

**REQUEST FOR
PROPOSALS FOR
OhioMeansJobs (OMJ) CENTER OPERATOR UNDER THE
WORKFORCE INNOVATION AND OPPORTUNITY ACT
(WIOA)**

**Local Workforce Development Area 1
Adams-Brown-Pike-Scioto Counties**

Respondents' Conference: May 14, 2021 @ 10AM Eastern

Location: 951 Vern Riffe Drive, Lucasville, OH 45648 Workforce Office

Deadline for Notice of Intent to Propose: May 14, 2021 @ 4PM Eastern

Deadline for Proposal Submission: June 07, 2021 @4PM Eastern

1. REQUIREMENTS AND SPECIFICATIONS

1.1. Overview and Purpose of the RFP

Under the auspices of the Workforce Innovation and Opportunity Act (WIOA), the Workforce Development Board #1 covering Adams, Brown, Pike and Scioto Counties (hereafter referred to as “WDB #1”) works in partnership with the Chief Elected Officials of Adams, Brown, Pike and Scioto Counties (hereafter referred to as “CEO”) to set the workforce policies for Local Workforce Area 1. Per the Area’s Intergovernmental Agreement, the CAO of Scioto County, Inc. is designated as the fiscal agent.

The WDB #1 is issuing this Request for Proposal (RFP) to solicit proposals from organizations interested in serving as the OhioMeansJobs (OMJ) Center Operator under the provisions of the WIOA for Area 1.

Respondents must propose to provide services for the entire four-county local workforce area. One or two county proposals will not be considered.

The WDB #1 will accept and consider proposals from for-profit entities and non-profit organizations, including but not limited to governmental entities, community agencies, educational institutions, and faith-based organizations. A consortium of organizations may also propose. Under this scenario, the consortium’s proposal must clearly delineate the lead organization and the roles and functions it will provide.

The WDB #1 may decide not to fund part or all of a proposal even though it is found to be in the competitive range, if in the opinion of the Board, the services proposed are not needed or the costs are higher than the Board finds reasonable in relation to the overall funds available. The WDB #1 may choose not to award a contract to the Respondent(s) with lowest cost or highest rating when taking into account other factors in balancing services to customers.

Any proposal approved for funding is contingent on the results of a pre-award site visit that may be conducted by the WDB #1 staff and/or representatives. This site visit will establish, to the Board’s satisfaction, whether the selected Respondent is capable of conducting and carrying out the provisions of the proposed contract. If the results of the site visit indicate, in the opinion of the WDB #1, that the Respondent may not be able to fulfill contract expectations, the Board reserves the right not to contract with the organization.

1.2. Funding

1.2.1. Funding Overview

Respondents should base their budgets on the following figures:

AREA 1 One Stop Operator Costs

This would cover the wages, fringe, travel, indirect and cell phone costs to perform duties as outline in the RFP.

Supplies, Outreach, receptionists are built into the MOU and the office for the OMJ Center Operator must be in the Comprehensive OMJ Center.

The goal of this RFP is to secure the best possible Provider(s). **Services must be proposed for the entire four-county area. One or two county proposals will not be considered.**

This will be a one-year contract beginning July 1, 2021 and ending June 30, 2022, with two (2) one-year option

renewals at the discretion of the WDB #1 and the CEO. The funding amount may increase or decrease during the subsequent years of operation based on the funds available and on Provider performance. Levels of funding shall not be considered final until all Respondent appeals, if any, are decided. Respondents will be notified of an award in writing as soon as the decision is known.

1.2.2. Budget Period and Amount

The Total Project Expenses of the Respondent's line-item budget for the first year of services beginning July 1, 2021 and ending June 30, 2022. Respondent must propose costs. The proposed budget will be subject to negotiations.

1.2.4. Costs

The selected OMJ Center Operator will be responsible for working with the Fiscal Agent, CAO of Scioto County, Inc. on tracking and reporting costs on Memorandum of Understanding (MOU) per WIOA regulations.

1.2.5. Indirect Costs

Indirect costs are costs incurred by an organization that do not directly benefit any one program or project, but indirectly support all aspects of the organization. Any indirect costs budgeted must be supported by an indirect cost rate agreement with a federal or state cognizant agency, or a cost allocation plan approved by the WDB #1 that describes how indirect and common operating costs are distributed to the different funding sources. The extent to which an applicant can meet performance objectives while minimizing indirect costs will be a factor in the evaluation process. A copy of the Respondent's indirect cost plan must be included along with the proposal.

1.2.6. Profit/Management Fee

Only commercial for-profit organizations may incorporate profit or a management fee into their budget. Profit must be contained in a single line item on the budget.

Note for all Respondents: Percent (%) of profit will have to be negotiated, but cannot exceed 8%.

1.3. Scope of Services

1.3.1. OMJ Center Operator

The WDB #1 has determined that the role of the OMJ Center Operator will be primarily focused on the management of the OMJ Center(s) and the coordination of partner activities therein. A top-down management structure reflective of an employer/employee relationship will be established between the WDB #1 and the OMJ Center Operator. Duties associated with the operation of the OMJ Centers include, but are not limited to the following:

- Developing and executing an outreach plan in conjunction with the WDB #1 to inform potential customers, job seekers and business customers about OMJ Center services;
- Making routine purchases of supplies and services to ensure the proper levels of equipment, tools, and materials for the OMJ Center Resource Room services in the Comprehensive Center;

Coordinating all marketing materials.

- Maintaining all software for OMJ Centers and ensuring all computers are operational in all resource rooms;
- Working with WDB #1 staff to design and implement the integration of partners' staff and systems;
- General coordination of all partner personnel at the OMJ Center to ensure adequate staffing to meet customer needs; supervision of OMJ Comprehensive Center Staff;
- Coordinating job fairs with all centers and regional hiring events;
- Coordinating OMJ Center workshop needs and identifying resources to deliver them;
- Implementing Board-approved Internal Operational Procedures for WDA #1 OMJ Centers (e.g. days/hours of operation, dress code, safety and security protocol, etc., Creating a methodology for making and tracking partner referrals;
- Gathering and reporting customer feedback;
- Fostering partnerships within the OMJ Center to promote function as a multi-agency team, and promotion of and participation in collective accountability that recognizes system outcomes in addition to individual partner program outcomes;
- Maintaining Equal Employment Opportunity (EEO) compliance
- Ensuring that the OMJ Center are in compliance with all applicable Americans with Disabilities Act (ADA) guidelines and are easily accessible to individuals with disabilities;
- Ensuring that all partners co-located at the OMJ Center implement and execute a priority of service for qualifying veterans and/or their eligible spouses, as mandated by DOL;
- Coordinating staff training and cross training to ensure the ability to adequately perform assigned roles, functional knowledge of the policies, procedures and unique characteristics of all co-located partner programs, and cultural competency;
- Maintaining technological resources such as the local OMJ Centers website, CFIS, social media website, and the software and equipment in the Resource Rooms, ensure all Centers

have up to date ADA compliant software on a minimum of 1 (one) computer;

- Assisting the WDB #1 in developing and executing Memorandums of Understanding (MOUs) between required partners to specify how system costs are being shared, how costs are allocated, and which organizations are contributing in-kind services or other resources;
- Tracking and reporting of OMJ Center performance;
- Helping the WDB #1 to identify and recruit additional partners and/or in-kind or other resources to support the OMJ Center, or alternative access points;
- Making policy recommendations for consideration/adoption by the WDB #1;
- Ensuring an agreement is in place for payment of costs in OMJ Centers, lease costs, hours of operation, holidays, procedure for closure of OMJ Centers, etc;
- Working with Fiscal Agent on fiscal requirements and preparing monthly reports; Preparing and Presenting reports to the WDB monthly;
- Complying with sections 8301 through 8303 of the Buy American Act; and
- Ensuring data integrity and maintaining confidentiality;
- Data collection and/or data security;
- OMJ Center sites in each county will be determined by the WDB #1 and CEO;
- Execute or assume a lease agreement for the facilities; ensuring that leases meet cost requirements and reasonable compared to other facilities in the area.
- Coordinate any Purchase or lease of any furniture and/or equipment;
- Ensure there are safety and security protocols and safety standards in each center.

The OMJ Center Operator is prohibited from the following activities:

- Convening system stakeholders to assist in the development of the local WIOA plan;
- Preparing and submitting local WIOA plans;
- Overseeing the workforce system; delivering direct services for any partner in the OMJ Center
- Managing or significantly participating in the competitive selection process for the OMJ

Center Operator;

Selecting or terminating OMJ Operator(s), Career Services Provider(s), or Youth Services Provider(s);

Negotiating local performance accountability measures; and

Developing or submitting a budget for activities of the WDB #1.

1.4. Continuity and Non-Disruption of Service

In order to maintain stability and minimize any potential for disruption in services, as part of the selection process, the successful Provider will be required to retain the current Providers' staff and staffing levels for the first six (6) months of the contract period.

1.5. Civil Rights Compliance

All Respondents must ensure equal opportunity to all individuals. No individual in Area 1 region area shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any WIOA-funded program or activity because of race, color, religion, sex, national origin, age, disability, or political affiliation or belief.

All Respondents must ensure access to individuals with disabilities pursuant to the Americans with Disabilities Act. All grievances arising out of WIOA or this RFP must be filed according to the WIBBCW's established grievance procedures.

1.6. Confidentiality and Security

Any selected Provider or subcontractor engaging in any service for WDB #1 requiring them to come into contact with confidential information will be required hold confidential such data.

1.7. Financial Requirements

The selected Provider shall comply with the Administrative Rules and Costs Limitations of the Federal Register, Department of Labor, Workforce Innovation and Opportunity Act upon release of the Final Rules. Provider will be required to have an A133 audit completed annually, pursuant to WIOA rules and regulations.

1.8. Availability of Funds

This RFP is conditioned upon the availability of federal, state, or local funds, which are appropriated or allocated for payment of the proposed services. If, during any stage of this RFP and resulting contracting process, funds are not allocated and available for the proposed services as projected here within, the contract will terminate concurrent with the notice of reduction/termination of funding. The WDB #1 will notify the Respondents at the earliest possible time if this occurs.

If additional funding becomes available during the term of the contract, and at WDB #1's discretion, a selected provider's contract may be revised to increase the contract value.

1.9. Policy Changes

This RFP is conditioned upon federal, state, and/or local policy and regulation. If, during any stage of this RFP and resulting contracting process, policy changes occur that would impact how and what services are provided, the WDB #1 reserves the right to terminate concurrent with the notice of the policy change. The WDB #1 will notify the Respondents at the earliest possible time if this occurs

2. PROVIDER PROPOSAL

2.1. Narrative Proposal

Respondents must include responses to the following items. Use the category titles and listed numbering schemes and includes each question/statement prior to the response. Please list "n/a" for any item that is not applicable to the Respondent's proposal.

Organization's Demonstrated Ability 50 POINTS

- 1. Describe your organization. Include a discussion of the history of your organization as well as a description of any activities similar to or relevant to your proposed program design. Be specific and identify projects, dates, services performed and results. Respondent must describe its ability to provide, at a reasonable cost, the services offered in the proposal. The Respondent must address at a minimum the following criteria to be eligible for selection:**
 - a. **Effective prior performance same or similar services (OMJ Center Operations) to be provided;**
 - b. **The capability to collect, review , analyze and report on the expenditure of funds for all centers;**
 - c. **The capability to review, analyze and report on OMJ Activities and usage of the CFIS system by Job Seekers; and**
 - d. **Having Qualified staff assigned the OMJ System.**
 - e. **Capability to learn and utilize any software utilized for tracking or other purposes in the OMJ Centers.**
- 2. State whether your organization intends to subcontract any services under this proposal. If so, the same information provided in response to item #1 above, must be given for any subcontractor(s). Additionally, a letter of commitment from the proposed subcontractor(s) must be included as an attachment.**
- 3. Describe your organization's structure. List the name(s) and title(s) of all the owners, members of the board of directors, and other officers of the agency, corporation or business. Indicate owners, or members, or officers who are present members of the WDB #1 or employed by an organization currently participating in any workforce development service or OMJ Center in Area #1; or are related to such individuals. Include your organization's efforts to ensure transparency with the proposed services and to avoid conflict of interest. The same information must be provided for any proposed subcontractor(s). Also discuss how you will maintain a firewall between OMJ Center Operator and any partner services in the OMJ Center your organization will be providing.**

4. Describe your organization's hiring processes, including recruitment, interviewing, initial training, and capacity building activities. Indicate the timeframe expected for new staff to gain proficiency in their hired positions.
5. Describe your organization's experience with managing federal funds, including the experience that fiscal staff employed by the organization have in administering federal funds, and how the organization ensures compliance with federal financial management standards.
6. Describe how the situation was remedied if your organization was ever placed under a correction action plan under WIA or WIOA in the past five (5) years.
7. Describe any alternative or leveraged resources, or in-kind contributions that your organization will commit to Area #1 services. Include the source and the dollar value.
8. Describe a 30-day transition plan for your organization to begin services on July 1, 2021. Include items such as staffing, logistics, etc. Include any past experience with similar transitions.
9. Include two organizational charts as attachments the original proposal: (1) the Respondent's overall organizational structure and (2) the Respondent's proposed structure for Area #1 services. Respondents must delineate staffing between OMJ Center Operator Services, WIOA Career Services and/or Fiscal Agent, as applicable. Additionally, Respondent must designate the OMJ Center the Operator will have as a base in the Comprehensive Center and explain their plan for ensuring coordinated operations throughout the four-county area.
10. Include resumes and job descriptions for key personnel as attachments to the original proposal. Stress knowledge, skills, and experience of staff related to the requirements of this RFP. Any substitutions in staff or material changes in the amount of staff time to be devoted to the project, including specific program elements, may not be made without prior written authorization.
11. Provide three (3) references as an attachment to the original proposal for current or past projects that are similar to scope and size to the services your organization is applying for under this RFP. Include organization name, location, key representative's name and contact information (email and phone) and a brief description of services provided.

OMJ Center Operations 70 POINTS

1. Provide an outreach plan to inform individuals and businesses about the services available at the OMJ Center(s).
2. Provide a plan to incorporate the services of other partners into the overall customer flow at the OMJ Center(s) and how they represent the OMJ Center while working in the OMJ Center.
3. Describe how appropriate staffing for the OMJ Center(s), including for the Resource Room and workshops, will be ensured to meet customer needs.
4. Describe how job fairs and other hiring events will be coordinated.

5. Describe how Internal Operational Policies for all OMJ Center(s) will be developed and implemented.
6. Describe how customer feedback will be captured and reported for all Centers to the workforce board on a quarterly.
7. Describe how your organization will ensure all centers are utilizing the referral tracking process for the OMJ Center(s).
8. Describe how you will coordinate the workshops that will be provided at the OMJ Center(s) and how you will work with all partners in delivering these workshops.
9. Describe how your organization will utilize technology to enhance and improve OMJ Center services to customers and apprise the WDB #1 of needed technology.
10. Describe how Equal Employment Opportunity (EEO) and Americans with Disabilities Act (ADA) compliance will be ensured.
11. Describe how your organization will coordinate staff training and cross training of partner services in the OMJ Center(s) to ensure the ability to adequately perform assigned roles, functional knowledge of the policies, procedures and unique characteristics of all co-located partner programs, and cultural competency.
12. Describe how your organization will track and report OMJ Center(s) performance to the WDB #1 and others. Include how it will ensure data integrity and maintain confidentiality.
13. Describe how your organization will ensure that all centers are utilizing the necessary software, i.e. CFIS for tracking customers in the system.
14. Describe how your organization will identify and recommend any new and alternative access points for customers.
15. Describe how your organization will lead and assist with the One-Stop Certification process, including achieving and maintaining full certification.

2.2. System and Fiscal Administration Components

2.2.1.1. Insurance Certification. The Respondent must provide a current certificate of professional insurance and commercial general liability insurance with limits of not less than one million dollars (\$1,000,000) per claim and three million dollars (\$3,000,000) in the annual aggregate per occurrence to cover loss, liability or damage committed by agency or agency's agents or employees.

Prior to the effective date of the contract, selected Provider shall give the CAO of Scioto County, Inc. and WDB #1 the certificate(s) of insurance completed by Provider's duly authorized insurance representative, with effective dates of coverage at or prior to the effective date of the contract, certifying that at least the minimum coverage required is in effect; specifying the form that the liability coverage's are written on; and, confirming liability coverage's shall not be cancelled, non-renewed, or materially changed by endorsement or through issuance of other policy(ies) of issuance without thirty (30) days advance written notice. Waiver of subrogation shall be maintained by Provider for all insurance policies applicable to this contract, as required

by ORC 2744.05.

During the contract and for such additional time as may be required, the selected Provider(s) shall provide, pay for, and maintain in full force and effect the insurance specified in the contract, for coverage at not less than the prescribed minimum limits covering Provider's activities, those activities of any and all subcontractors or those activities anyone directly or indirectly employed by Provider or subcontractor or by anyone for whose acts any of them may be liable.

2.2.1.2. Audits

Respondent must include a copy of its two (2) most recent independent annual audit reports, most recent single audits, if applicable, and the most recent Form 990s (Federal Tax Return of Organization Exempt From Income Tax). For a sole proprietor or for-profit entities, include copies of the two (2) most recent year's federal income tax returns and the most recent year- end balance sheet and income statement. **If Respondent is a current contractor with WDB #1, the audits and 990s are on file and do not have to be resubmitted. The Attachment for the Audit should indicate the Respondent is a current contractor and Audits are on file with CAO of Scioto County, Inc.**

If no audited statements are available, Respondent must supply equivalent financial statements certified by Provider to fairly and accurately reflect the Respondent's financial status. Respondent's failure to provide these documents may result in rejection of the proposal and subsequently a contract will not be awarded. **It is the responsibility of the Respondent to redact tax identification numbers from all documents prior to submission.**

2.2.1.3. Assurances and Certifications

The Respondent shall agree to the items listed in in **Attachment 2** of this RFP - Assurances and Certifications. This Assurances and Certifications document shall be signed and dated.

2.2.1.4. Indirect Cost Plan

Indirect costs are costs incurred by an organization that do not directly benefit any one program or project, but indirectly support all aspects of the organization. For organizations awarded funds, any indirect costs budgeted must be supported by an indirect cost rate agreement with a federal or state cognizant agency, or a cost allocation plan approved by the WDB #1 that describes how indirect and common operating costs are distributed to the different funding sources. The extent to which an applicant can meet performance objectives while minimizing indirect costs will be a factor in the evaluation process. A copy of the Respondent's indirect cost plan must be included along with the proposal.

2.2.1.5. Subcontracting or Consortium Arrangements

The hiring or use of outside services, subcontractors, or consultants; or the use of consortium arrangements in connection with the work presented within this RFP shall be specifically described in the response. Each entities' roles and responsibilities must be clearly listed. The lead organization must be identified.

2.2.1.6. Annual Expenditure and Obligation Requirements

Timely investment of funds in the local area is of key importance to the WDB #1. Please indicate how the respondent will monitor the expenditure of funds within the MOU, to ensure that they do not go over budget.

2.3. Cost Proposal

Respondents must include responses to the following items. Use the category titles and listed numbering schemes and includes each question/statement prior to the response. Please list “n/a” for any item that is not applicable to the Respondent’s proposal.

1. Use the Budget Forms included in this RFP (**Attachments 3.0 & 3.1**) to provide a Cost Proposal for the services proposed in the Narrative Proposal.
2. Provide a narrative, which describes each line item included in the budget. Include a description of the how costs were calculated.
4. Discuss your organization's primary funding sources and how cash flow is sufficient to operate the program on a cost reimbursement basis.
5. Discuss how your organization’s fiscal control and accounting procedures are in accordance with generally accepted accounting procedures.
6. Describe the type of accounting system your organization uses.
7. Describe what internal controls are in place to compare actual expenditures with the contract budget and MOU and to ensure required expenditure levels are met and ensure you do not go over budget.
8. Describe how your organization will handle costs that may be disallowed.
9. Describe how WIOA funds will not supplant other state or federal funds.
10. If applicable, list all federally funded programs, including funding levels that your organization has administered since January 1, 2018. Briefly state whether all funds were spent in a timely manner and in accordance with program purposes and requirements. List the dollar amount of any disallowed costs and how they were reimbursed.

3. PROPOSAL GUIDELINES 3.1. Timeline

RFP Milestone	Date
RFP is issued	April 26, 2021
.Respondents’ Conference	May 14, 2021 @ 10AM Eastern
Deadline for Receiving RFP Questions	May 21, 2021 @ 4PM Eastern
Deadline for Notice of Intent to Propose	May 14, 2021 @ 4PM Eastern
.Deadline for Proposals Received	June 07, 2021 @ 4PM Eastern
.RFP Evaluation	June 08 to 16, 2021
Selection of Provider	June 23, 2021
Start Date of Contract	July 1, 2021

3.2. RFP Contact Person

The Contact Person for this RFP is as follows:

Crystal Keaton, WDB #1 Director Workforce Development Board covering Adams, Brown, Pike and Scioto County wda1rfp@gmail.com

3.3. Notice of Intent to Propose

Respondents must email their written notice of intent to propose by providing company name, contact name, contact title, company address, telephone number, and e-mail address along with a statement of the services being applied for, to RFP Contact Person no later than 4PM Eastern on May 14, 2021.

3.4. Respondents' Conference

A Respondents' Conference has been scheduled for May 14, 2021 at 10AM Eastern at 951 Vern Riffe Drive, Lucasville, OH 45648 in the Workforce Office. All prospective Respondents should plan to attend this conference. Respondents should bring a copy of the RFP.

Respondents are encouraged to prepare as many questions as possible in writing, in advance of the meeting to allow staff adequate time to prepare responses that provide sufficient information to ensure understanding of services desired by the WDB #1. Questions must be submitted via email to the RFP Contact Person. Each should include a reference to the applicable page number and section of the RFP. Additionally, the WDB #1 will answer follow-up questions after the Respondents' Conference as addressed in **Section 3.5 RFP Questions** below.

3.5. RFP Questions

Any prospective Respondent desiring an explanation or interpretation of the RFP or its specifications after the Respondents' Conference must email their questions to the RFP Contact person. Subject line must indicate "OSO RFP Question". Each question should include a reference to the applicable page number and section of the RFP. The deadline for questions is May 21, 2021 at 4PM Eastern. Answers to questions will be emailed to all potential Respondents by May 28, 2021.

3.6. Addenda to RFP

During the proposal process WDB #1 may modify this RFP by the issuance of one or more addenda, up to ten (10) business days preceding the proposal due date. Any modification or amendment will be issued as an addendum to the RFP and will become a part of the contract document. Any addenda issued for this RFP will be email to all respondents who filed Intent to Propose.

3.7. Proposal Withdrawal

Respondents may withdraw their proposal(s) at any time before the WDB #1 makes it selection of provider(s) by providing written notice to the WDB #1. Withdrawal of a proposal after the selection exposes a Respondent to legal liability for sanctions, including costs for re-procurement, or may result in a contract being awarded to the next selected Respondent.

3.8. Prohibited Contacts

The integrity of the RFP process is very important to the WDB #1 and the CEOs in the administration of our business affairs, in our responsibility to the residents of our communities, and to the Respondents who participate in the process in good faith.

Behavior by Respondents, which violates or attempts to manipulate the RFP process in any way, is taken very seriously. Neither Respondent nor their representatives should communicate with individuals associated with the RFP process. If the Respondent attempts any unauthorized communication, the Respondent's proposal is subject to rejection.

Individuals associated with this program include, but are not limited to the following:

- A. Public officials; including but not limited to the Adams, Brown, Pike and Scioto County Commissioners; and
- B. WDB #1 #1 Board members and employees;

Examples of unauthorized communications are:

- A. Telephone calls;
- B. Prior to the award being made, telephone calls, letters and faxes regarding the RFP process, interested Respondents, the program or its evaluation made to anyone other than the RFP Contact Person as listed in Section 3.2;
- C. Visits in person or through a third party attempting to obtain information regarding the RFP; and
- D. E-mail except to the RFP Contact Person, as listed in Section 3.2.

3.9. Existing or Pending Legal Action Disclosures

Respondent must disclose any existing or pending or threatened court actions and/or claims against the Respondent, parent company, or subsidiaries. This information will not necessarily be cause for rejection of the proposal; however, withholding the information may be cause to reject the proposal and/or contract.

4. SUBMISSION OF PROPOSAL

4.1. Proposal Submission

By submitting a proposal, the Respondent certifies the proposal and pricing will remain in effect for 180 calendar days after the proposal submission date. Additionally, the Respondent will be held accountable to know the specifications and conditions under which the resulting contract will be accomplished, including, but not limited to the contents of all proposal documents, regulations and applicable laws.

Materials received constitute public information as a matter of statutory law and will be made available for public inspection and copying upon request by members of the public pursuant to Ohio Revised Code (ORC) 149.43. Any portion of the proposal to be held confidential should be marked "PROPRIETARY" in the upper right corner and will not be considered public record if it clearly falls within an exemption enumerated in ORC 149.43. Cost proposal pages of the document shall be considered public information.

4.2. Preparation and Number of Copies

A. Hard Copy Requirements

Respondents must submit one (1) original proposal and one (1) exact copy of the original proposal and 4 copies with all identifying information black out or eliminated. The original proposal must be marked "Original" on the cover and must bear the actual original signature(s) of the person(s) authorized to sign the proposal. **Note: Only one copy of the Respondent's previous two years audited financial statements is required. This copy should be attached to the original proposal. If a current contractor, Audit copies are already on file and do not need to be resubmitted. Please indicate in your proposal you are a current contractor.** Print all narratives on 8 '1/2 " x 11" plain white paper with margins of 1" on each side. All narratives must be printed in single space with Arial (or similar) font, 12-point type. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, completeness, and clarity of content. Each page of the proposal must be numbered sequentially at the bottom of the page. Any narrative must contain a heading, which clearly indicates the subject matter. Respondents may use only paper clips or other removable fasteners to secure their proposal. *Do not use staples, specialized bindings or coverings of any type or form.* Each proposal should not exceed a total of 50 pages, excluding required attachments.

B. Electronic Requirements

Original proposal on a flash drive in a pdf format and the pages must be numbered.

4.3. Proposal Content

The proposal must be organized separately into a (1) Narrative Proposal and (2) Cost Proposal as outlined in the chart on the following page:

1. Narrative Proposal

Cover Page	Cover Page form is provided as Attachment 1 . Must be signed and dated.
Table of Contents	Description of the information contained in proposal and the related page number.
Proposal Narrative	Responses to the items included in Section 2.1. Proposal Narrative. Must include each question and a response. If certain services are not being applied for, then include "n/a" as the response. <i>Required attachments as detailed in Section 2.1. Proposal Narrative, questions 9, 10, and 11:</i>
Required Attachments	<input type="checkbox"/> Organizational Charts <input type="checkbox"/> Resumes of Key Personnel

- Job Descriptions
- List of Three References *Required attachments as outlined in Section 2.2. System Fiscal Administration Components:*
- Insurance Requirements – Section 2.2.1.1.
- Assurances and Certifications – Section 2.2.1.3. **(Attachment 2)**
- Indirect Cost Plan, as applicable – Section 2.2.1.4.
- Letter(s) of Commitment from Subcontractors or Consortium Partners, as applicable Section 2.2.1.5.
- Copies of Previous Two Years’ Audits – Section 2.2.1.2.

2. Cost Proposal

Budget

Budget forms are provided. **(Attachments 3.0 & 3.1)**

Budget Narrative

Responses to the items included in Section 2.3. Cost Proposal, including the Budget Narrative. Must include each question and a response.

4.4. Cost of Developing Proposal

No costs will be paid to the Respondent to cover the cost of preparing a proposal or procuring a contract for services or supplies pursuant to this RFP. No costs can be paid from WIOA or One Stop MOU in preparation of this RFP. All materials submitted in response to the RFP will become the property of the WDB #1 and may be returned only at the WDB #1’s option and at the Respondent's expense.

4.5. False or Misleading Statements

If, in the opinion of the WDB #1, information included within Respondent’s proposal was intended to mislead the WDB #1 in its evaluation of the proposal, the proposal will be rejected.

4.6. Deadline for Submittal

In order to be considered valid, the entire proposal must be hand delivered; or delivered via U.S. Postal Service or other mail delivery service; and received by the WDB #1 no later than 4PM Eastern on June 7, 2021. The mailing address is as follows:

Crystal Keaton, WDA #1 Director Workforce Development Board #1 Adams, Brown, Pike and Scioto Counties, 951 Vern Riffe Drive, Lucasville, OH 45629.

Proposal packets are to be sealed and each shall bear on its face the Name and Address of the Respondent. Timely submission is the sole responsibility of the Respondent. Late proposals will not be considered for

contract award. No email, fax or telephone proposals will be accepted.

It is essential that the Respondent carefully review all elements in its final proposal. Once received, proposals cannot be altered; however, the WDB #1 reserves the right to request additional information as may be required for clarification purposes.

4.7. Acceptance and Rejection of Proposals

WDB #1 reserves the right to

- A. Reject any proposal, or any part thereof; and
- B. Waive any informality in the proposals.

The decision by the full WDB #1 shall be final. Waiver of an immaterial defect in the proposal shall in no way modify the RFP documents or excuse the Respondent from full compliance with its specifications if Respondent is awarded the contract.

4.8. Proposal Evaluation

The review process shall be conducted in four steps. Although it is hoped and expected that a Respondent will be selected as a result of this process, WDB #1 reserves the right to discontinue the procurement process at any time.

Step 1: Preliminary Review

All responses received by the required due date will be reviewed to ensure the Respondent submitted all required proposal documents and attachments as specified in the RFP. Proposals missing any of the required paperwork will not be considered. Additionally, proposals that offer services for only one or two counties will not be considered. Moreover, proposals that were not received at the designated location by the specified due date will not be considered.

Step 2: Evaluation Committee Review

Proposals will be evaluated and rated by a Review Committee established by the WDB #1.

All Proposal Evaluations completed by the Review Committee will be maintained on file by the WDB #1. To be considered for award, Respondents must achieve a minimum acceptable score of 75% of the point total within each evaluation category.

Step 3: Other Information

Review Committee members will determine if additional information is required to complete the evaluation process. Any information obtained during Step 3 will be evaluated using the scale set forth in the Step 2 Evaluation Committee Review and incorporated into the overall rating for the proposal. The Review Committee may request information from sources other than the written proposal to evaluate a Respondent's programs or to clarify its proposal. Examples of other information may include but are not limited to the following:

- A. Written responses from Respondent to clarify questions posed by Review Committee. Such

information requests by Review Committee and Respondent's responses must always be in writing.

- B. Oral presentations, if asked to present, to ensure the WDB #1's interests or concerns are adequately addressed. Such presentations must include the Respondent's key program personnel.

Step 4: Recommendation to the Board

The Review Committee will make its recommendation to the WDB #1.

4.9 Proposal Selection

Proposal selection does not guarantee that a contract for services will be awarded. The selection process includes:

- A. All proposals will be evaluated in accordance with Section 4.8 Proposal Evaluation.
- B. Based upon the results of the evaluation and the Review Committee's recommendation(s), WDB #1 will select the Provider for the services that it determines to be the most advantageous, with price and other factors being considered.
- C. The WDB #1 and CAO of Scioto County, Inc. will work with the selected Provider(s) to finalize details of the contract to be executed.
- D. If the WDB #1, CAO of Scioto County, Inc., and selected Provider are able to successfully agree with the contract terms.
- E. If the WDB #1, CAO of Scioto County, Inc., and selected Provider are unable to come to terms regarding the contract in a timely manner as determined by WDB #1 then WDB #1 will terminate the contract discussions with the Provider. In such event, the WDB #1 reserves the right to (1) select another Provider from the RFP process, (2) cancel the RFP altogether, or (3) reissue the RFP as deemed necessary.