4. Is there any reason why your organization would not be a legitimate contractor for this or any other proposal?** This means you have no outstanding federal or state debarment/suspension prohibiting you from contracts and are in compliance with all Affirmative Action/EEO requirements. **YES\_\_\_ NO\_\_\_**  If **YES**, please explain:

**5. Is your company presently or planning to enter into contracts with subcontractors who are debarred or suspended? YES\_\_\_ NO\_\_\_** If **YES**, please explain:

**6. Will any receipt of funds paid under this contract be used for lobbying of any kind?**

**YES\_\_\_ NO\_\_\_ If** **YES**, please explain:

**7. If chosen you will be required to submit the agency's last audit and proof of insurance (worker’s comp and liability).**

**PRELIMINARY REQUIREMENTS:**

**Rater’s Section: -----------------------------------------------------------------------------------------------**

**The following question must be answered prior to starting the formal rating. If the question is answered "No," this proposal CANNOT be rated and the process stops at this point.**

Did Proposer Submit the Proposal on Time?  **\_\_\_ YES \_\_\_NO**

**RFP Response Section**

**Please Respond to the Following Questions.**

You may type your responses on a separate page and label by question number (#).

**Question 1.** **Please provide a narrative of proposer’s past experience / demonstrated performance, with employment & training programs, specifically detail experience/interaction and linkages with OhioMeansJobs Center / One-Stop partners. Please include past experience/knowledge of WIOA Act and regulations and other federal and state regulations governing operation of OhioMeansJobs / One-Stop Centers including confidential information, EEO/affirmative action, ADA accessibility and all others.**

**EXPERIENCE WILL BE RATED AS: YES or NO IF YES, CONTINUE RATING THE PROPOSAL. IF NO, BID WILL BE REJECTED FOR LACK OF APPLICANT EXPERIENCE.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Question 2. Explain in detail your strategy to engage new & existing partners in the MOU. It will be required that you understand and actively coordinate this process. Guidance and oversight will be available from the Workforce Development Board through their Staff.**

**Points Possible (0 - 10 Points)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Coordinate Partners – This includes scheduling and hosting meetings which include written minutes disseminated to the partners, WDB, and others in a timely manner. The partners share in the one-stop duties and costs. The partners need to actively participate in the decision making. The One-stop Operator will disseminate information on state guidance and current operational levels and in exchange gather input on implementing the guidance and identification of service improvements in each one-stop. Staffing of the one-stop, referral coordination, customer feedback and cross training of the partners will be coordinated through this coordination.

**Question 3.** **Explain in detail your strategy for OMJ Operations.**

**Specifically include in separate paragraphs:**

**1) Staffing of the one-stop (including addressing absences),**

**2) Partner Referral coordination (including policy development, referral, follow-up and tracking),**

**3) Customer feedback (method(s), tracking, and use for continuous program improvement),**

**4) Use of Resource Room for partners and clients,**

**5) In person and virtual service delivery**

**Include what you perceive will be your hardest area to achieve (why) and your plan for this area.**

**Points Possible (0 - 50 Points)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Achieving the approve WIOA performance measures is critical for both assuring we are meeting the needs of our clients, but also to assure continued funding to WDA16 to maintain/expand our workforce initiatives.

**Question 4. Explain your plan to achieve WIOA required performance measures and the steps you would take to address and correct any deficiencies in achieving those outcomes.**

**Points Possible (0 - 20 Points)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Question 5. Outreach is an important component of the OMJ system to reach job seekers, employers and community partners. WDB16 engages a professional firm to assist with our outreach efforts. WDB16s success depends in large part on the involvement of the One Stop Operator in the development, implementation, and monitoring of WDB16 outreach efforts. The one-stop serves any customer regardless of income/eligibility with the basic services. Individualized and training service referrals are made to the appropriate programs based on eligibility. Explain how you see your role in this process.**

**Points Possible (0 - 10 Points)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Oversight of the system will include gathering and preparing reports of customer feedback as well as customer activity levels to the WDB. These reports will be made available to the WDB16 Staff at least four (4) work days prior to the scheduled meeting for inclusion, as well as topics the One-Stop Operator would like included on the agenda. It is the One-Stop Operators’ responsibility to share these reports with all one-stop partners prior to the meeting also. Oversight includes regular contact with the one-stop and formalized monitoring at a minimum annually to access and provide a written report of each center’s performance and how they coordinate as a system. Monitoring includes identification of non-compliance with law/regulation/policy and follow-up to bring into compliance.

**Question 6. Reporting and Documentation are required components. The One-stop Operator will report to the Workforce Development Board as well as directly to the one-stop partners. Attendance and pre-submission of reports for the WDB and COG meetings is required. Explain in detail how you will maintain contact with all the WDA16 One Stop Centers and report to the WDB and partners.**

**Points Possible (0 - 10 Points)**

**END**

**Appendix 1 (Forms to submit with application)**

**NON-COLLUSION AFFIDAVIT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**State of Ohio**

**Area 16 Regional Council of Governments**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ being first duly sworn and deposed says that he or she is the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hereafter referred to as “the Company”) the party making the foregoing Proposal, that such Proposal is genuine and not collusive or a sham and is made in good faith and without fraud; that the Company is not functionally interested in, or otherwise affiliated in any business way with any other Respondent on the contract; that the Company has not colluded, conspired, connived, or agreed, directly or indirectly, with any Respondent or person to put in a sham proposal or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion or communication of conference with any person, to fix the price of the Company’s proposal or of any Respondent, or to secure any advantage against the Area 16 Regional Council of Governments and/or the Area 16 Workforce Development Board, or any person or persons interested in the proposed contract; and that all statements contained in said proposal are true.

Official Signature Date

Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_

Notary Public in and for the State of Ohio

**MONITORING AND EVALUATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The following are required aspects of monitoring and evaluation practices that the proposing organization must make allowances for and incorporate into all proposed services. Adherence to these standards will be strictly enforced by WDB program personnel:

* Program Observation – WDB program personnel will visit the program to determine if program operation is generally consistent with the service delivery and stated contract deliverables. Providers will permit appropriate WDB personnel to conduct site visits, program observations and case reviews on Participants receiving contracted services from Providers.
* Timeliness invoice submissionInvoices **must** be submitted in a timely manner
* Case Reviews – Case reviews will be conducted to determine achievement of program objectives and to verify that each Participant was assessed prior to service delivery and periodically thereafter.
* Participant Satisfaction – Periodically a Participant satisfaction questionnaire is developed and administered.
* Vendor may take part in focus groups.
* Attendance is required at scheduled Provider meetings, mandatory trainings, and Participant information sessions.
* Compliance Review/Audit - WDB personnel will visit the program to determine if program and financial reporting is generally consistent with accepted practices, WDB policy, and stated contract deliverables.
* Program Plan will be used to establish program outcomes.

I agree to adhere to the standards of monitoring and tracking mentioned above. I further understand that I am required to conduct activities to support the qualitative evaluation of services provided to Participants by my organization.

SIGNATURE OF AUTHORIZED OFFICER OF ORGANIZATION

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name & Title Organization

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name & Title

**SUBCONTRACTOR DISCLOSURE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Should the proposing organization be awarded a contract, all subcontracts relevant to the contracted service must be submitted prior to disbursement of funds.All subcontracting agencies are subject to the same terms, conditions, and covenants contained in this proposal and the primary contract. Effective dates of the subcontractor’s work shall fall within the contract period of the primary contractor. The subcontractor shall comply with these rules set forth in the Laws of the State of Ohio, and any rules, regulations, and procedures associated with the program’s funding source(s) as well as other relevant county, state, and federal requirements.

The Provider shall not subcontract of the Agreement unless expressly authorized to do so by resolution of Area 16 Workforce Development Board.

If approved all subcontracts must detail the following:

* A beginning and end date of the subcontract to be used.
* Payment stipulations must be included
* A description of service must be provided
* The subcontract must include the statement “Independent Contractor is bound by the terms and conditions of the Purchase of Service Agreement between [Primary Contractor] and the Area 16 Workforce Development Board.”

Should my organization employ the use of subcontract(s) in carrying out any services detailed in this proposal, I agree to abide by the terms listed above and agree to supply copies of all subcontracts used.

SIGNATURE OF AUTHORIZED OFFICER OF ORGANIZATION

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name & Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name & Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization

**DECLARATION OF PROPERTY TAX DELINQUENCY**

**ORC 5719.042** I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby affirm that the Proposing organization herein, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, is \_\_\_\_ / is not \_\_\_\_ **(check one)** charged at the time of submitting this proposal, with any delinquent property taxes on the general tax list of personal property of the Counties of Belmont, Carroll, Harrison, or Jefferson.

If the Proposing Organization is delinquent in the payment of property tax, the amount of such due and unpaid delinquent tax and any due and unpaid interest is $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**State of Ohio**

Before me, a notary public in and for said County, personally appeared \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, authorized signatory for the Proposing Organization, who acknowledges that he/she has read the foregoing and that the information provided therein is true to the best of his knowledge and belief.

Official Signature Date

Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_

Notary Public in and for the State of Ohio

**EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

1. The CONTRACTOR agrees that in the hiring of qualified employees for the performance of work under this contract or any subcontract, no contractor, subcontractor, or any person acting on their behalf, shall discriminate on the basis of race, creed, gender, age, veteran status, disability, national origin or ancestry, or for any other reason against any citizen of this state who is qualified and available to perform the work related to the employment.
2. The CONTRACTOR agrees that no contractor, subcontractor or any person on his behalf shall, in any manner, discriminate against or intimidate or retaliate against any employee hired for the performance of work under this contract on account of race, creed, gender, age, veteran status, handicap, national origin or ancestry.
3. Any provision of a hiring hall contract or agreement which obligates a contractor to hire, if available, only such employees as are referred to him by a labor organization, shall be void as against public policy and is unenforceable with respect to employment under any public works contract unless at the date of execution of such hiring hall contract or agreement, or within thirty (30) days thereafter, such labor organization has in effect procedures for referring qualified employees for hire without regard to race, creed, national origin or ancestry and unless such labor organization includes in its apprentice and journeyman membership, or otherwise has available for job referral potential employees without discrimination of any kind.
4. The CONTRACTOR states that it has a written affirmative action program for the employment and effective utilization of economically disadvantaged persons, as defined in Division (E)(1) of Section 122.71 of the Ohio Revised Code and that annually the CONTRACTOR shall file a description of the affirmative action program and a progress report on its implementation with the Equal Employment Opportunity Office of the Department of Administrative Services.

Official Signature Date

Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notary Public in and for the State of Ohio

**COMPUTER CAPABILITIES\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Database Requirements**

Successful proposals must demonstrate the capability of using, operating, and managing a state database currently referred to as the "Ohio Workforce Case Management System" (OWCMS). This database is an Ohio Department of Job and Family Services (ODJFS) information system and is used to collect data for WIOA programs. Any Provider receiving an awarded under this RFP may be required to modify its system and take into consideration any MIS upgrades system refinements asked by the Area 16 Workforce Development Board.

**Statement of Agreement**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Organization Name) is aware if awarded a contract by the Area 16 Workforce Development Board as a result of this proposal my organization may be required to modify its computer capabilities to take into consideration any MIS upgrades and system refinements.

Further, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**(Organization Name) is aware any contract awarded as a result of this proposal will require my organization to use the reporting system of the Area 16 Workforce Development Board’s choosing, currently OWCMS. My organization will abide by both requirements if awarded a contract as a result of this proposal and secure/provide all necessary training for our staff.

SIGNATURE OF AUTHORIZED OFFICER OF ORGANIZATION

Name & Title Organization

Printed Name & Title

**PROPRIETARY STATEMENT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Organization Name) is aware that pursuant to Ohio Revised Code (ORC) 149.43 all proposals received by the Area 16 Workforce Development Board are subject to release under ORC 149.43, with the only exception being information contained within that is considered a “trade secret”.

A “trade secret” is defined in ORC 1333.61 as information, including the whole or any portion or phase of any scientific or technical information, design, process, procedure, formula, pattern, compilation, program, device, method, technique, or improvement, or any business information or plans, financial information, or listing of names, addresses, or telephone numbers. In order to meet the definition of a “trade secret” the information in question must satisfy the following two-pronged test:

* It derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means, by others person who can obtain economic value from its disclosure or use.
* It is the subject of efforts that are reasonable under the circumstances to maintain its secrecy.

It is the Area 16 Workforce Development Board’s policy prior to release of any quote information due to a Public Records Request to contact the Provider(s) in question and ensure no trade secrets are contained in the Proposal materials presented.

If the organization believes any of the information contained in this Proposal is a trade secret, please provide a letter identifying the information considered to be a trade secret, and explaining how the information satisfies the above test. If no information included in the Proposal is believed to be a trade secret, please provide a letter stating such.

SIGNATURE OF AUTHORIZED OFFICER OF ORGANIZATION

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name & Title Organization

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name & Title

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **WDB16 One-Stop Operator** | Budget | |  |  |  |  |  |  |  |  |  |
|  |  | Budget Period from July 1, 2021 to June 30, 2022 |  |  |  |  |  |  |  |  |  |
| **Budget** | | |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **Shared Cost Item** | **Year 1 July 1, 2021- June 30, 2022** | **Year 2 July 1, 2022-June 30, 2023** | **Differences may be explained in this area,**  **if needed to aid evaluation** | | | | | | | | |
| One-Stop Operator/Manager Staffing |  |  |  |  |  |  |  |  |  |  |  |
| Identify any add'l positions, such as substitute in center. These will NOT be implemented prior to July 1, 2021 |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **Subtotal Staffing (includes benefits)** | **-** | **-** |  |  |  |  |  |  |  |  |  |
| **Operational Items (unused/those with remaining useful life at contract conclusion will go to one-stop centers)** | | |  |  |  |  |  |  |  |  |  |
| Travel (Area 16 rate is .50 a mi.) |  |  |  |  |  |  |  |  |  |  |  |
| Insurance |  |  |  |  |  |  |  |  |  |  |  |
| Computer |  |  |  |  |  |  |  |  |  |  |  |
| Copier and Copier Maintenance |  |  |  |  |  |  |  |  |  |  |  |
| Telephone System |  |  |  |  |  |  |  |  |  |  |  |
| Internet Access |  |  |  |  |  |  |  |  |  |  |  |
| Supplies (paper, materials, etc.) |  |  |  |  |  |  |  |  |  |  |  |
| Rent and Utilities |  |  |  |  |  |  |  |  |  |  |  |
| Other (explain) |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **Subtotal Operational** | **-** | **-** |  |  |  |  |  |  |  |  |  |
| **Outreach/Marketing Pool** |  |  |  |  |  |  |  |  |  |  |  |
| Brochures and Printed Materials |  |  |  |  |  |  |  |  |  |  |  |
| Billboard Advertising |  |  |  |  |  |  |  |  |  |  |  |
| Media Advertising |  |  |  |  |  |  |  |  |  |  |  |
| Orientation Materials |  |  |  |  |  |  |  |  |  |  |  |
| Signage |  |  |  |  |  |  |  |  |  |  |  |
| Other |  |  |  |  |  |  |  |  |  |  |  |
| **Total - Outreach/Marketing Pool** | **-** | **-** |  |  |  |  |  |  |  |  |  |
| **Total Cost** | - | - |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |

**PROPOSAL CHECKLIST WDB 16 One Stop Operator RFP**

**Proposing Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Proposal Contents Section** | |  |
| 1. Proposal Signature Sheet (pages 1 and 2) | |  |
| 1. Experience Narrative (Question 1) | |  |
| 1. Resumes of key members of proposer’s team | |  |
| 1. Narrative (Questions 2-6) | |  |
| 1. Budget and Narrative (Budget Form) | |  |
|  | |  |
| **Requested Attachments from Your Organization (Items you already have)** | |  |
| Articles of Incorporation or By-Laws | |  |
| Board Member and Officers contact information | |  |
| Current Insurance Certificate | |  |
| Conflict of Interest Disclosure (if applicable) | |  |
|  | |  |
| **Appendix (I) Forms** | |  |
|  | Non-Collusion Affidavit (notarized) |  |
| Monitoring and Evaluation |  |
| Subcontractor Disclosure |  |
| Declaration of Property Tax Delinquency (notarized) |  |
| EEO Statement (notarized) |  |
| Computer Capabilities |  |
| Proprietary Statement |  |
| Proposal Checklist (This form) |  |
|  |  |
|  | |  |
| **Completed RFP Due noon EST on April 23, 2021 to** [**rob@rfgassociates.net**](mailto:rob@rfgassociates.net) | |  |

**END Entire RFP**