



STARK TUSCARAWAS WORKFORCE DEVELOPMENT BOARD

REQUEST FOR PROPOSALS

**One Stop Operator
Program Years 2021-2024**

Date Issued: 9:00 a.m. EST Monday, February 1st, 2021

Due Date: 4:00 p.m. EST Friday, April 2nd, 2021

Notice of Intent to Bid

Bidders should notify the Stark Tuscarawas Workforce Development Board (WDB) if they intend to bid so that any changes to the RFP resulting from state guidance can be passed on to the bidders. Submit the Notice of Intent via e-mail to dsipe@omjwork.com and put "Notice of Intent to Bid" in the subject line.

Proposals must be RECEIVED (not just postmarked) by 4:00 p.m. EST Friday, April 2nd, 2021.

Send proposals to:

Dan Sipe
Procurement and Performance Manager
Stark Tuscarawas Workforce Development Board
822 - 30th St NW
Canton, OH 44709

Bidders Conference

Proposal conferences will be held on Friday, February 5th at 3:00 p.m. and Monday, February 8th, at 11:00 a.m. by video conference. Parties interested in attending one of the proposal conferences should send an email to dsipe@omjwork.com with "One Stop RFP" in the subject line to receive an invitation to the presentation and a copy of the RFP. The purpose of the conferences is to provide technical assistance to potential service providers so that each may appropriately respond to the RFP. Attendance at a proposal conference is recommended, but not required.

Contract Period

The contract period is for four program years (PY) from July 1, 2021 – June 30, 2025 (PY'21 - PY'24). Contract activities will begin on July 1, 2021.

Limitations

This RFP does not commit the WDB to award a contract, to pay any costs incurred in the preparation of a proposal to this request, or to procure or contract for services or supplies. The WDB reserves the right to make an award to any bidder or to make no awards, if that is deemed to serve the best interests of the WDB and Area 6.

Disclosures

Bidders to the RFP should note that the contents of their response to this RFP, or other information submitted to the WDB are subject to public disclosure upon request, except those items specifically exempt from disclosure. All such proprietary or confidential material should be so marked.

Questions

Questions should be addressed only by e-mail to dsipe@omjwork.com . All questions must be in writing and received by Friday, March 26th, 2021. The Q&A will be available on the www.omjwork.com website under the Newsroom tab.

Evaluation

Proposals will be evaluated per the criteria outlined in this solicitation and only in accordance with the written material submitted by the bidder.

Signatures

All pages requiring a signature must be signed in blue ink by a person authorized to commit the bidder to a future agreement.

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1. Background Information

a. Purpose

The purpose of this request for proposal is to procure an individual or organization to serve as the One Stop Operator. Selection will be based on cost of service, ability to meet the needs of the area, demonstrated knowledge and expertise, and track record of results.

b. Background Information

Area 6 is comprised of Stark and Tuscarawas counties in northeast Ohio.

In Ohio, full service one-stop centers are known by the name OhioMeansJobs Center, while smaller, more limited-service offices are called OhioMeansJobs affiliate sites.

Area 6 OhioMeansJobs centers will remain at the two existing locations:

Stark (full service) 822 30th Street NW, Canton, OH 44709

Tuscarawas (affiliate) 1260 Monroe Street, New Philadelphia, OH 44663

Bidders should become knowledgeable of the area and its economic needs and priorities, with this knowledge being clearly and specifically addressed in their response. Preference will be given to bidders that already have a reputation and contacts in the area to open doors to forge alliances or demonstrate the capacity to do so if awarded the contract.

c. One Stop Operator Responsibilities

One Stop Operator responsibilities include, but are not limited to:

- Coordinate service delivery among partners as defined in the memorandum of understanding.
- Coordinate service delivery among physical OhioMeansJobs centers and electronic sites.
- Coordinate services across the local area workforce development system.
- Implement local WDB policies; and
- Report to the local WDB on operations, performance accountability, and continuous improvements.

d. Type of Contract

The WDB will enter a cost-reimbursement agreement with the organization to serve as the One Stop Operator.

e. Eligible Bidders

Organizations or entities (public, private, or nonprofit) or consortium of entities, located in and provide services in the local area, which may include:

- An institution of higher education
- An employment service State agency established under the Wagner-Peyser Act
- A community-based organization, nonprofit organization, or intermediary
- A private, for-profit entity
- A government agency

- Another interested organization or entity capable of carrying out the duties of the operator. Examples of such entities include a local chamber of commerce or other business organization, or a labor organization.

If a consortium is comprised of one-stop partners, there must be at minimum, three (3) one-stop partners included.

Exception: Elementary schools and secondary schools shall not be eligible for designation or certification as one-stop operators, except that nontraditional public secondary schools and area career and technical education schools may be eligible for such designation or certification.

f. Funding Levels

Funding available for the four-year period is not expected to exceed \$300,000.

g. Subcontracts

Any subcontracting not specifically specified in the proposal or in the contract must have WDB approval. In the bidders' background and qualifications, clearly specify what background and qualifications describe the bidder, and which are pertinent to the subcontractor.

h. Proposal Review and Contract Award

Proposals will be initially reviewed for technical responsiveness by the Procurement and Performance Manager. Responsive proposals will be forwarded to the proposal review team for rating and ranking. This team will prepare a proposal rating summary for review by the full WDB. Top bidders may be asked to make oral presentations. Final award of a contract will be contingent upon:

- Successful negotiation of the contract,
- Acceptance by the bidder of contract terms and conditions, and
- Satisfactory verification of past performance and financial systems.

2. Technical Requirements for Submission

Bidders must submit one original (signatures in blue ink) and 5 copies. The original must be stamped or marked as such. No faxed or e-mail copies will be accepted. The bidder is responsible for ensuring the proposals reach the office by 4:00 pm EST on Friday, April 2nd, 2021.

Please submit proposals to:

Dan Sipe
 Procurement and Performance Manager
 Stark Tuscarawas Workforce Development Board
 822 – 30th Street NW
 Canton, OH 44709

- Commercial delivery service (FedEx, UPS, etc.) and hand delivery are acceptable in addition to regular U.S. Mail. The bidder is responsible for ensuring the original and copies are RECEIVED by the due date, not merely postmarked.
- Proposals must be typed in no smaller than 11-point font with no smaller than one-inch margins.
- Pages must be numbered sequentially in the lower right-hand corner with the Proposal Summary page as Page 1 of __.
- All copies must be single sided. You may use three ring binders. Do not use non-recyclable or non-re-useable materials such as plastic report covers, plastic dividers, or vinyl sleeves. Materials should be submitted in a format that allows for easy removal and recycling of paper materials.
- Proposals must be organized in the following order:
 - Proposal summary page –shown as Attachment A of this document
 - Table of Contents
 - Response items - Section 3(a)(i)-3(a)(iii)
 - Budget Narrative - Section 3(a)(iv)
 - Budget Estimate – shown as Attachment B of this document
 - Assurance and Certifications – shown as Attachments C-G of this document
- All travel and other contract related expenses associated with visiting and interviewing are borne by the bidder.
- In submitting its proposal, the bidder agrees not to discuss or otherwise reveal the contents of the proposal until after award of the contract. Bidders not in compliance with this provision may be disqualified from contract award.
- All responses, inquiries, or correspondence relating to or about the RFP and all other reports, charts, displays, schedules, exhibits, and other documentation submitted by the bidders shall become the property of the WDB when received.

3. Response Items

- a. All responses should be as concise, clear, and to the point as possible. Excessive text may obscure the proposal and impact evaluation. Please observe individual page limits noted below.
 - i. **Bidders Background**
Describe the bidder’s background, including:
 1. Mission Statement
 2. Incorporation status and where incorporated.
 3. Website address, if applicable.
 4. Number of years in business and brief history of the bidder. (1 page)
 5. Examples of types of contracts the bidder has previously entered in the last five years, including type of contracting entity, location of the work, general types of services provided, and value of awarded contracts (in dollars). (2 pages)
 6. Provide a copy of the most recent audit report for the bidding entity.
 7. Estimate what percentage of your overall organization’s work would be represented by this contract.

8. If the entity has previously oversaw delivery of WIOA service contracts, provide performance data for the most recent two program year's and most recent program monitoring report.

ii. Bidder's Qualifications

1. Describe the bidder's familiarity with the economy and workforce needs of northeast Ohio. This should be a relatively short description (no more than 2 pages) that demonstrates that the bidder has reflected upon the workforce and economic needs of this area.
2. Describe the bidder's experience in working with communities and convening other community-based organizations and not-for-profit service providers (no more than 2 pages). In addition to activities, describe the results that were achieved in this work (no more than 1 page).
3. Describe any other major workforce development achievements outside of WIOA federal performance standards. Include achievements both within WIOA, as well as non-WIOA achievements in workforce development (no more than one page).
4. Identify the staff that will be assigned to this contract.
5. Provide an organizational chart.
6. Indicate what the role(s)/title(s) will be of the assigned staff in this contract. Indicate the percentage of time each staff person(s) will be devoting to each function.
7. Provide a short bio(s) or background summary of the assigned staff. Bios should include the following as appropriate to each person's planned duties under this contract (no more than 3 pages):
 - Experience as a facilitation and positive motivator
 - Experience in creating partnerships and/or coalitions and gaining consensus among diverse groups
 - Expert knowledge of WIOA
 - Knowledge of economic development principles and practices
 - Knowledge of industry clusters
 - Experience in supervision and staff development
 - Experience in managing a data system

iii. Plan of Work

How the One Stop Operator will assist the system in complying with WIOA Section 188 and provisions of the Americans with Disabilities Act of 1990 (no more than one page)

Transition Management

Describe how you will manage the transition, if applicable, from the previous One Stop Operator configuration of workforce services areas into the new configuration. Issues to address include:

- The approach and timetable for turnover of clients, records, and files from the previous One Stop Operator
- How you will ensure continuation of services

Information Management

The Ohio Department of Job and Family Services Office of Workforce Development (ODJFS) may be launching a new participant reporting and case management system (no more than 3 pages). Describe your approach to:

- How you plan to work with ODJFS to implement this new system
- Developing and implementing processes to collect, manage, and utilize information within the system
- Ensuring timely data entry on participants
- Using information to make decisions that will improve efficiency and effectiveness.

Marketing and Public Relations

Describe how you will develop an overall marketing plan. Include the following (no more than 2 pages):

- Your ideas for marketing the OhioMeansJobs Center system
- How you will evaluate the effectiveness of marketing strategies
- How outreach in the area will occur

Service Integration and Coordination

Describe how you will integrate services and workflow in the OhioMeansJobs Center system that will result in seamless service delivery (no more than 10 pages). Please include:

- Your understanding and vision for “seamless” service delivery, integration, and coordination and how it will be accomplished in a collaborative atmosphere;
- A description of the referral process for individuals to one-stop partners for appropriate services and activities;
- A description of the one-stop delivery system for Area 6;
- Your plan for the flow of services through the OhioMeansJobs Center system;
- How you will manage staff communications and staff satisfaction;
- How functional supervision for all staff, including state agency staff who are not under service delivery contracts will be managed;
- How staff performance appraisal and development plans will be administered;
- How you will determine the need for office hours or extended days/hours of operation;
- How employer and job seeker customer input will be solicited and used;
- Your approach to continuous improvement; and
- How you will benchmark the practices of the OhioMeansJobs Center system.

References

Provide three (3) references. Include the following:

- Name of organization, name of contact person, address, phone number, e-mail address

iv. Budget and Cost Information

Specify the cost for the One Stop Operator.

Budget Narrative

1. Provide the hourly rate of pay or annual salary for the person(s) assigned to this contract and the estimated percentage of their time devoted to perform work as the One Stop Operator. Also, indicate the number of hours or days of vacation that each person(s) is permitted.
2. Indicate the benefit percentage and what benefits are included for each person(s).
3. Explain travel estimate, including purpose for travel (national conferences, seminars, statewide meetings, local meetings, staff development).
4. Explain estimate for memberships and subscriptions.

Budget Estimate

Document costs on the Budget Estimate worksheet included in the following section.

v. Assurances and Certifications

Complete and sign the assurances and certifications on the following pages and include them with your submission. Attachments C - G

4. Review Criteria

Technical Review	Yes/No
Bidder submitted one original copy (signatures in blue ink) and 5 copies. The original was stamped or marked as such.	
The submission was typed in 11-point font or larger, with no smaller than 1-inch margins.	
All copies were single sided and numbered sequentially in the lower right-hand corner.	
The proposed eliminated the use of non-recyclable or non-reusable materials other than three ring binders.	
Materials were submitted in a format that allows for easy removal and recycling of paper materials.	
The submission was in the proper order: Proposal summary page; Table of contents; Response items (body of proposal, consistent with Section III of this solicitation); Budget Estimate and Budget Narrative; Assurances and Certifications.	
The Proposal is considered responsive and can be passed to the Review Team for scoring.	

If the proposal was not responsive, the Procurement and Performance Manager will identify the reasons and include the information in the final recommendation of the Review Team to the WDB.

Proposal Scoring – One Stop Operator	Points (A)	Weight (B)	Maximum Score (AxB)
Bidder’s Background and Qualifications	10	25	250
Score is based on whether bidder adequately addressed all the response items and appears to be a solid organization. If the organization has previously oversaw delivery of WIOA services, bidder reported excellent outcomes.		25	
Transition Management	10	15	150
Score is based on adequacy of response to all items in the instructions; strength of approach; innovative ideas; and understanding of the work and timetables necessary to achieve compliance, performance, and integrity.		15	
Information Management	10	10	100
Score is based on adequacy of response to all items in the instructions; strength of approach; innovative ideas; and understanding of the work and timetables necessary to achieve compliance, performance, and integrity		10	
Marketing and Public Relations	10	10	100
Score is based on adequacy of response to all items in the instructions; strength of approach; innovative ideas; and understanding of the work and timetables necessary to achieve compliance, performance, and integrity.		10	
Service Integration and Coordination	10	20	200
Score is based on adequacy of response to all items in the instructions; strength of approach; innovative ideas; and understanding of the work and timetables necessary to achieve compliance, performance, and integrity.		20	
Budget	10	20	200
Score is based on reasonableness of budget consistent with the scope of work proposed, and the thoroughness and logic of the budget narrative.		20	
Total Possible	60	100	1000
Actual Proposal Score	/1000		

5. Forms

Proposal Summary

Bidder's Name: _

Address: __

Contact Person: _

E-mail Address: _

Phone Number: _

Fax Number: _

Federal Employer Identification Number (FEIN): _____

Authorized Official's Signature: _____

Authorized Official's Title: _____ Date: _____

Budget Estimate

Insert Table that includes the following items:

One Stop Operator Staff

Fringe benefits

 Total Staff

Staff development and travel

Dues, memberships, publications, etc.

 Total Other

Total Budget

Attachment C

Certification Regarding Debarment, Suspension, and Other Responsibility Matters

The proposer certifies that to the best of its knowledge and belief that it and its principal:

Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes or omission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in the paragraph above; and Have not within a three-year period preceding this application/proposal had one or more public transactions (federal, state, or local) terminated for cause or default.

Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall submit an explanation to the board.

Printed Name/Title of Certifying Representative

Authorized Signature

Date

Non-Collusion Affidavit

Stark Tuscarawas Workforce Development Board, Area 6 State of Ohio

The respondent is hereby giving oath that it has not, in any way, directly or indirectly, entered into any arrangement or agreement with any other respondent or with any officer or employee of the WDB whereby it has paid or will pay to such other respondent or officer or employee any sum of money or anything of real value whatever; and has not, directly or indirectly, entered into any arrangement or agreement with any other respondent or respondents which tends to or does lessen or destroy free competition in the letting of the agreement sought for by the attached response; that no inducement of any form or character other than that which appears on the face of the response will be suggested, offered, paid, or delivered to any person whomsoever to influence the acceptance of the said response or awarding of the agreement, nor has this respondent any agreement or understanding of any kind whatsoever, with any person whomsoever, to pay, deliver to, or share with any other person in any way or manner any of the proceeds of the agreement sought by this response.

Signature of Authorized Representative:

Print or Type Name:

Subscribed and sworn to me this day of
Notary Public:
County of:
Commission Expiration Date:

Drug Free Workplace Certification

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988, 34 CFR Part 85. Subpart F. The regulations, published in the January 31, 1989 Federal Register, require certification by grantees, prior to award, that they will maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when the Contracting entity determines to award the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government-wide suspension or debarment (see 34 CFR Part 85, Sections 85.615 and 85.620).

1. The contractor certifies that it will provide a drug-free workplace by:
 - a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the contractor’s workplace and specifying the actions that will be taken against employees for violation of such prohibition
2. Establishing a drug-free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace
 - b. The grantees policy of maintaining a drug-free workplace
 - c. Any available drug counseling, rehabilitation, and employee assistance programs and
 - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph:
 - a. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
 - i. abide by the terms of the statement; and
 - ii. notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
 - b. Notifying the contracting entity within ten days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving actual notice of such conviction;
 - c. Taking one of the following actions, within 30 days of receiving notice under subparagraph (d) (2), with respect to any employee who is so convicted;
 - d. Taking appropriate personnel action against such an employee, up to and including termination; or
 - e. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or Local health, Law enforcement, or other appropriate agency;
 - f. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (1), (2), (3), (4), (5), and (6)

Printed Name/Title of Certifying Representative:

Authorized Signature:

Date:

Certification Regarding Lobbying

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the Undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant or Federal loan, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant or loan.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant or loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the Award documents for all sub-awards at all tiers (including contracts, subcontracts, and sub-grants under grants and loans) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Printed Name/Title of Certifying Representative:

Authorized Signature:

Date:

Assurance of Non-Discrimination and Equal Opportunity

The proposer assures and certifies that it will conduct its business in accordance with provisions of the following laws, as they may apply:

- Titles VI and VII of the Civil Rights Act of 1964, as amended; which prohibits discrimination on the basis of race, color, religion, sex, or national origin Section 504 of the Rehabilitation Act of 1973, as amended Title IX of the Education Amendments of 1972, as amended; which prohibits discrimination on the basis of sex
- The Age Discrimination Act of 1975, as amended; which prohibits discrimination on the basis of age
- Americans with Disabilities Act of 1990, as amended; which prohibits discrimination on the basis of handicap or disability
- The Drug Abuse Office and Treatment Act of 1972, as amended, relating to non-discrimination on the basis of drug abuse
- The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, as amended; relating to nondiscrimination on the basis of alcohol abuse or alcoholism
- Sections 523 and 527 of the Public Health Service Act of 1912, as amended, relating to confidentiality of alcohol and drug abuse patient records
- Title VIII of the Civil Rights Act of 1968, as amended, relating to nondiscrimination in the sale, rental or financing of homes
- Non-traditional Employment for Women Act of 1991, as amended, relating to the employment of and nondiscrimination against women in occupations where women represent 25% or less of the total employment and will follow all applicable rules and regulations promulgated thereunder.

During the performance of any contract executed as the result of this request, proposer will not deny any benefits under a contract to any person and is prohibited from discriminating against any employee or applicant for employment because of race, color, religion, sex, national origin, age, physical or mental disability, temporary medical condition, political affiliation or belief. Proposer shall ensure compliance with Executive Order 11246, September 24, 1965 and the equal opportunity clause required in 41 CFR §60-14(a).

Printed Name/Title of Certifying Representative:

Authorized Signature:

Date: