

REQUEST FOR PROPOSALS



**OhioMeansJobs (OMJ) Center Operator,
Adult and Dislocated Worker Services, and
and Youth Services**

**Workforce Innovation and
Opportunity Act (WIOA)**

Published March 6, 2020

Submission Deadline
May 1, 2020 at 12:00 p.m. EST
Late submissions will not be accepted

TABLE OF CONTENTS

1. RFP INTRODUCTION

- 1.1 Background**
- 1.2 Purpose, Service Matrix, and Eligible Respondents**
- 1.3 RFP Questions**
- 1.4 Addenda to this RFP**
- 1.5 Communication Limitations**
- 1.6 Limitations**
- 1.7 Termination Due to Non-Availability of Funds**
- 1.8 Revision/Withdrawal of Proposal**
- 1.9 Contract Award**
- 1.10 Protests**
- 1.11 Proposal Preparation Costs**

2. PROPOSAL REVIEW AND EVALUATION PROCESS

- 2.1 Selection Process**
- 2.2 Award Process**

3. OVERVIEW

- 3.1 Roles and Responsibilities of the OMJ Center Operator(s), Adult and Dislocated Worker Services Providers(s) and Youth Services Providers**
 - 3.1.1 OMJ Center Operator(s) General Duties**
 - 3.1.2 Adult and Dislocated Worker Services Provider(s) General Duties**
 - 3.1.3 Youth Services Provider(s) General Duties**
- 3.2 Location of Service Delivery**
- 3.3 Branding**
- 3.4 Required Assessments**
- 3.5 Special Projects**
- 3.6 Revision to Roles and Responsibilities**

4. PROPOSAL CONTENT AND SUBMISSION REQUIREMENTS

- 4.1 Proposal Content**
- 4.2 Proposal Format**
- 4.3 Proposal Submission**
- 4.4 Public Information**
- 4.5 Proposals are Unconditional**

5. PROGRAM DESCRIPTION

5.1 WIOA Overview

5.2 Performance Standards

6. FUNDING AND BUDGETARY INFORMATION

6.1 Budget Period and Amount

6.2 Adult/Dislocated Worker Training Expenditures

6.3 Youth Expenditures

6.4 Administrative and Program Costs

6.5 Allocated costs

6.6 Indirect Costs

6.7 Profit

6.8 Subcontracts

7. NARRATIVE PROPOSAL REQUIREMENTS

7.1 Organizational Capacity/Experience Working with Proposed Population

7.2 OMJ Center Operations

7.3 Adult and Dislocated Worker Services

7.4 Youth Services

8. COST PROPOSAL REQUIREMENTS

APPENDICES

Appendix A – Cover Page

Appendix B – Assurances and Certifications

Appendix C – Budget Forms

Appendix D – Evaluation Tool

AREA 14 RFP for WIOA–Funded OMJ Center Operator, Adult and Dislocated Worker Services, and Youth Services

CALENDAR OF EVENTS (note: all dates may be subject to change)	
Request for Proposal (RFP) Release	March 6, 2020
Deadline to submit RFP Questions	April 20, 2020 at 12:00 p.m. EST
Submitted RFP Questions Answered B	April 24, 2020 at 4:00 p.m.
Proposals Due	May 1, 2020 at 12:00 p.m. EST
Evaluation of Proposals	May 4 – May 12, 2020
Proposal Recommendation(s) Presented for Formal Approval to Area 14 Chief Elected Officials Consortium	May 13, 2020
Letters of Intent sent to Selected Proposers	May 14, 2020
Completion of contracts	May 14, 2020 – June 19, 2020
Contracts/Programs Commence	July 1, 2020

SECTION 1. RFP INTRODUCTION

1.1 Background

The Ohio Local Workforce Area 14 is comprised of the Counties of Athens, Meigs, and Perry. It is governed by the Area 14 Workforce Development Board (WDB) that provides oversight and guidance for the Workforce Innovation and Opportunity Act (WIOA) services and the OhioMeansJobs (OMJ) Centers located within the three-county area.

The Area 14 WDB was organized by the Chief Elected Official (CEO) Consortium which is composed of a representative from the respective Boards of Commissioners of each of the three member counties. The Area 14 WDB has designated the Perry County Department of Job and Family Services to serve as its Fiscal Agent. The Area 14 WDB has designated the Executive Director of the Board as its Administrative Agent.

Job seekers, including young adults, living in Area 14 are in need of services to align their skills with those needed by today’s employers. To address this need, the Area 14 WDB is seeking an entity, or entities, to

- **serve as the Workforce Innovation and Opportunity Act (WIOA) One-Stop Operator(s) for the OMJ Centers (i.e., OMJ Center Operator), and provide WIOA Adult and Dislocated Worker Services; and/or**
- **provide WIOA Youth Services to meet the individual needs of youth aged 14 through 24.**

Note: Youth Services in Ohio are provided under the umbrella of the Comprehensive Case Management and Employment Program (CCMEP) that is funded with both WIOA and Temporary Assistance for Needy Families (TANF) funds. This RFP is only for WIOA-funded youth activities. Selected respondent(s) will be expected to coordinate WIOA-funded youth activities along with any other entity(ies) that may be providing CCMEP youth services utilizing TANF funding.

1.2 Purpose, Service Matrix, and Eligible Respondents

The purpose of this Request for Proposals (RFP) solicitation is to select an entity, or entities, to serve as the WIOA OMJ Center Operator(s) and WIOA Adult and Dislocated Services Provider(s), and/or WIOA Youth Services Provider(s).

Successful proposers through this process will be required to execute a contract within forty-five (45) calendar days from the date of the Letter of Intent; contracts for services will be between proposer and Board of County Commissioners in the county of services. This time frame may be extended at the discretion of the Board of County Commissioners, or the Area 14 WDB.

Funding Level for Program Operations:

The exact funding that will be available for all programs under this RFP will not be known until the State of Ohio releases its Program Year 2020 WIOA allocations. However, for the purpose of this RFP, respondents should base their proposal budgets on the following:

Allocations that are released run on a two-year cycle. Allocations for Area ,14 including Athens, Meigs and Perry Counties are **estimated** as shown on the chart on the following page.

AREA 14 RFP for WIOA–Funded OMJ Center Operator, Adult and Dislocated Worker Services, and Youth Services

Category	Athens	Meigs	Perry	Total of Est Funds/Program
OMJ Center Operator	*	*	*	*
Adult	\$ 283,000	\$ 172,000	\$ 151,000	\$ 606,000
Dislocated Worker	\$ 131,000	\$ 163,000	\$ 93,000	\$ 387,000
Total OMJ Operator and Adult and Dislocated Worker	\$ 414,000	\$ 335,000	\$ 244,000	\$ 993,000
Total Youth Services	\$ 454,000	\$ 175,000	\$ 150,000	\$ 779,000
Total	\$ 868,000	\$ 510,000	\$ 394,000	\$ 1,772,000

**The OMJ Center Operator funds are based on a Memorandum of Understanding (MOU) with required and non-required partners for costs associated to provide space for the partners in the OMJ Center ¹. There is no set allocation offered. The MOU not only identifies the infrastructure and other costs to operate local OMJ Centers, it identifies other costs common among the partners in the operation of the local workforce development system. Any costs of the Operator or the operation of local OMJ Centers that are not covered under the MOU as a shared cost are the sole responsibility of Operator.*

Due to the overlapping nature of the funding, proposers would have one allocation ending and liquidating while receiving a new allocation. Respondents should treat the available funding as an estimate only. Actual contract amount is contingent upon actual funding allocated, and availability of carry forward funds.

Not less than 75% of the youth program funds shall be used to provide out-of-school youth services as required by WIOA. Not less than 20% of the youth program funds shall be used to provide in-school and out-of-school youth with work experience activities as required by WIOA.

The ultimate goal of this RFP is to secure the best possible provider(s). Therefore, respondents may propose to provide services for one county, for two counties, or for all three counties.

Respondents selected from this process will be recommended to the Chief Elected Officials of responsibility for this funding (Boards of County Commissioners), to enter into a service provider contract.

This will be a two-year contract, beginning July 1, 2020, with up to two (2) one-year option renewals at the discretion of the Area 14 WDB, CEO Consortium and the Boards of County Commissioners in each county. The funding amount may increase or decrease during the subsequent years of operation based on the funds available and on contractor performance.

Eligible respondents must be organizations that are not debarred under federal law and are qualified to conduct business in the State of Ohio and may include:

¹ Please refer to http://jfs.ohio.gov/owd/WorkforceProf/policy_info.stm for additional information on OMJ Center MOU cost sharing.

AREA 14 RFP for WIOA–Funded OMJ Center Operator, Adult and Dislocated Worker Services, and Youth Services

- For-profit organizations;
- Non-profit organizations;
- Faith-based organizations;
- Community-based organizations;
- Institutions of higher education;
- Business or labor organizations;
- Public agencies; and/or
- A consortium of entities.

Please note the following restrictions that apply to potential OMJ Center Operators:

- An entity that is a local partner may serve as the Operator, however, if a partner is serving as part of a consortium, the consortium must include at least three local partner entities.
- Elementary or secondary schools will not be eligible for certification as an Operator, with the exception of nontraditional public secondary schools and area career and technical education schools.
- Local WDBs may not fulfill the Operator role.

As indicated above, consortiums, joint ventures, or collaborations of organizations with complementary skills and experience are permitted to respond to this RFP; however, the proposal must clearly demonstrate that all contractual responsibility rests solely with one legal entity serving as the Lead Agency/Fiscal Agent. Letters of commitment from all consortium members must be provided along with the respondent’s proposal.

Organizations that have not previously been awarded WIOA contracts but have managed other federal, state, or local funds to deliver a similar program design, population served, and have participated in a collaborative service delivery approach may apply.

1.3 RFP Questions

To ensure a fair and objective evaluation, questions related to the RFP that arise must be submitted via e-mail. Written questions will be accepted via the email address provided below until the following date/time:

Date:	April 20, 2020
Time:	12:00 p.m. Eastern Standard Time
Email:	lmcknight@athensoh.org

Questions that are received after the deadline will not be answered. The respondent must include the RFP title **OMJ Center Operator, Adult and Dislocated Worker Services, and and Youth Services** in the email subject line and a reference to the section and page number of the item in question.

Written responses to questions received by the Area 14 WDB will be posted on the website (<http://www.ohioarea14.org> under the ‘RFP’s/Notices’ page) by or before **April 24, 2020 at 4:00 p.m.** **It is the respondent’s responsibility to check the website on a regular basis for updated information and written responses to all questions submitted.** **NOTE:** oral questions will **NOT** be accepted or answered.

Only the responses on the website are considered clarifications to the instructions contained in this RFP. In the event that responses modify any of the terms, conditions, or provisions of this RFP, documentation will be given via a subsequent amendment to the RFP and posted to www.ohioarea14.org.

1.4 Addenda to this RFP

At the discretion of Area 14, if it becomes necessary to revise any part of this RFP, an addendum will be posted on its website, <http://www.ohioarea14.org>. Respondents are responsible for checking the website frequently to remain informed about the procurement process, receive addenda to the RFP, read responses to questions, and remain updated on other information that may affect this RFP.

Each respondent, upon receiving notification by Area 14 of a published addendum, must insert the information indicated in the RFP package. Failure to acknowledge any addenda will result in disqualification and rejection of the proposal.

1.5 Communication Limitations

To assure that the proposal review/evaluation process is conducted in a fair and competitive manner for all potential respondents, any ex-parte communication between any potential respondent and any Area 14 WDB member or staff, Chief Elected Official, or other person serving as a proposal evaluator is prohibited. Violation of this provision may disqualify the respondent from further consideration.

1.6 Limitations

The RFP does not commit the Area 14 WDB or the Board of County Commissioners in any county to award a contract, to pay any costs incurred in the preparation of a proposal for this RFP, or to procure or contract for services. The Area 14 WDB or the Board of County Commissioners reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with all qualified sources, or to cancel in part or in its entirety this RFP if it is the best interest of the Area 14 WDB or the Board of County Commissioners. The Area 14 WDB or the Board of County Commissioners may require the organizations selected to participate in negotiations and to submit any fiscal, technical, or other revisions of their proposals that may result from negotiations.

1.7 Termination Due to Non-Availability of Funds

When funds are not appropriated or otherwise made available by the Area 14 WDB to support continuation of this RFP or any contract(s) therein, they shall be cancelled as of the effective date set forth in the termination notice. The contractor shall be reimbursed for the reasonable value of any nonrecurring cost incurred but not yet recovered under this contract.

1.8 Revision/Withdrawal of Proposal

Respondents may correct, modify, or withdraw proposals prior to the deadline for submission by submitting the required number of copies of such correction, modification, withdrawal or a new submission, clearly marked on the outside envelope with the appropriate heading, by the deadline listed in this RFP.

1.9 Contract Award

The Area 14 WDB may award a cost-reimbursement contract based on offers received and may also choose to expand or reduce the scope of work proposed by the respondent based on the needs of the Board. Each proposal should, therefore, be submitted in the most favorable terms from a cost, programmatic, and technical standpoint. However, the Area 14 WDB reserves the right to conduct an on-site monitoring review of the respondent and/or request additional data, oral discussion or presentation in support of the proposal.

AREA 14 RFP for WIOA–Funded OMJ Center Operator, Adult and Dislocated Worker Services, and Youth Services

1.10 Protests

Any potential, or actual, Proposer objecting to the award of a contract resulting from the issuance of this RFP may file a protest of the award of the contract, or any other matter relating to the process of soliciting the proposals. A protest must comply with the following guidelines:

A protest may be filed by a prospective or actual bidder objecting to the award of a contract resulting from this RFP. The protest shall be in writing and shall contain the following:

1. The name, address and phone number of the protestor
2. A detailed statement of the legal and factual grounds for the protest, including copies of any relevant documents
3. A request for a ruling by the Area 14 WDB
4. A statement as to the form of relief requested from the Area 14 WDB
5. Any other information the protestor believes to be essential to the determination of the factual and legal questions at issue in the written protest

A timely protest shall be considered by the Area 14 WDB if it is received with the following periods:

1. A protest based upon alleged improprieties in the issuance of the RFP or any other event preceding the closing date for receipt of proposals which are apparent or should be apparent prior to the closing date, shall be filed by certified mail, postmarked no later than the closing date for the receipt of proposals as indicated in the Calendar of Events of this RFP.
2. If the protest relates to the announced Letter of Intent, the protest shall be filed by certified mail, postmarked no later than the fifth (5th) calendar day after the notification of Letter of Intent date as specified in the Calendar of Events of this RFP.

An untimely protest may be considered by the Area 14 WDB if determined that the protest raises issues significant to the procurement process. An untimely protest is one received by the Area 14 WDB after the time periods set forth in items 1 and 2 above.

All protests must be filed by certified mail, delivered at the following location:

Area 14 Workforce Development Board
184 North Lancaster Street
Athens, Ohio 45701

When a timely protest is filed, a contract award will not proceed until a decision on the protest is issued or the matter is otherwise resolved, unless the Area 14 WDB determines that a delay will severely disadvantage the Area 14 WDB. The Proposer(s) who would have been awarded the contract shall be notified in receipt of the protest.

The Area 14 WDB will issue a written decision on all timely protests and shall notify any vendor who filed an untimely protest as to whether or not the protest will be considered.

1.11 Proposal Preparation Costs

The entire cost for the preparation of a proposal, and any related costs shall be borne by the respondent.

SECTION 2. PROPOSAL REVIEW AND EVALUATION PROCESS

2.1 Selection Process

The proposal review and evaluation process will be conducted utilizing a fair and objective process that adheres to all applicable state and federal regulations. Proposals determined to be most advantageous to the Area 14 WDB as well as to potential WIOA customers within Area 14 may be considered in this determination, as well as overall costs and other factors.

A Review Team comprised of WDB representatives from Athens, Meigs, and Perry Counties along with the Area 14 Executive Director will evaluate proposals based on organizational capabilities, knowledge and experience of staff, prior experience working with proposed populations, service specific experience, and costs. A maximum score of fifty (50) points will be awarded for organizational capabilities along with knowledge and experience of staff, a maximum score of twenty-five (25) points will be awarded for narratives specific to the services selected by respondent, and a maximum of twenty-five (25) points is awarded for price/cost, including the ability to bring additional resources to the program. (See Appendix D for the Evaluation Tool.)

The Review Team will select and recommend respondents from this process to the CEO Consortium. The Review Team may make recommendations based on the responses received without modification. However, it reserves the right to request additional information, such as audited financial statements and/or references from similar projects, as well as conduct oral interviews or site inspections prior to making a determination. The objective of the information requests and/or oral interviews are to address areas of proposals that may need clarification and/or to ensure that the respondent has the requisite ability and capacity to perform the services proposed.

The Review Team may reject any and all proposals if it is determined to be in the best interest of the Area 14 WDB, the CEO Consortium, and/or the Boards of County Commissioners in a member county.

2.2 Award Process

The CEO Consortium will consider the recommendations of the Review Team. If accepted, then the CEO Consortium will recommend the selected respondent(s) to the Area 14 WDB and the individual Boards of County Commissioners for approval and contracting. If not accepted, then the CEO Consortium and the Review Team will determine alternative actions to take, including but not limited to, conducting additional research on respondent(s), re-interviewing respondent(s), or issuing a revised RFP for services.

Both the Area 14 WDB and the Boards of County Commissioners reserve the right not to contract for services, regardless of the evaluations and recommendations of the Review Team and CEO Consortium.

Each respondent submitting a proposal will be notified in writing of the decision concerning their proposal. Formal notification of the decision and the actual execution of a contract are subject to the following conditions:

- Approval by CEO Consortium;
- Approval by the Area 14 WDB;
- Approval by the Board of County Commissioners in the county of service;
- Receipt of WIOA funds from federal and state administering agencies; and
- Continued availability of WIOA funds.

AREA 14 RFP for WIOA–Funded OMJ Center Operator, Adult and Dislocated Worker Services, and Youth Services

The Area 14 WDB and/or Boards of County Commissioners may require selected service providers to participate in negotiations and modify their proposals based on the outcome of those negotiations. It may be decided 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 Area 14 WDB, the services proposed are not needed, the goals of the proposal do not align with goals of Area 14, or the costs are higher than the Area 14 WDB finds reasonable in relation to the overall funds available.

The Area 14 WDB reserves the right to modify or alter the requirements and standards as set forth in this RFP based on program requirements mandated by state or federal agencies. In such instances, the Area 14 WDB will not be held liable for provisions in the RFP package that become invalid.

Additional funds received by the Area 14 WDB may be used to expand existing contracts or to fund competitively rated proposals not initially funded under this RFP. These decisions shall be at the discretion of the Area 14 WDB.

Respondents are encouraged to utilize evidence-based, promising practices, best practices and/or research in developing their program designs. The activities and services described in the proposals can be provided by a lead agency or through partnerships.

SECTION 3. OVERVIEW

3.1 Roles and Responsibilities of the OMJ Center Operator(s), Adult and Dislocated Worker Services Provider(s), and Youth Services Provider(s)

A partnership-type management structure will be contractually established between the Area 14 WDB and its selected OMJ Center Operator(s), Adult and Dislocated Worker Services Provider(s), and Youth Services Provider(s). **The Area 14 WDB will retain responsibility for the following activities:**

- Monitoring the OMJ Center Operator(s) and Adult and Dislocated Worker Services Provider(s);
- Reviewing and analyzing collected data for performance reporting and other purposes;
- Tracking and managing the costs of the OMJ Center(s) including, personnel costs, infrastructure and other shared costs under the local MOU, and administrative and other costs that are not common costs to be shared by partners; and
- Reconciling costs under the MOU on a quarterly basis;

3.1.1 OMJ Center Operator(s) General Duties

The Area 14 WDB 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. 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 Area 14 WDB to inform potential adult/dislocated worker job seekers, youth, 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;
- Working with WDB 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;
- Coordinating job fairs and other hiring events;
- Determining OMJ Center workshop needs and identifying resources to deliver them;
- 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 in the provision of and access to OMJ Center services;
- 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

AREA 14 RFP for WIOA–Funded OMJ Center Operator, Adult and Dislocated Worker Services, and Youth Services

for qualifying veterans and/or their eligible spouses, as mandated by DOL;

- Coordinating staff 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 system website, social media website, case management software, business networking software, online testing sites, and the software and equipment in the Resource Rooms;
- Assisting the Area 14 WDB 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 Area 14 WDB 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 Area 14 WDB;
- Approving and paying invoices for OMJ Center costs;
- Managing fiscal requirements and preparing monthly reports;
- Complying with sections 8301 through 8303 of the Buy American Act; and
- Ensuring data integrity and maintaining confidentiality.

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;
- Managing or significantly participating in the competitive selection process for the OMJ Center Operator;
- Selecting or terminating OMJ Operator(s), Adult and Dislocated Worker Services Provider(s), or Youth Services Provider(s);
- Negotiating local performance accountability measures; and
- Developing or submitting a budget for activities of the Area 14.

3.1.2 Adult and Dislocated Worker Services Provider(s) General Duties

Duties associated with the provision of Adult and Dislocated Worker Services at the OMJ Centers include, but are not limited to the following:

- Outreaching to job seekers and businesses;
- Ensuring the provision of all required WIOA Adult and Dislocated Worker Services to customers including meeting minimum enrollment benchmarks for special populations as may be required (e.g., participants with disabilities, ex-offenders, veterans, etc.);

AREA 14 RFP for WIOA–Funded OMJ Center Operator, Adult and Dislocated Worker Services, and Youth Services

- Providing workshops on job search, interviewing, basic job skills, and work readiness;
- Helping customers with career exploration and job search activities;
- Participating in job fairs and other hiring events;
- Assessing customers’ skills, abilities, and aptitudes;
- Determining customers’ eligibility for WIOA funding;
- Identifying customers’ supportive service needs;
- Referring customers to partner programs and ancillary services as needed;
- Developing Individual Employment Plans (IEPs) along with customers;
- Enrolling persons in training activities, including Individual Training Accounts (ITAs), work experiences/internships, pre-apprenticeships and apprenticeships; On-the-Job Training (OJT); and incumbent worker training;
- Ensuring dedicated career service staff for business services;
- Coordinating work-based training activities for enrolled participants (e.g., OJT, Registered Apprenticeships, incumbent worker training, customized training, etc.);
- Providing case management and follow-up services;
- Utilizing standardized forms (e.g., initial assessment, IEP, ITA, OJT, worksite agreement, supportive services, budget, etc.);
- Ensuring proper certifications for staff that may be required for any assessment tools;
- Ensuring that the Area 14 WDB’s strategic initiatives are implemented in the delivery of services;
- Ensuring the proper use of Ohio Workforce Case Management System (OWCMS) for client tracking and case management;
- Collecting and reporting WIOA performance information;
- Gathering and reporting customer feedback;
- Managing fiscal requirements and preparing monthly reports;
- Complying with sections 8301 through 8303 of the Buy American Act; and
- Ensuring data integrity and maintaining confidentiality.

3.1.3 Youth Services Provider(s) General Duties

The purpose of this component is to prepare youth ages 14-24 for post-secondary educational opportunities and/or employment and to develop options that link academic and occupational learning. The selected provider will coordinate these activities along with any other provider(s) that might be providing TANF-funded youth services under Ohio’s CCMEP format. The following 14 program elements are required under WIOA for youth services. These elements must be available for each youth participant. However, youth should only be enrolled only in those activities that promote his or her academic/career goals as identified and supported by the individual assessment.

1. Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its

AREA 14 RFP for WIOA–Funded OMJ Center Operator, Adult and Dislocated Worker Services, and Youth Services

recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential

2. Alternative secondary school services, or dropout recovery services, as appropriate
3. Paid and unpaid work experiences that have as a component academic and occupational education, which may include:
 - a. A substantial program of summer employment opportunities and other employment opportunities available throughout the school year
 - b. Pre-apprenticeship programs
 - c. Internships and job shadowing
 - d. On-the-job training opportunities
4. Occupational skills training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in demand industry sectors or occupations in Area 14
5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster
6. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate
7. Supportive services
8. Adult mentoring for the period of participation and subsequent period, for a total of not less than 12 months
9. Follow-up services for not less than 12 months after the completion of participation, as appropriate
10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate
11. Financial literacy education
12. Entrepreneurial skills training
13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services
14. Activities that help youth prepare for and transition to postsecondary education and training

Duties associated with the provision of Youth Services include, but are not limited to the following:

- Outreaching to youth;
- Ensuring the provision of all required WIOA youth service elements;
- Providing workshops on job search, interviewing, basic job skills, and work readiness;
- Helping youth with career exploration and job search activities;
- Participating in job fairs and other hiring events;
- Assessing customers' skills, abilities, and aptitudes;

AREA 14 RFP for WIOA–Funded OMJ Center Operator, Adult and Dislocated Worker Services, and Youth Services

- Determining customers’ eligibility for WIOA funding;
- Identifying customers’ supportive service needs;
- Referring customers to partner programs and ancillary services as needed;
- Developing Individual Employment Plans (IEPs) along with customers;
- Enrolling persons in work experience and work-based training activities;
- Utilizing standardized forms (e.g., initial assessment, IEP, ITA, OJT, worksite agreement, supportive services, budget, etc.);
- Ensuring proper certifications for staff that may be required for any assessment tools;
- Ensuring that the Area 14 WDB’s strategic initiatives are implemented in the delivery of services;
- Ensuring the proper use of OWCMS for client tracking and case management;
- Collecting and reporting WIOA performance information;
- Gathering and reporting customer feedback;
- Managing fiscal requirements and preparing monthly reports;
- Complying with sections 8301 through 8303 of the Buy American Act; and
- Ensuring data integrity and maintaining confidentiality.

3.2 Location of Service Delivery

The successful respondent(s) to this RFP will be required to deliver OMJ Operations and Adult and Dislocated Worker Services at the following location(s) during the specified hours of operation as shown below:

OMJ-Athens County 510 West Union Street Athens, OH 45701 8:00AM-5:00PM	OMJ-Meigs County 150 Mill Street Middleport, OH 45760 8:00AM-4:00PM	OMJ-Perry County 212 S. Main Street New Lexington, OH 43764 8:00AM – 4:30PM
--	---	---

Youth Services may be provided at alternative locations; however, they should be closely aligned with OMJ Center activities.

3.3 Branding

The entity, or entities, selected as OMJ Center Operator(s) will be required to incorporate the OhioMeansJobs logos and branding, as well as the associated American Job Center network tagline, in any WIOA service related outreach and marketing.

3.4 Required Assessments

The selected Provider(s) will be required to use any assessment tool(s) that may be designated by the Area 14 WDB.

AREA 14 RFP for WIOA–Funded OMJ Center Operator, Adult and Dislocated Worker Services, and Youth Services

3.5 Special Projects

As part of the contract award, the successful respondent(s) will be tasked with working in tandem with the Area 14 WDB to administer any current and future special projects within the context of the overall WIOA service delivery strategy.

3.6 Revisions to Roles and Responsibilities

The roles and responsibilities of the OMJ Center Operator(s), Adult and Dislocated Worker Services Provider(s), and Youth Services Provider (s) may be refined and changed as follows:

- Federal, state and local law or requirements are enacted and implemented covering the workforce development system;
- Regulations and procedures are developed or changed by the U.S. Department of Labor;
- The Area 14 WDB revises its local and regional strategic vision and plans; and/or
- The Area 14 WDB and Adult and Dislocated Worker Services Provider(s) identify a need for modification to improve service to customers.

SECTION 4. PROPOSAL CONTENT AND SUBMISSION REQUIREMENTS

4.1 Proposal Content

The respondent shall answer all items contained in Section 7 Narrative Proposal and Section 8 Cost Proposal. It should clearly demonstrate its ability to provide the described services.

The proposal must be organized separately into a (1) Narrative Proposal and (2) Cost Proposal as outlined as follows:

Narrative Proposal	
Cover Page	Cover Page (Appendix A)
Proposal Narrative	Responses to the items included in Section 7 Narrative Proposal. Must include each question and a response. If certain services are not being applied for, then include “n/a” as the response.
Required Attachments	Assurances and Certifications (Appendix B) – Signed and Dated Organizational Chart for Entire Organization Organizational Chart for Local Project by OMJ Center Resumes of Key Personnel Job Descriptions for All Proposed Positions Letter(s) of Commitment from Consortium Members, as applicable (Section 1.2) Indirect Cost Plan
Cost Proposal	
Budget	Budget Forms (Appendix C)
Budget Narrative	Responses to the items included in Section 8 Cost Proposal, including the Budget Narrative. Must include each question and a response.

4.2 Proposal Format

Font	12 point
Pages	8 ½ * 11 inch single-sided white paper
Margins and Spacing	One inch; single-spaced

4.3 Proposal Submission

All proposals must be sent by certified/registered/signature-required mail, delivered at the following location:

Area 14 Workforce Development Board
184 North Lancaster Street
Athens, Ohio 45701

AREA 14 RFP for WIOA–Funded OMJ Center Operator, Adult and Dislocated Worker Services, and Youth Services

All proposals must be packaged, sealed and show the following information on the outside of the package:

- * Respondent's name and address (return address)
- * Area 14 RFP for WIOA Funded OMJ Center Operator, Adult and Dislocated Worker Services, and Youth Services)

Within the package, each respondent must submit:

- one (1) original signed copy of Narrative Proposal
- one (1) original (signed as needed) copy of all Required attachments
- one (1) original Cost Proposal
- three (3) copies of Narrative Proposal
- three (3) copies of all Required Attachments
- three (3) copies of Cost Proposal
- one (1) USB drive that includes one (1) Portable Document Format (.pdf) copy of the submitted Narrative Proposal, Required Attachments, and Cost Proposal

Proposals must be received no later than the specified date and time stated in this RFP. Any proposal that is received after that time will be returned to the respondent. Submissions must be sent via certified/registered/signature-required mail, and respondent is responsible for requesting proof of delivery date and time from their chosen carrier if needed.

4.4 Public Information

All proposals shall be deemed to be public records within the meaning of Chapter 149 of the Ohio Revised Code. However, the contents will not be deemed public records and will be treated as confidential information until completion of the evaluation process. If a respondent believes that the RFP requires the disclosure of technical, proprietary, or trade secret information that the respondent is not willing to make public, such information should not be submitted. No part of the proposal may be designated as confidential.

4.5 Proposals Are Unconditional

Each respondent shall answer all items contained in Section 7 Narrative Proposal and Section 8 Cost Proposal and execute all related certifications. All proposals shall be unconditional. A proposal that purports to impose conditions not included in this RFP will be deemed non-responsive. The Area 14 WDB may; however, waive minor informalities and omissions in the proposal if it decides, in its sole discretion, that such informality or omission is not prejudicial to interests of the Area 14 WDB or to fair competition.

SECTION 5. PROGRAM DESCRIPTION

5.1 WIOA Overview

On July 22, 2014 President Barack Obama signed into law the Workforce Innovation and Opportunity Act (WIOA). This act is designed to improve and streamline access to federally funded employment, education, training, and support services. Congress passed the WIOA by a wide bipartisan majority and it is the first legislative reform in 15 years of the public workforce system.

Every year, the key programs forming the pillars of WIOA help tens of millions of job seekers and workers to connect to good jobs and acquire the skills and credentials needed to obtain meaningful employment. The enactment of the WIOA provides an opportunity for reforms to ensure the One-Stop Delivery System (also known as the American Job Center System) is job-driven, responding to the needs of employers and preparing workers for jobs that are available now and in the future.

WIOA supersedes the Workforce Innovation and Opportunity Act (WIA) and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973.

5.2 Performance Standards

All Respondents must demonstrate in the proposal narrative how the proposed programs will successfully meet mandatory Department of Labor performance accountability standards known as Common Measures.

All required performance accountability standards are subject to change based on the Area 14 WDB’s negotiations with the State of Ohio and other factors. The Area 14 WDB may implement additional measures due to regulations or local need. In addition to Common Measures, the successful respondent will be required to track enrollments, program activities, demographics, and other locally determined data. The current negotiated standards for Area 14 are included in the following table:

CURRENT WIOA PERFORMANCE MEASURES		
Group	Performance Measure	Negotiated Rates
Adult	Employment 2nd Quarter after Exit	78.5%
	Employment 4th Quarter after Exit	76.0%
	Median Earnings	\$4,600
	Credential or Diploma	75.0%
	Serving Employers / Retention	Baseline
Dislocated Worker	Employment 2nd Quarter after Exit	83.5%
	Employment 4th Quarter after Exit	82.0%
	Median Earnings	\$6,400
	Credential or Diploma	65.0%
	Serving Employers / Retention	Baseline
Youth	Placement in Employment or Education 2nd quarter after Exit	67.0%
	Placement in Employment or Education 4th quarter after Exit	65.0%
	Median Earnings	Baseline
	Credential or Diploma	55.0%
	Serving Employers / Retention	Baseline

SECTION 6. FUNDING AND BUDGETARY INFORMATION

6.1 Budget Period and Amount

The Total Project Expenses of the respondent’s line-item budget must be less than or equal to the estimated total funding available for this RFP as outlined in Section 1.2.

6.2 Adult/Dislocated Worker Training Expenditures

The Adult and Dislocated Worker Services Provider(s), will be responsible for determining customer eligibility and appropriateness for enrollment into WIOA training activities. All liability will remain with the Adult and Dislocated Worker Services Provider(s) for any payments determined to be disallowed for any reason.

6.3 Youth Expenditures

The Youth Services Provider(s) will be responsible for determining customer eligibility and appropriateness for enrollment into WIOA Youth activities. All liability will remain with the Youth Services Provider(s) for any payments determined to be disallowed for any reason.

At least 75% of the total Youth funding requested must be expended for “out-of-school youth” activities, as defined within the WIOA. Additionally, at least 20% of the funding must be expended for paid and unpaid “work experience”, as defined within the WIOA. These may include academic and occupational education, including summer and year-round employment, pre-apprenticeship programs, internships and job shadowing, and on-the-job training, as allowable by the Act.

6.4 Administrative and Program Costs

The OMJ Center Operator(s), Adult and Dislocated Worker Services Provider(s), and Youth Services Provider(s) will be responsible for tracking and reporting administrative and program costs per WIOA regulations. Administrative costs include the following:

- General administrative functions such as accounting, financial and cash management, procurement, property management, personnel management, and payroll;
- Audit functions and those duties associated with coordinating the resolution of findings originating from audits, monitoring, incident reports, or other investigations;
- General legal services;
- Oversight and monitoring of administrative functions;
- Goods and services used for administrative functions;
- Developing systems, including information systems, related to administrative functions; and
- The costs of awards made to sub-recipient or vendor organizations for administrative services of the awarding agency (for example, a payroll service for staff or participants).

Program costs are all other costs related to the direct provision of WIOA services, including services to participants and employers.

6.5 Allocated Costs

Respondents are required to describe their “Allocation Base” (e.g. Direct Hours Worked, Square Footage Usage, etc.) in the budget narrative. This allocation base describes the existing or anticipated methodology that will be used to prorate common or shared operating costs among projects. Examples of shared operating costs are infrastructure/operating costs (e.g., rent and copier machines), as well as personnel (e.g., receptionist, fiscal staff, senior management) providing benefits to multiple funding sources.

6.6 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. 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 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.

The maximum for indirect costs is 8% of the total funding requested.

6.7 Profit

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

The maximum for profit is 6% of the total funding requested.

6.8 Subcontracts

All subcontracts must be procured according to federal, state and local procurement requirements and standards.

SECTION 7. NARRATIVE PROPOSAL REQUIREMENTS

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

7.1 Organizational Capacity/Experience Working with Proposed Population (all respondents must complete)

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:
 - Effective prior performance in the specific services (OMJ Center Operations, Adult and Dislocated Worker Service, and/or Youth Services) to be provided;
 - The capability to adequately administer and report the expenditure of funds;
 - The capability to adequately track and report on participant progress and outcomes; and
 - The experience and qualifications of staff assigned to each program component.
2. Describe your organization’s structure. Provide an organizational chart for your organization. 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 Area 14 WDB or employed by an organization currently participating in any workforce development service or OMJ Center in Area 14; or are related to such individuals. Include your organization’s efforts to ensure transparency with the proposed services and to avoid conflict of interest.
3. Describe your organization’s hiring processes, including recruiting, interviewing, onboarding, initial training, and ongoing capacity building/staff training plans/activities. Indicate the timeframe expected for new staff to gain proficiency in their hired positions. Provide specific information about how frontline personnel will be trained for their positions.
4. Describe how the situation was remedied if your organization was ever placed under a corrective action plan under WIOA during the past five (5) years.
5. Describe any alternative or leveraged resources, or in-kind contributions that your organization will commit to Area 14 workforce services. Include resource type and a description of how these resources would enhance the workforce services of Area 14.
6. Describe a 60-day transition plan for your organization to begin services on July 1, 2020. Include items such as staffing, logistics, customer caseloads, etc. Include any past experience with similar transitions.
7. Include resumes for key personnel and job descriptions for all proposed positions as attachments to the original proposal. Describe the knowledge, skills, and experience of involved staff related to the requirements of this RFP.

7.2 OMJ Center Operations (complete if responding to OMJ Center Operator / Adult and Dislocated Worker Services Provider(s))

1. List the OMJ Center(s) that your organization is proposing to operate.
2. Provide details on any outreach efforts you would undertake to inform individuals about the services available at the OMJ Center(s).
3. Provide details on any outreach efforts you would undertake to inform businesses about the services available at the OMJ Center(s).
4. Provide a plan to incorporate the services of other partners into the overall customer flow at the OMJ Center(s).
5. Describe how appropriate staffing for the OMJ Center(s), including for the Resource Room and workshops, will be ensured to meet customer needs. Include an organizational chart showing your proposed staffing structure at the OMJ Center(s).
6. Describe how job fairs, open interviews and other hiring events will be coordinated.
7. Describe how customer feedback will be captured and reported.
8. Describe how your organization will develop and implement a referral tracking process for the OMJ Center(s).
9. Describe what workshops will be provided at the OMJ Center(s) and your organization's plans for delivering these workshops.
10. Describe how your organization will utilize technology to enhance and improve OMJ Center services to customers.
11. Describe how Equal Employment Opportunity (EEO) and Americans with Disabilities Act (ADA) compliance will be ensured.
12. Describe how your organization will coordinate staff training 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.
13. Describe how your organization will track and report OMJ Center(s) performance to the Area 14 WDB and others. Include how it will ensure data integrity and maintain confidentiality.
14. Describe how your organization will identify any new and alternative access points for customers.

7.3 Adult and Dislocated Worker Services (complete if responding to OMJ Center Operator / Adult and Dislocated Worker Services Provider(s))

1. List the OMJ Center(s) where your organization is proposing to provide Adult and Dislocated Worker Services.
2. Describe the intake process that includes eligibility determination. Describe how non-WIOA eligible individuals will be assisted.
3. Describe how career counseling and/or career development services will be provided to participants which results in identification of appropriate and attainable career goals based on the unique characteristics of the individual being served.
4. Describe how assessments will be used to identify academic, employability and occupational interests, aptitudes and skill levels, personal development, and supportive service needs.
5. Describe how individualized employment plans and service strategies will be developed with customers that address barriers to employment, set unique, specific, and realistic objectives, and prepare participants for work by developing and improving work readiness skills.
6. Describe how a customer’s need for supportive services will be identified and provided.
7. Describe how resources from other community organizations may be leveraged.
8. Provide a detailed approach to how WIOA Title II – Adult Ed programs, specifically Aspire, will be engaged to ensure access to career pathways for those who lack a high school diploma or equivalent, are determined to be basic skills deficient, lack the digital skills needed to compete in the 21st Century workforce, and/or who have limited English language proficiency.
9. Describe any applicable past or current experience delivering Adult and Dislocated Worker services to low-income participants.
10. Describe how occupational skills training will be utilized to develop/improve skills for customers.
11. Describe how services will be provided to business customers. Include the types of services to be offered.
12. Describe how customer feedback will be captured and reported for both job seeker customers and business customers.
13. Describe how job seeker and business services will be coordinated within your organization as well as with partner organizations, including Wagner-Peyser staff.
14. Describe how and what follow-up services will be offered to the individuals and to the employer after a customer exits from the program.

AREA 14 RFP for WIOA–Funded OMJ Center Operator, Adult and Dislocated Worker Services, and Youth Services

15. List any past experience you have with working with local employers and/or work sites to deliver work-based learning experiences for adults and/or dislocated workers. If you do not have experience working with employers in this manner, provide a detailed plan to successfully utilize local employers and/or work sites for these services.
16. Describe how your organization will utilize technology to enhance and improve Adult and Dislocated Worker Services to customers, including businesses.
17. Describe the methods to manage performance as a customer progresses through enrollment, placement, and retention. Include how performance will be reviewed, including customer file review, data validation, customer service survey, required performance goals, etc.
18. Discuss your organization’s abilities to use OWCMS.
19. Describe how your organization will ensure that WIOA funds are tracked and reported according Local, State, and Federal rules and regulations.

7.4 Youth Services (complete if responding to Youth Services portion of this RFP)

1. List the counties where your organization is proposing to provide WIOA-funded Youth services. Describe where and how services will be delivered, including coordination with the OMJ Center(s).
2. Provide an explanation of how the proposed program will ensure the fourteen (14) required WIOA program elements are available to participants and list program activities that satisfy the program elements. Explain services and plans for linkage with community resources to provide any elements.
3. Describe the process for co-enrolling eligible participants in TANF-related CCMEP activities.
4. Describe the outreach and recruitment strategies for youth. Include descriptions of partnerships with youth-serving agencies, organizations, and schools.
5. Describe the work-based learning and career development opportunities that will be offered.
6. List any past experience you have with working with local employers and/or work sites to deliver work-based learning experiences for youth. If you do not have experience working with employers in this manner, provide a detailed plan to successfully utilize local employers and/or work sites for these services.
7. Once a participant is found eligible for enrollment and becomes registered, describe orientation, intake, and assessment process. Provide information on what happens to youth who are found ineligible for WIOA-funded youth services.

AREA 14 RFP for WIOA–Funded OMJ Center Operator, Adult and Dislocated Worker Services, and Youth Services

8. Describe how services with other providers may be coordinated and tracked for youth participants.
9. Describe the methods that will be used to take the necessary assessment information and develop and implement individual service strategies.
10. Describe how participants will be evaluated to identify supportive service needs.
11. Describe how your organization will utilize technology to enhance and improve Youth Services to customers.
12. Describe how your organization will achieve the required 75% expenditure level for WIOA out-of-school youth activities and the required 20% expenditure level for WIOA work-based learning opportunities.
13. Describe the methods to manage performance as a customer progresses. Include how performance will be reviewed, including customer file review, data validation, customer service survey, required performance goals, etc.
14. Discuss your organization's abilities to use OWCMS.
15. Describe how your organization will ensure that WIOA funds are tracked and reported according Local, State, and Federal rules and regulations, including CCMEP policies.

SECTION 8. COST PROPOSAL REQUIREMENTS

1. Use the Budget Forms as provided as an attachment to this RFP to provide a budget for the services proposed in the narrative proposal. Please keep in mind the following budgetary requirements:
 - WIOA Youth Services - At least 75% of the total funding requested must be expended for “out-of-school youth” activities. Additionally, at least 20% of the funding must be expended for paid and unpaid “work experiences” that may include academic and occupational education, including summer and year-round employment, pre-apprenticeship programs, internships and job shadowing, and on-the-job training.
 - All Services - The maximum for indirect costs is 8% of the total funding requested.
 - All Services - The maximum for profit is 6% of the total funding requested.
2. Provide a narrative which describes each line item included in the budget. Include a description of the how costs were calculated.
3. Discuss your organization's primary funding sources and how cash flow is sufficient to operate the program on a cost reimbursement basis. Discuss the adequacy of the primary funding so that the organization is not dependent on WDB funds alone for ongoing operations.
4. Discuss how your organization’s fiscal control and accounting procedures are in accordance with generally accepted accounting procedures.
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. Indicate whether all funds were spent in a timely manner and in accordance with program purposes and requirements.
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 to ensure required expenditure levels are met.
8. Describe any alternative or leveraged resources, or in-kind contributions that your organization will commit to Area 14 services. Include the source and the dollar value.
9. Describe how your organization will handle costs that may be disallowed.
10. Describe how WIOA funds will not supplant other state or federal funds.