



Workforce Development Board

SARATOGA-WARREN-WASHINGTON
WORKFORCE DEVELOPMENT BOARD

GRANT RECIPIENT - SARATOGA COUNTY

Request for Proposals for WIOA Title I
Adult and Dislocated Worker Services for Washington County, NY
Authorized by THE WORKFORCE INNOVATION AND OPPORTUNITY ACT
(WIOA)

Timeline

- a. Issue date of RFP: December 4, 2017
- b. An email stating intent to submit proposal must be submitted by: December 11, 2017 5:00 PM to lscaccia@saratogacountyny.gov
- c. Questions may be emailed to lscaccia@saratogacountyny.gov until noon Dec. 13, 2017
- d. Proposal (one (1) clearly marked original and five (5) copies)
Due Date: December 20, 2017 by 5:00 PM
- e. Anticipated Proposal Review Completed: January 3, 2018
- f. Contractor must be prepared to start on or after: February 1, 2018 but no later than February 26, 2018

Request for Proposals

Saratoga County, serving as fiscal agent for the Saratoga-Warren-Washington Workforce Development Board (SWW WDB) located in upstate New York, is requesting proposals for the provision of Workforce Innovation and Opportunity Act (WIOA) Title I Adult & Dislocated Worker (DW) program services to be delivered through a career center to be physically located in Washington County, NY.

Such Career Center and Title I services to be provided under the policy guidance of and the eventual certification by the SWW WDB and in collaboration with other SWW WDB approved Career Centers located in the local workforce area's other two counties and subject to the provisions of the WIOA and policies and procedures of the NYS Dept. of Labor.

Subject to the descriptions below, the Career Center will provide access to a variety of workforce partner's services either through co-location or other means but should minimally be able to provide onsite access to a NYS DOL staff person and be prepared to offer on site access to other workforce partners to the extent practical by such interested partners. Further, the Title I services delivered through the career center will provide career services, business services and access to training services as appropriate per WIOA, the NYS DOL and SWW WDB policies and procedures, and the local area Memorandum of Understanding (MOU) established with workforce partners as described below.

Issue Date

December 4, 2017

Deadline for Submission (see proposal submission requirements below for complete directions)

Intent to submit proposal must be submitted by: December 11, 2017 5:00 PM

Proposal must be received by: Wednesday, December 20, 2017 by 5:00 PM

Contract Period

February 1, 2018 – June 30, 2018 for initial implementation and annually renewable for up to three additional years (July 1st – June 30th) at the discretion of the SWW WDB working in collaboration with Saratoga County, serving as fiscal agent for the WDB and Washington County.

Funding

- a. Anticipated funding for the current operating period for this proposal of 2/1/18-6/30/18, subject to actual allocations as identified upon reconciliation are:
 - Adult: \$62,000
 - Dislocated Workers: \$80,000
 - **Total:** \$142,000 (plus an additional \$13,000 of admin funds that we anticipate the WDB would transfer into program funds bringing the total to \$155,000 use this higher figure for budget purposes in this proposal submission)
- b. For future planning purposes - Estimated new funding for the subsequent full program year (PY) 7/1/18-6/30/19 (based on approx. current full year funding) and subject to actual allocations received are:

- Adult: \$109,000
 - Dislocated Workers: \$121,000
 - **Total:** \$230,000 (plus an additional \$20,000 of admin funds that we anticipate the WDB would transfer into program funds bringing the total to \$250,000)
- c. Please note that the distribution of admin funds referenced above are anticipated and subject to approval of the WDB and final state approval per WIOA guidelines. In addition, transfers between adult and dislocated worker funding may be allowed per approval of the SWW WDB.
- d. Past total annual allocations are as follows for reference purposes. Please note funding has been rounded and has been decreasing over the previous three years (PY is 7/1-6/30):

| | <u>PY 16</u> | <u>PY 15</u> | <u>PY 14</u> |
|------------------|---------------------|---------------------|---------------------|
| a. Adult: | \$109,000 | \$125,000 | \$139,000 |
| b. DW: | \$126,000 | \$161,000 | \$180,000 |
| c. Admin: | \$ 41,000 | \$ 46,000 | \$ 48,000 |
| d. Total: | \$276,000 | \$332,000 | \$367,000 |

Contact

Saratoga-Warren-Washington Workforce Development Board (SWW WDB)

Attn: Title I Program Service Provider RFP

E-Mail: lscaccia@saratogacountyny.gov

Important Note:

Please be advised that all matters concerning this RFP, from the date of issuance until the proposals are received, are to be directed in writing to the above listed contact. The Q&A (to be posted on our grant recipient's web page designated below) will be updated regularly. The SWW WDB reserves the right to cancel or modify this request for proposals or the scope of funding to any extent necessary to ensure compliance with state and/or federal guidelines. The SWW WDB reserves the right to accept or reject any or all proposals, in whole or in part, for just cause. All awards are contingent upon availability of funds which will vary from year to year subject to federal budget allocations and any additional requirements that may be imposed by the SWW WDB. This Request for Proposals does not commit Saratoga County, serving as fiscal agent or SWW WDB to award a contract and may be withdrawn at any time.

Summary

A. Overview

This Request for Proposals is soliciting proposals for the delivery of services under the Workforce Innovation and Opportunity Act (WIOA) (Public Law No: 113-128) Title I Adult and Dislocated Worker (TIADW) programs in Washington County, NY. Any contractor selected as a result of this procurement will be required to serve new participants as well as those participants already enrolled in the Title I Adult and Dislocated Worker programs as of December 31, 2017. Furthermore, the contractor will also be required to provide follow up activities for customers who exited the system between January 1, 2017 through December 31, 2017 for a period of no less than twelve (12) months from date of exit.

Services funded through this Request for Proposals (RFP) will be provided at a location in Washington County to be identified by the respondent and serve as the Washington County Career Center with the concurrence of the SWW WDB working in collaboration with Saratoga County, serving as fiscal agent for the WDB and Washington County. The Career Center will accommodate staff from other partner agencies as practical but minimally NYS DOL staff on a part or full time basis. The contractor will be expected to leverage resources and build collaborative partnerships which will result in an efficient and effective service delivery system (serving both business customers and jobseeker customers) which operates as part of larger network of centers throughout the SWW area, under the policy guidance of the SWW WDB and in collaboration with other workforce partner entities identified by the WDB, the WIOA and the local area Memorandum of Understanding (MOU). The contractor will also work in conjunction with the other career centers and local partner agencies under the guidance of the SWW WDB identified "One Stop Operator" whose function is to coordinate the provision of services system-wide between career centers and other partner agencies in compliance with the local area MOU.

The SWW WDB plays a planning and oversight role in the administration of Title I programs for the SWW Local Workforce Development Area, in conjunction with the Title I grant recipient/fiscal agent and the Chief Elected Officials (CEO's) of the three counties. The SWW WDB was authorized pursuant to an agreement with the three counties and members are appointed by the counties. The 29 member board is comprised of a majority of private business representatives, as well as representatives of economic development, education, labor and community representatives. The functional responsibility of the SWW WDB is to provide policy guidance and exercise oversight of the funds and career centers, develop a true system of collaboration with other workforce partners and to engage business to identify needs and develop resources and services to address such needs as possible.

B. Contract Type

Any contracts executed as a result of this RFP process will be paid through cost reimbursement. The final contract will also be subject to any changes in the legislation, regulations or policies promulgated by the funding sources. SWW WDB reserves the right to vary or change the terms of the contract executed as a result of this RFP, including funding levels, the scope of work, performance standards, referral sources and shortening or extending the contract period, as it deems necessary in the interest of the SWW WDB and availability of funds. The successful bidder can negotiate with the SWW WDB grant recipient/fiscal agent an advance payment, if one is deemed necessary, in accordance with federal cash management policies. Contract reimbursements will be made monthly.

C. Eligible RFP Applicants

An eligible applicant may include private and public, post-secondary education institutions, faith based organizations, for-profit and not-for-profit agencies, Community Based Organizations (CBO), or other entities. All are eligible to respond to this RFP and compete for funding. Partnerships or consortiums may respond however, collaborations submitting proposals must identify a lead entity that will be responsible for management, coordination of services, operations, financial accountability, legal obligations and all reporting requirements. The SWW WDB is seeking a contractor that embraces the vision of WIOA and supports a one-stop service delivery system which serves the needs of both job seeker and business customers. The contractor will also coordinate with the SWW WDB and its partners to minimize duplication and promote seamless integrated service delivery. Applicants must have the technical competence, expertise in management and administration, professional staff, and administrative and fiscal management systems to accomplish the goals and objectives stated in this RFP and meet high standards of public service and fiduciary responsibility. Applicants are responsible for being knowledgeable about the regulations of the specific funding sources involved and applying them in developing the RFP responses and delivering services. NOTE: Elementary Schools and Secondary Schools are not eligible to be selected as the contractor.

D. Background

In 2014, Congress replaced the 1998 WIA legislation with the Workforce Innovation and Opportunity Act (WIOA). WIOA marks the first major reform in federal job training programs in more than 15 years.

The vision of WIOA is to achieve and maintain an integrated, job-driven workforce system that links our diverse, talented workforce to our nation's businesses and improves the quality of life for our citizens.

The six main goals of WIOA are to:

- Increase access to education, training, and employment--particularly for people with barriers to employment.
- Create a comprehensive, high-quality workforce development system by aligning workforce investment, education, and economic development.
- Improve the quality and labor market relevance of workforce investment, education, and economic development efforts.
- Promote improvement in the structure and delivery of services.
- Increase the prosperity of workers and employers.

- Reduce welfare dependency, increase economic self-sufficiency, meet employer needs, and enhance the productivity and competitiveness of the nation.

The enactment of WIOA provides an opportunity to ensure the One-Stop Delivery System is job-driven, responding to the needs of employers and preparing workers for jobs that are available now and in the future. WIOA was implemented to improve access to job training and education opportunities for people who have traditionally faced barriers to employment and emphasizes pursuing and obtaining post-secondary education, training and other credentials as a foundation for improving career prospects for the long-term. Under WIOA, businesses inform and guide the workforce system so that services are aligned with industry needs. Sector partnerships and proven strategies like development of career pathways, apprenticeship and work-based learning to deliver high-quality worker training are highly emphasized.

E. Local annual funding may include:

- Formula based funding allocations for adults, dislocated workers and admin are received annually and are subject to a 10% admin limitation. This proposal is for the adult and dislocated worker funding streams and related admin as appropriated by the SWW WDB and grant recipient per the local multi-jurisdictional agreement to support the operation of a career center and other services described herein. This proposal does not include youth funding under WIOA.
- Optional Trade act funds dedicated to the provision of training to eligible affected workers, if any, at any given time
- State TANF funding is anticipated annually for career centers to fund a summer youth employment program in addition to the WIOA programs.
- Other contracts and grants that may be identified and made available through efforts of the respondent and/or the WDB

F. Local Structure

Key structural elements of the local WIOA workforce development system include but are not limited to:

- Operational guidelines/policies are provided through the WIOA legislation, USDOL, and NYS DOL
- The SWW Workforce area is one of 33 local workforce areas in New York State
- The 29 member WDB is appointed by the local counties subject to provisions of a local agreement
- The WDB is responsible for the oversight of the WIOA funding received as well as implementation of the goals and policies required by the state and federal government in partnership with the local county CEOs.
- The WDB establishes the local career centers and develops local operating policies and procedures for the use of funds and services provided by the centers. Funds are to be dispersed by program operators as directed by the WDB.
- The WDB shall identify applicable local partner agencies consistent with WIOA and develop a Memorandum of Understanding (MOU) to define the working relationship between the partner agencies, provide access to partner programs, define referral procedures to partner services, address services to individuals with barriers to employment and other mutually collaborative activities as well as infrastructure and cost sharing requirements

- The WDB is required to competitively procure a One Stop Operator whose function is to coordinate the provision of services between partner agencies (both those with a presence in the career center and system-wide) and promote the goals and terms of the local MOU.
- The WDB will identify or competitively procure service providers for WIOA Title I Adult, Dislocated Worker and Youth Services.
- The local WDB in collaboration with local county CEOs identifies a local grant recipient and fiscal agent to administer the local funding on behalf of and at the direction of the WDB

The selected contractor for WIOA adult and dislocated services in Washington County will be subject to the oversight and collaboration with the above.

G. Common Identifier

WIOA sec. 121(e)(4) requires each one-stop delivery system to include in the identification of products, programs, activities, services, facilities, and related property and materials, a common one-stop delivery system identifier, in addition to using any State, or locally-developed identifier. USDOL's Employment and Training Administration (ETA) has established logos and identifiers to be used by all career centers as follows:

“American Job Center network”; or “a proud partner of the American Job Center network” for use in the local public workforce system.

In keeping with our vision of offering integrated services to both jobseekers and employers, promotional and outreach materials (including printed brochures, media releases, flyers, brochures, advertising, social media sites) must be approved by the SWW WDB prior to production and or distribution.

H. Functional Alignment

The successful bidder cannot plan to work alone. Services provided through a career center will be delivered in collaboration by the partner agencies present in a manner aligned by functions. Minimally, collaboration between the Career Center manager/supervisor and the local state DOL Supervisor is essential to accomplish this. Functional alignment requires WIOA and partner staff to work collaboratively in the delivery of services available under multiple programs. Consequently, staff may receive direction and assignments on a day-to-day basis by someone other than their direct supervisor.

I. Performance Measures, Management System and Tracking

USDOL has implemented the following performance measures for federal job training and employment programs under WIOA (specific numeric goals may change from program year to program year):

- Percentage of program participants who are in unsubsidized employment during the second quarter after exit from the program
- Percentage of program participants who are in unsubsidized employment during the fourth quarter after exit from program
- Median earnings in unsubsidized employment
- Credential attainment
- Achieving measureable skill gains enrolled in an education or training program
- Effectiveness of core programs in serving employers

The successful bidder will be required to use the state's One-Stop Operating System (OSOS), an internet-based system, to record and track all client activities and program services. OSOS Management Reports

generated from OSOS will be utilized to determine program performance. Knowledge of the system, accuracy, and timely entry of information are critical. System training will be facilitated with the NYS DOL and it is the responsibility of the contractor to ensure on-going staff expertise and cooperation.

In addition, upon request, the contractor will be required to provide to the SWW WDB any and all additional documentation or information pertaining to WIOA Title I services, which will be used to evaluate performance outcomes, as well as program strengths and weaknesses. Further, the NYS DOL or the SWW WDB may identify additional performance criteria in the service area as determined beneficial.

J. Required Partners

WIOA required partner programs that are a party to the MOU and that the contractor operating the Washington Career Center and associated WIOA services will be required to coordinate with include:

The Six WIOA core programs:

- WIOA Title I.B - Adult
- WIOA Title I.B - Dislocated Workers
- WIOA Title I.B - Youth
- WIOA Title II - Adult Education and Literacy
- WIOA Title III – Wagner/Peyser
- WIOA Title IV: Vocational Rehabilitation

In addition to the above core programs, the following partner programs are required to provide access through the career center where they exist in the local area:

- Career and Technical Education (Perkins funding)
- Community Services Block Grant - E&T services
- Indian and Native American Programs
- HUD Employment and Training Programs
- Job Corps
- Local Veterans' Employment Representatives and Disabled Veterans' Outreach Program
- National Farmworker Jobs Program
- Senior Community Service Employment Program
- Temporary Assistance for Needy Families (TANF)
- Trade Adjustment Assistance Programs
- Unemployment Compensation Programs
- YouthBuild

WIOA Program Requirements

The contractor will be expected to deliver WIOA services within the context of a unified workforce system where the Career Center serves as a hub for workforce efforts within the County, offering services to both eligible adult and dislocated worker job seekers and employers. Eligibility, registration and provision of services will be performed consistent with the WIOA legislation and policies and procedures established by NYS DOL and the SWW WDB. This includes applying priority of service requirements for adult funding services to identified populations including veterans, recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient. Please note that priority does not mean exclusive

provision of services to these populations. Such priority will be applied in accordance with the WIOA legislation and policies and procedures established by NYS DOL and the SWW WDB

The contractor will be expected to provide the following services to eligible customers:

- Career services
- Training services
- Follow-up services
- Supportive services
- Business services

Career Services

WIOA career services include Basic and Individualized Career Services to be delivered as needed on an individual basis and consistent with NYS DOL and SWW WDB policies and procedures. The contractor will establish a resource room in the career center to accommodate the delivery of many of these services as well as access to internet, computers, copier and phone services for program and employment related activities. A variety of services such as resume and job search assistance, labor market information and more may also be delivered through workshops at the career center or via referral to other locations.

a. Basic Career Services:

- Determinations of whether the individual is eligible to receive assistance from the WIOA Title I programs;
- Outreach, intake, and orientation to the information and other services available through the One-Stop delivery system;
- Initial assessment of skill levels including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps), and supportive service needs;
- Employment services including:
 - Job search and placement assistance;
 - Provision of information on in-demand industry sectors and occupations;
 - Provision of information on nontraditional employment;
- Provision of referrals to and coordination of activities with other programs and services;
- Provision of labor market information, including the provision of accurate information relating to local, regional, and national labor market areas;
- Provision of program performance information and program cost information on eligible providers of education, training, and workforce services;
- Provision of information about how the local area is performing on local performance accountability measures;
- Provision of information relating to the availability of supportive services or assistance, and appropriate referrals to those services and assistance;
- Provision of information and meaningful assistance to individuals seeking assistance in filing a claim for unemployment compensation; and

Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided under WIOA.

b. Individualized Career Services

Individualized Career Services must be made available if determined to be appropriate in order for an individual to obtain or retain employment. Individualized Career services include:

- Comprehensive and specialized assessments of skill levels and service needs of adults and dislocated workers, which may include:
 - o Diagnostic testing and use of other assessment tools; and
 - o In-depth interviewing and evaluation to identify employment barriers and appropriate employment goals;
- Development of an individual employment plan;
- Group or individual counseling and career planning;
- Short-term prevocational services to prepare individuals for unsubsidized employment or training;
- Internships and work experience;
- Workforce preparation activities;
- Financial Literacy services;
- Out-of-area job search assistance and relocation assistance; and
- English language acquisition and integrated education and training programs.

Training Services

Under WIOA, an individual may receive training services after an interview, evaluation, or assessment, and career planning if it is determined the individual is unlikely or unable through receiving career services only to retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment. Additionally, it must be determined that the training the individual receives would result in employment leading to economic self-sufficiency or wages comparable to or higher than wages from previous employment. The individual must be assessed as having the skills and qualifications to successfully participate in and complete the training. Upon a determination that career services are unlikely to obtain these employment outcomes, the individual may be enrolled in training services. 20 CFR § 680.210(b) requires that individuals, for whom training has been deemed appropriate, select a training program linked to in demand employment opportunities in the local area or in an area to which the individual is willing to commute or relocate. The selection of a training program should be based on customer choice and the performance of relevant training providers. WIOA requires that allowable training services be provided only when other sources of training grant assistance are unavailable to the individual. Depending upon availability of funding, training services are available to employed and unemployed adults or dislocated workers who are determined eligible for training services.

Training services may include:

- Occupational skills training;
- On-the-job training;
- Incumbent worker training;
- Programs that combine workplace training with related instruction;

WIOA Program Expectations

The SWW WDB fully expects that the contractor will be knowledgeable in the regulations for WIOA as well as the Uniform Guidance issued by the Office of Management and Budget (OMB). The provider must stay current and adhere to the policies, procedures and strategies found in the Training and Employment Guidance Letters (TEGLs) issued by USDOL, Technical Advisories (TAs) issued by the NYSDOL and by the SWW WDB. WIOA-funded staff will work within an integrated One Stop Career Center Team to coordinate and deliver all aspects of career services including greeting customers, intensive career advising, identifying funding sources for training, workshop organization, hiring events, and other center services including WIOA-funded business services. All staff should be fully cross-trained to fulfill any “career services” role within a center dependent on need and traffic flow.

WIOA Common Measures and other performance benchmarks

The applicant must agree to meet and/or exceed the established annual performance outcomes described above and any additional measures developed by the NYS DOL or SWW WDB. Performance outcomes are determined by the NYSDOL with an opportunity to potentially negotiate certain standards as needed. The SWW WDB reserves the right to add measures or procedures to ensure compliance and continuous improvement. The contractor will be required to participate in the development of any performance improvement plans that may be required by the state or the SWW WDB. Performance measures are partially determined through a regression analysis and therefore are determined based on the characteristics of enrolled customers. It is important to ensure related barriers (see below) are recorded in the customer record using the state OSOS data management system.

Eligible Program Participants

WIOA funds allocated to the local area for Adult and Dislocated Worker programs must be used to provide services to eligible enrolled Adult or Dislocated Worker customers as follows:

Eligibility for Adult Program

Adults must meet the following eligibility criteria for the WIOA Adult Program:

- U.S. citizen or otherwise legally entitled to work in the U.S
- Age 18 or older
- Selective Service Registration (males who are 18 or older and born on or after January 1, 1960) unless an exception is justified
- If working, currently earning less than \$21 per hour
- Comply with Priority of Service requirements

Eligibility for Dislocated Worker Program

Dislocated Workers must meet the following eligibility criteria under WIOA :

- U.S. citizen or otherwise legally entitled to work in the U.S.
- Selective Service Registration (males who are 18 or older and born on or after January 1, 1960) unless an exception is justified.
- One of the Dislocated Worker categories (WIOA Section 3(15))
- Veterans and other covered persons who qualify for the Dislocated Worker Program are given priority for services according to the Jobs for Veterans Act.

Barriers to Employment

Services provided to Adults and Dislocated Workers under Title I of WIOA provides a focus on serving individuals with barriers to employment while others may also be served. WIOA Sec 3 (24) identifies the following individuals with barriers to employment:

- Displaced homemaker.
- Low-income individuals.
- Indians, Alaska Natives and Native Hawaiians.
- Individual with disabilities.
- Older individuals.
- Ex-offenders.
- Homeless individuals.
- Youth who are in or have aged out of the foster care system.
- Individuals who are English language learners, low levels of literacy or facing substantial cultural barriers.
- Eligible migrant and seasonal farm workers.
- Individuals within 2 years of exhausting lifetime eligibility under Part A of Title IV of the Social Security Act.
- Single parents (including pregnant women).
- Long-term unemployed.

Accessibility and Equal Opportunity

The SW WDB is committed to equal access for all customers to all services. All applicants must ensure equal opportunity to all individuals. No individual in the local area shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any federally funded program or activity because of race, color, religion, sex, national origin, age, disability, English proficiency, sexual orientation, political affiliation or belief. All applicants are expected to demonstrate full compliance with the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) and all other equal opportunity laws. This involves ensuring that staff receives accessibility training, and may involve developing accessibility plans. Required equal opportunity references will be posted in the Career Center and noted on publications and promotional materials.

Administrative Requirements

The contractor is required to follow the Uniform Administrative Requirements, Cost Principles, and Audit Requirements of the Office of Management and Budget. These include 2 CFR Part 200: Uniform Administrative Requirements, Cost Principles, and Audit Requirements; Final Rule and 2 CFR Part 2900: DOL Exceptions to 2 CFR Part 200 48 CFR Part 31. Applicants unable to meet these standard requirements will not qualify. In addition, the contractor will be required to adhere to policies, procedures and workforce system guidance that may be issued at any time by the USDOL, the NYSDOL or the SWW WDB.

Reporting

The contractor is responsible to comply with regulations, guidelines and policies from the NYS DOL and the SWW WDB related to the provision of periodic program and customer activity reports and monthly fiscal reporting in the form and manner prescribed. The contractor will additionally provide report information as requested to representatives of Washington County including attendance at Washington County meetings as requested.

Record Retention

The contractor is responsible to comply with regulations which include the collection and storage of customer source documents, fiscal and program records and have written policies in place related to such record retention. Records related to all customers under this contract shall generally be maintained for seven (7) years after the last date of service including follow-up unless otherwise directed. The contractor is also expected to protect customer data against unauthorized access or disclosure of information in accordance with the federal and state regulations and the local policy.

One Stop Operating System (OSOS)

The contractor will be required to use the state OSOS management system to record and track all client activities and program services. Reports generated from OSOS will be utilized to monitor program performance and continuous improvement by the service provider, SWW WDB and the NYSDOL. Knowledge of OSOS, precision, process expectations and timely entry of information is critical. System training and support will be available through NYSDOL tools, webinars and technical assistance and through support of other local centers, however it is the selected contractor's responsibility to ensure on-going staff expertise and cooperation.

Monitoring

At any time the USDOL, NYSDOL or the SWW WDB may monitor progress, and/or adherence to any and all grant regulations both fiscal and programmatic. The selected contractor must open records and allow monitors to perform their oversight duties. The contractor must adhere to all requirements within 2 CFR § 200.328 with regards to monitoring and reporting program performance. Monitors must be given access to accounting systems, electronic spreadsheets, general ledger, balance sheets, income and expense reports and all other financial activity reports of the contractor including inventory lists. The contractor will be responsible for monitoring and subcontracts consistent with policies of the NYS DOL and the SWW WDB.

Internal Controls

Respondents are expected to have the technical competence, knowledge and expertise in management and administration, the professional staff, and the management systems to accomplish the scope of work and the goals and objectives stated in this RFP, and must meet high standards of public service and fiduciary responsibility. Respondents are responsible for being knowledgeable about all laws, regulations, rules, and policies of the specific funding sources involved and applying them in developing the RFP response. The contractor must ensure that they have the capacity to adequately manage a complex federal contract with multiple funding sources. Budgets and expenses must conform to federal

cost principles. The contractor must also have in place policies and procedures to determine allowable and reasonable costs as well as a cost allocation plan that demonstrates a reasonable methodology for allocating costs among different funding sources.

Proposal Narrative

The contractor is expected to assist in workforce system building with partner agencies, the education community and other organizations activities in addition to the effective delivery of WIOA Title I career and other services. Activities should include, but are not limited to, partnerships with community agencies for both mutual access and referral, assisting with career fairs, hosting workshops, support of career pathways development and business engagement with the local workforce system. Proposals should incorporate activities that demonstrate the applicant's ability to successfully engage and contribute to the development of the local workforce system. Organizations applying that have demonstrated a strong understanding of WIOA's vision, the local workforce system, the local labor market, knowledge of the challenges to job seekers and local and regional relationships with educational and training organizations, employers, and active community based nonprofits in the region will be given priority.

Content of Proposal

The proposal should contain the following taking into consideration the page limit maximums indicated. Applicants should be as direct and succinct as possible and need not use all of the amount of the page limits indicated below.

1. Organizational Summary: Up to two page overview that provides a brief profile of your organization including:
 - a. The mission, philosophy, size, structure, and customer base.
 - b. Describe general experience providing workforce related business services and jobseeker services through WIA , WIOA or similar programs as requested in the RFP including references to past performance.
 - c. Since WIOA is a quality improvement/customer-focused program, describe your commitment to continuous quality improvement and customer satisfaction and how you will demonstrate this commitment directly to the customers of the local Workforce area.
2. Workforce System building/collaboration : Up to two page overview that provides a brief description of:
 - a. Describe your thoughts regarding the key workforce development issues facing jobseekers and business.
 - b. Briefly describe your experience collaborating with other workforce related agencies/organizations to deliver workforce services.
 - c. Proposed location of a career center including proposed size, inclusion of a resource room and space for partner agency staff as available
3. Adult & Dislocated Worker Services Approach: Up to eight (8) pages identifying programming and describing your program's strategy and design to achieve the stated objectives and WIOA outcomes. Provide a description of how you intend to approach program service delivery, include the following:

- a. Method of outreach (marketing) to potential business and job seeker customers (marketing must be consistent with any approved policies and procedures prescribed by the SWW WDB);
 - b. Method of assessing potential participants to determine those who are eligible in accordance with priorities for customers to be served under WIOA funds;
 - c. Methods of providing post-employment and follow-up services to enhance job retention and wage increases in customers that have exited the system;
 - d. Method for ensuring that staff are provided with training that will enhance their ability to serve customers under the Workforce Innovation and Opportunity Act;
 - e. Describe your delivery approach of specific program services (career services, training services, support services, follow-up and business services);
 - f. Key jobseeker customer flow steps in the Career Center;
 - g. Proposed workshops, special events/activities envisioned;
 - h. Provide other desired comments related to the above section, "Additional Program Requirements";
 - i. Proposed business services;
 - j. How private businesses may be utilized for work-based learning and other structured employment experiences and/or job placements;
 - k. Describe proposed process for receiving job orders, sharing with NYS DOL for posting on the state job bank and referral of applicants;
 - l. How follow-up will be conducted for participants exiting WIOA programming and what follow-up supports will be provided to ensure a successful transition from programming, retention, and wage increases if appropriate;
 - m. If desired, any additional comments related to the above introduction to the proposal narrative or that support your ability to provide the desired services;
 - n. If applicable, identify planned services to be subcontracted to another entity. Such contracts are subject to the provisions herein, WIOA, the NYS DOL and the SWW WDB.
4. Staffing – Please provide the following:
- a. A list of staff positions to be supported by program funds,
 - b. An organizational chart,
 - c. A brief statement of the role of each staff position and related job descriptions, and
 - d. A copy of any Career Center related current staff resumes.
 - e. In addition, the list of staff positions above should include the following in total regardless of funding stream:
 - i. Annualized salary;
 - ii. % to be charged to contract;
 - iii. \$ amount to be charged to contract
5. Fiscal Management Ability: Provide a description of the fiscal management systems in place within the bidder's organization that demonstrate financial accounting experience and capability to manage a contract of this nature.
6. General Management Ability: Provide an organizational chart of the management system in place within the bidder's organization that demonstrates the lines of authority and the capability to

manage and supervise contract staff beyond what is included in the above organizational chart, if applicable.

7. Provide a copy/summary of your proposed cost allocation plan
8. Budget: Provide a detailed budget for total contract expenses for the current operating period indicated in the funding section of this RFP itemizing costs as follows :
 - a. Budget summary page indicating:
 - i. total amounts for Staff Salaries (Should equal total from above staff chart)
 - ii. Total staff fringe benefit amount
 - iii. Total cost of estimated equipment expense, if any
 - iv. Total cost of center overhead
 - v. Total anticipated participant training costs
 - vi. Total anticipated participant support costs
 - vii. If applicable, amount of indirect costs per an approved agency indirect cost rate
 - viii. Anticipated amount of unaccrued funding to carryover to next program year starting 7/1/18.
 - b. Budget detail describing the following:
 - i. Items included in staff fringe benefit amount
 - ii. Description of anticipated equipment expenses
 - iii. Detailed list of overhead items and estimated expenses for each (i.e. rent, phone, staff supplies, resource room materials, staff travel, memberships, any anticipated subcontracted costs, etc.)
 - iv. Anticipated types of training and amounts for each
 - v. Anticipated types of support costs and amounts for each
 - vi. If applicable provide a copy of approved indirect cost rate

Proposal Submission Requirements

Deadline

Proposals, one (1) clearly marked original as One Stop Operator RFP and five (5) copies, submitted in response to this RFP must be received no later than 5:00 pm on Wednesday, December 20, 2017. Proposal received after this date, by any delivery method will not be considered.

Prior to the submission date, an email stating intent to submit proposal must be submitted by: December 11, 2017 5:00 PM to lscaccia@saratogacountyny.gov

Questions may be emailed to lscaccia@saratogacountyny.gov until noon Dec. 13, 2017. Answers to questions will be posted as available at the following site and no later than by Dec. 15, 2017:

<http://www.saratogacountyny.gov/departments/employment-and-training/>

Mail or Deliver to:

John Warmt, Director of Purchasing
Saratoga County Purchasing Department
50 West High Street
Ballston Spa, New York 12020

Faxed or emailed proposals will NOT be accepted. Respondents must provide one (1) original clearly marked as One Stop Operator RFP and five (5) copies of the proposal.

Proposals not conforming to above guidelines or format described below will not be considered.

Format of Proposal

- Arranged in proper order including a title page, narrative and budget content as described above in “content of proposal”. Proposals should conform to the length and format of elements required as described above.
- Formatted to 8.5 x 11 paper size using 12 point font, 1 inch margins and Times New Roman
- Text lines may be single spaced
- All pages of narrative section must be numbered
- Be concise and avoid extraneous references and unnecessary detail
- Resumes of key staff who will be assigned to this project and their roles on the project

Selection Process and Award of Contract

Applicants with the related experience providing similar services commensurate with WIOA as described herein will receive preference. Although cost of the project is an important factor, the SWW WDB reserves the right to award the contract to the bidder whose proposal best meets the description of services Sought/Deliverables.

SWW WDB representatives, Washington County representatives and WIOA grant recipient staff will evaluate proposals and forward to the full Workforce Development Board for consideration. The selected applicant will then be contacted by the Saratoga County Grant recipient for contract execution. Proposals will be evaluated on the basis of the information provided with the proposal, past performance, ability to perform and understanding of the work to be performed.

The WDB and Saratoga County reserve the right, at their sole discretion, to:

- Reject proposals that do not conform to the RFP or meet minimum evaluation criteria
- Reject all proposals
- Issue additional solicitations or amendments to this RFP
- Negotiate for amendments or modifications to proposals
- Interview proposers
- Evaluate qualifications of each proposer
- Select the proposal that best satisfies the interest of the WDB, Washington County and Saratoga County and not necessarily on the basis of price or any other single factor in the evaluation criteria
- Saratoga County assumes no liability or responsibility of any kind for costs incurred in the preparation or submission of any proposal
- Saratoga County is not responsible for any internal or external delivery delays which may cause a proposal to arrive beyond the stated deadline.

After the initial review, interviews may be scheduled with selected finalists at the discretion of the review team. The number of finalists will be at the discretion of the review team. Decisions of the review team are final.

If contract terms deemed fair and reasonable by the County cannot be agreed upon with the selected proposer, the negotiations will be formally terminated. The review team reserves the right to negotiate with the second most qualified firm. This process will continue until an agreement is reached or until the list of qualified finalists is exhausted.

Evaluation Criteria

The proposal review will look for demonstrated experience, capability and description of proposed approach of each proposal. Proposals will be ranked by the members of the review team utilizing the following scale based on 100 points:

- 10% - Cost of proposal and proposed use of funds by line items
- 20% - Availability of skilled staff
- 30% - experience with workforce development, economic development, education or human service organizations and approach for addressing partner coordination
- 40% - Approach for providing services to program participants/customers

Questions

Questions may be emailed to lscaccia@saratogacountyny.gov until noon Wednesday, Dec. 13, 2017. Answers to questions will be posted as available at the following site and no later than by Dec. 15, 2017:

<http://www.saratogacountyny.gov/departments/employment-and-training/>

CERTIFICATION OF COMPLIANCE WITH IRAN DIVESTMENT ACT

Pursuant to General Municipal Law §103-g, which generally prohibits the County of Saratoga from entering into contracts with persons engaged in investment activities in the energy sector of Iran, the bidder/proposer submits the following certification:

[Please Check One]

BIDDER'S CERTIFICATION

- By submission of this bid or proposal, each bidder/proposer and each person signing on behalf of any bidder/proposer certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief, that each bidder/proposer is not on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the State Finance Law.
- I am unable to certify that my name and the name of the bidder/proposer does not appear on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the State Finance Law. I have attached a signed statement setting forth in detail why I cannot so certify.

Dated: _____, 20__.

STATE OF _____)
) ss.:
 COUNTY OF _____)

The undersigned, being duly sworn, says (a) I am duly authorized to execute this Certification and (b) I hereby certify, under penalty of perjury, that the forgoing Certification is in all respects true and accurate.

 Signature

 Printed Name

 Title

Subscribed and sworn to before me this _____ day of _____, 20__.

 Notary Public