

*Warren County*  
*Employment & Training Administration*

Chris A. Hunsinger  
Director

333 Glen Street, Suite 300  
Glens Falls, NY 12801  
(518) 743-0925



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May 15, 2019

Attention Bidders:

Warren County Employment & Training Administration (ETA) is requesting competitive proposals from qualified businesses to provide an instructor for our Youth Program Test Assessing Secondary Completion (TASC) classes as described in this Request for Proposal (RFP).

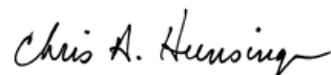
Please notify us of your intent to bid by May 31, 2019.

Your RFP submission should include two (2) hard copies delivered to the ETA Administrative Offices, 333 Glen Street, Suite 300, Glens Falls, New York 12801 and one electronic copy delivered at [hunsingerc@warrencountyny.gov](mailto:hunsingerc@warrencountyny.gov). Responses must be received no later than **4 PM on June 7, 2019**.

Responses received after that time or without all of the required information as outlined in this proposal, may be rejected and returned to the proposing party at ETA's discretion. ETA reserves the right to reject any and all proposals submitted. Final selection is at the discretion of the Saratoga, Warren, Washington Workforce Development Board and the Warren County Board of Supervisors.

On behalf of Warren County ETA and the Saratoga, Warren, Washington Workforce Development Board, we look forward to reviewing your RFP submission. Questions about this request should be directed to my attention at the address and email listed above.

Sincerely,



Chris A. Hunsinger  
Director

Warren County Employment & Training

Request for Proposal

Instructor for Test Assessing Secondary Completion (TASC)

Important Dates for RFP		
On or Before:	Activity:	Responsibility of:
5/15/2019	Issue RFP to Selected Bidders	ETA
5/31/2019	Acknowledgement of Intent to Bid	Bidder
6/7/2019	Submission of Completed Proposal	Bidder
6/12/19	Notification of Award	ETA
9/17/2019	Target Date for Start of Services	Bidder

*Please note that all responses must be by 4:00 pm EST on the date listed on the timeline*

**Confidentiality:** *The contents of this Request for Proposal (RFP) are considered Confidential Information. The person or company receiving this RFP shall not disclose to anyone, other than its employees directly connected with responding to this RFP, any information concerning this request or any information obtained in subsequent RFP related communications. No information contained in this RFP shall be duplicated, used, or disclosed without the prior written consent of Warren County Employment and Training Administration.*

*Information in this RFP can only be distributed with written permission from Warren County Employment and Training Administration. Furthermore, no news releases, public announcement, or any other reference to this request may be made without prior written consent from Warren County Employment and Training Administration, which consent may be withheld for any reason solely at Warren County Employment and Training Administration's discretion.*

A complete copy of this request for proposals is available on the website of the Saratoga, Warren, Washington Workforce Development System at: [www.thejoblink.org](http://www.thejoblink.org).



## I. Overview

This Request for Proposal (RFP) process and notice for the Saratoga, Warren & Washington County Workforce Development Area is authorized under the Workforce Investment Act (WIA) and the successor, the Workforce Innovation and Opportunity Act (WIOA). The Saratoga, Warren & Washington County Workforce Development Board (WDB) provides policy and direction for WIOA funding for the Saratoga, Warren & Washington County area as a certified workforce board. Since 2000, the purpose of the WDB is to set policy and oversee the federal workforce laws and other funds obtained by the WDB under the authorities, guidelines and for the designated outcomes of the funding sources. This oversight includes the approval of contracts for services provided under WIOA. Reference to the WDB includes the current board and any successor boards authorized under WIOA. Contracts awarded through this RFP are subject to the laws and guidance provided through WIOA by the United States Department of Labor (USDOL) and the New York State Department of Labor (NYSDOL) and any revisions and modifications thereto including successor legislation. The final contract is between Warren County and the successful bidder and subject to approval by the Warren County Board of Supervisors.

A link to the full text of the WIOA legislation (Public Law No.:113-128) may be viewed at [www.doleta.gov/wioa](http://www.doleta.gov/wioa).

Warren County ETA is soliciting bids for a subcontractor to provide an experienced instructor(s) to provide Test Assessing Secondary Completion (TASC) and Basic Skills instructional services for Warren County WIOA “out-of-school youth” enrolled in the WIOA youth employment program. . The youth/trainees will be designated eligible by the employment and training offices of the respective agency and assigned to the designated class. The instructor(s) will direct the activities and supervise the youth in the performance of their assigned instructional activities. To the extent possible, the subcontractor should try to contextualize some of the TASC/Basic Skills instructional activities to life skills, and occupational skills. The goal is to prepare youth to test for and pass the state TASC exam and/or enhance their basic skills to better prepare trainees for the workplace. The connection between these instructional services, school and life-long learning to the world of work should also be emphasized. It should be noted that the WIOA programs have specific performance standards that the local workforce area must achieve to be able to continue operating these youth programs. Therefore, all subcontractors are required to partner with the Employment and Training Administration staff to achieve these performance goals as described below.

In accordance with WIOA, an “out-of-school youth” means an individual who is:

- (i) not attending any school (as defined under State law);
- (ii) not younger than age 16 or older than age 24; and
- (iii) one or more of the following:
  - (I) A school dropout.
  - (II) A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter.
  - (III) A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is—
    - (aa) basic skills deficient; or
    - (bb) an English language learner.

(IV) An individual who is subject to the juvenile or adult justice system.

(V) A homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6))), a homeless child or youth (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))), a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement.

(VI) An individual who is pregnant or parenting.

(VII) A youth who is an individual with a disability.

(VIII) A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

Warren County and Warren County ETA is an Equal Opportunity Employer and does not discriminate based on race, creed, color, national origin, sex and sexual orientation, age, disability or marital status. In keeping with federal and state requirements, ETA seeks to support programs of affirmative action to ensure that minority groups and woman owned business are afforded equal opportunities. ETA documents all efforts to employ and utilize Woman and Minority Owned Businesses (MWBE) in its workforce and contracts.

## II. Scope of Service

The selected Service Provider shall:

1. Provide experienced instructional staff to achieve the program purpose as stated above.
2. Adhere to the program schedule as described below unless otherwise agreed to by both parties.
3. Ensure that the allowable budget for as stated herein is not exceeded.
4. Allow the county program representatives to review and comment on the selection of instructional staff involved with the program.
5. Coordinate with the county WIOA programs to achieve state and federal performance goals related to these instructional services.
6. Ensure that any goods or services paid for under this contract do not benefit other programs, individuals etc. other than those intended by the contract. Any costs shared between this program and other needs to be cost allocated in compliance with federal OMB guidelines to ensure WIOA funds do not benefit other activities or individuals other than those authorized by this agreement. Only WIOA eligible individuals approved by Warren County ETA will be allowed to participate in the class unless otherwise approved and written notice of such is provided. These instances must adhere to the provisions of item # 7 below.
7. If applicable, ensure that a cost allocation for staff time or other costs is provided where such staff time or other costs will benefit other activities besides those authorized herein. Such documentation shall indicate how much of the total cost will benefit WIOA vs. other activities and how that was calculated. Costs for other said activities will have to be charged to other non WIOA sources.

8. Ensure that the following key program elements are achieved during the duration of the contract:
  - a. Individuals receive instruction in preparing to pass the GED exam
  - b. Individuals are provided instruction to increase their basic skills
  - c. Document achievement related to the WIOA performance standards related for educational attainment. The contractor is a partner with the counties with respect to achieving these performance goals. The impact of activities authorized through this contract upon those performance goals will be reviewed throughout the contract term.
  - d. Assist in administering pre or posttests as needed to achieve program performance goals
9. To the extent possible, the subcontractor should attempt to contextualize some of the TASC/Basic Skills instructional activities to SCANS skills, life skills, and occupational skills
10. Provide reports as referenced above as requested by the counties including a list of attendees.
11. Allow access to on-going activities or records related to this contract for review by County, State, or Federal officials or their designee.
12. To the extent practical, assist to promote the class to potential enrollees.

### **Other Requirements**

#### A. Reports:

The subcontractor will provide as required: time sheets/attendance sheets, class rosters, test results, evaluations, and academic progress reports if applicable. Further documentation will also include an invoice with the required documentation for contract reimbursement.

#### B. Compliance

The subcontractor is required to adhere to all Federal and State requirements as applicable and set forth on the contract and otherwise, including provisions regarding non political activities, Federal fiscal and audit requirements, labor laws, debarment, union concurrence, sectarian activities and notification of any layoffs that may occur of those employed in positions similar to those to be funded by the contract.

#### C. Schedule

Classes will be conducted beginning on or after 09/16/2019 and finish on 06/21/20, but no later than 6/30/20. Specific days of the week for classes will be mutually agreed upon. Instructional time will be provided as follows:

The contractor will provide an instructor at a mutually agreed upon location for thirty (30) instructional weeks. Each week will include two instructional days Tuesdays and Thursdays, and each of those days will include 3 class hours operating 1:00 p.m. to 4:00 p.m. each day unless otherwise agreed upon by both parties. On average, 3/4 hour will be allotted for prep time per class. Both parties may schedule breaks in instructional weeks to coincide with school breaks/holidays or as otherwise needed. The contractor will be paid only for class time on days classes are conducted.

### **III. Requirements and Provisions**

#### **Independent Contractor**

The nature of the relationship between ETA and the successful service provider shall always be treated as an independent contractor. A completed W-9 form will be required and should be part of the RFP response.

All contracts will be on a cost reimbursement basis and will be negotiated based on a line item budget to be submitted as part of the proposal. Funded program providers will receive reimbursement for expenditures associated with the program based on a final negotiated contract budget.

#### **Billing and Payment**

An invoice with documentation of costs will be provided by the subcontractor. Only actual costs incurred for this program shall be reimbursed. Any costs shared between this program and the other Agency operations need to be identified along with the methodology of how the cost to this program was calculated. If all costs to be reimbursed are directly related to this contract and not allocable to other sources please indicate. Reimbursement requests for the program are processed after the first week of each month. Checks are available approximately by the end of that month. Requests for reimbursements can be made as often as monthly. Final reimbursement will be subject to receipt of all reports required herein as prescribed in the statement of work.

#### **Qualifications**

Respondents to this RFP shall have the following qualifications:

- Must not appear on the “List of Excluded Individuals/Entities” as maintained by the Office of Inspector General (<http://exclusions.org.hhs.gov>).
- Must be licensed and in good standing with the State of New York
- Must have an excellent reputation in the community as evidenced by reference from 3 current accounts
- Must have experience with nonprofit or government organizations and similar initiatives
- Must have adequate insurance coverage (see below)
- And must not have a potential or existing conflict of interest (see below)

#### **ETA – Vendor Code of Conduct**

Respondents to this RFP must attest that it has no interest and will not acquire any interest which would conflict with the performance of services required. Any pre-existing relationship(s) must be disclosed and could be considered a potential conflict of interest.

#### **Non-Discrimination**

The successful bidder will not discriminate against any employee or applicant for employment, or any individual receiving services, because of race, creed, color, sex, sexual preference, national origin, physical handicap, age, height, weight, marital status, veteran status, religious belief, or political belief.

### **Prohibition of Gratuities**

No ETA employee or member of the Board of Supervisors' shall, directly or indirectly, solicit, accept or receive any gift whether in the form of money, service, loan, travel, entertainment, hospitality, promise, or in any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence the employee or board member, or could reasonably be expected to influence the employee or board member, in the performance of their official duties or was intended as a reward for any official action on the employee's or board member's part.

### **Budget**

ETA has strict budgetary guidelines and needs a proactive company that will deliver world-class results at a bottom-line price. As a NYS Non-Profit Agency operating in a difficult funding environment, ETA expects that its Vendor partners will work with ETA's management to control costs and provide top tier services at below market rate in all instances.

### **Term**

The award period is Program Year (PY) 2019 beginning July 1, 2019 and ending June 30, 2020, with the option to renew the contract for two (2) additional one (1) year periods based on satisfactory performance and the best interests of ETA and the WDB.

Contract renewals may be subject to negotiation/modification and compliance with any subsequent guidance and modifications.

The Agency reserves the right to terminate the contract at any time for any reason and put out another RFP for its services. Furthermore, ETA reserves the right to negotiate final terms and conditions, including pricing, with the finalist firms.

## **IV. Bid Instructions**

### **Intent to Bid**

You must notify ETA of your intent to bid by May 31, 2019 as outlined on Attachment 1.

### **Questions**

- ❖ For bidding instructions, questions related to services and RFP clarifications, please contact:  
Chris Hunsinger, Director (518) 824-8865  
[hunsingerc@warrencountyny.gov](mailto:hunsingerc@warrencountyny.gov)

### **Proposal Submission**

Qualifying responses must follow the following outline:

1. **Executive Summary.** One page summary of services, experience and company profile.
2. **Experience and Qualifications.** Proposal responses will provide a brief explanation of why your firm is qualified to provide TASC instruction for students enrolled in ETA's Youth Employment Program.
  - a. **Company Information.** The proposal should provide contact information, a brief history of your organization; Names of all owners & partners, number of employees, organizational

structure, office location(s) and a description of your organization's experience regarding providing TASC instruction classes.

- b. **Conflict of Interest** – organizations responding to this RFP attest there are no interest and will not acquire any interest which would conflict with the performance of services required. Any preexisting relationship(s) must be disclosed and could be considered a potential conflict of interest.
3. **Description of Services.** Please provide a resume for the instructor you would assign to this class should you be the successful bidder.
4. **Proposed cost.** Please provide a line item budget for payroll, benefits and all proposed costs for the duration of the class.
5. **Signature.** Include attestation that the person signing the proposal is entitled to represent the firm and authorized to sign bid proposals.
6. **Proof of Insurance.** Proposal should include proof of insurance coverage for General Commercial Liability.
7. **Copies.** Your bid response should include two (2) hard copies, as well as an emailed copy, sent to the following address:

Warren County ETA  
Attn: Chris Hunsinger, Director  
333 Glen Street, Suite 300  
Glens Falls, NY 12801  
[hunsingerc@warrencountyny.gov](mailto:hunsingerc@warrencountyny.gov)

**Submission Date** – Responses must be received no later than June 7, 2019.

## V. Evaluation and Award Process

### Selection Criteria:

- Outline and Format – 5pt
- Experience and Qualifications – 20pts
- Instructor resume - 20
- Ability to meet Timeline – 5pts
- MWBE Provider – 5pts
- Pricing - 45pts

Issuance of this RFP and receipt of proposals does not commit ETA to award a contract. ETA reserves the right to postpone receipt date, or to ultimately cancel all or part of this RFP with limited notice.

### Notification of Award

It is expected that a decision selecting the successful Firm will be made by July 2019.

### Rejection of Bids

ETA reserves the right to reject any bid for any reason including incomplete or late submissions.

ATTACHMENT 1

**Warren County Employment & Training Administration**

**Request for Proposals**

**Notice of Intent to Bid**

**Due May 31, 2019**

*In accordance with Uniform Guidance for expenditures of Federal Grants – ETA is responsible to ensure open competition when awarding grants that are paid for with Federal Funds. Please notify ETA of your decision regarding participation in this RFP.*

**Company Name** \_\_\_\_\_

**Business Address** \_\_\_\_\_  
\_\_\_\_\_

**Primary Contact  
(Name and Title)** \_\_\_\_\_

**Email Address** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

\_\_\_\_\_ **Will Bid** \_\_\_\_\_ **Will Not Bid**

*This form can be returned electronically to: [bunsingerc@warrencountyny.gov](mailto:bunsingerc@warrencountyny.gov)  
Or faxed to: 518-743-0828.*