



# REQUEST FOR PROPOSALS FOR

## Workforce Issues Analysis - Phase II: Mitigation Strategy Development

Local Workforce Area 12  
Butler ▪ Clermont ▪ Warren Counties

Respondents' Conference:	12/15/17 @ 10:00 AM <i>Warren County Administration Building Room 350, 406 Justice Drive, Lebanon Ohio 45036</i>
Deadline for Receiving RFP Questions:	12/19/17 @ 4:00 PM
Deadline for Notice of Intent to Propose:	12/22/17 @ 4:00 PM
Deadline for Proposals Received:	1/8/18 @ 4:00 PM

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Attachment 1 – Cover Sheet Form

Attachment 2 – Assurances and Certifications Form

# **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 Investment Board | Butler ▪ Clermont ▪ Warren (also known as the “WIBBCW”, or “Board”) works in partnership with the Chief Elected Officials Consortium (CEO Consortium) of Butler, Clermont, and Warren Counties to set the workforce policies for Local Workforce Area 12. Per the Area’s Intergovernmental Agreement, the Warren County Board of Commissioners is designated as the fiscal agent and administrative entity.

The WIBBCW and the Warren County Board of Commissioners are issuing this Request for Proposal (RFP) to solicit proposals from organizations interested in developing Phase 2 design activities of workforce issue mitigation strategies. These were previously developed under the Phase 1 findings and recommendations review.

The WIBBCW 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.

The WIBBCW 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 WIBBCW 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 interview that may be conducted by the WIBBCW staff and/or representatives. This interview 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 interview indicate, in the opinion of the WIBBCW, that the Respondent may not be able to fulfill contract expectations, the Board reserves the right not to contract with the organization.

## **1.2. Project Background**

### **1.2.1. Overview**

In the third quarter of 2016 the WIBBCW began actively exploring innovation approaches in order to address the critical workforce issues that are facing employers in Butler, Clermont and Warren Counties, Ohio. The objectives of the overall process, broken down into three phases (analysis, design and implementation) are as follows:

- a) Assess and prioritize the immediate workforce issues that need to be mitigated first to put Butler, Clermont, and Warren Counties on the best path to successfully addressing their workforce needs.
- b) Assess and determine which longer term workforce issues should be included in a workforce development master plan for the three counties, with a preliminary view of strategies that will mitigate those needs.
- c) Assess, establish and document the key workforce priorities and needs of each of

sentence is discontinued Butler, Clermont, and Warren Counties, as understood by the employers in those counties.

- d) Recommend to the WIBBCW a path forward for addressing the findings of the completed assessments.
- e) Design and plan activities to mitigate employer-identified critical workforce issues.
- f) Facilitate implementation activities to mitigate employer-identified critical workforce issues.

### **1.2.2. Phase I – Workforce Issues Analysis**

The WIBBCW engaged a third-party consultant to assist the WIBBCW in determining the most pressing workforce issues are facing employers in Butler, Clermont and Warren Counties, Ohio.

A series of employer stakeholder meeting were conducted in the first quarter of 2017, with findings and recommendations reports delivered to the WIBBCW on April 7, 2017.

As part of the stakeholder meetings, employers were asked to rank their top workforce issues, identifying which workforce issues were the most pressing to resolve.

The top five (5) workforce issues negatively impacting the employer community in all three counties were identified as follows:

1. Employment Barrier Removal
2. Soft Skills Cultivation
3. Bridge Development between Employers and Training Institutions
4. Targeted Talent Recruiting
5. Marketing of Local Employment Opportunities

The Findings and Recommendations Report presented mitigation strategies to address each of the five (5) identified issues. The purpose of this RFP is to solicit proposals for design and planning mitigation strategies for implementation by the OMJ Centers.

Each of the five (5) issues and mitigation strategies outlined below were copied from the Findings and Recommendations Report. A full copy of the reports is attached to this RFP as Exhibit X.

### **1.2.3. Phase I – Issue #1 – Employment Barrier Removal**

#### **1.2.3.1. Background**

According to local employers in all three counties, the number one workforce issue of concern is the overwhelming presence of barriers in local workforce candidates that preclude employment or prevent successful performance once hired. These barriers include drug abuse, prior police record, unreliable child care, unreliable transportation, unstable housing, unacceptable literacy, and mental/physical health impediments.

#### **1.2.3.2. Mitigation Strategy**

The recommended mitigation strategy includes design and implementation of an enhanced, re-engineered intake process at each local OhioMeansJobs office that immediately screens incoming job

candidates for employment barriers. Design will include defining and organizing a cohesive network of local remedial services agencies and resources who can assertively address the barriers presented by jobseekers before they are presented to employers for consideration.

Jobseekers will be screened upfront to determine if they are “barrier-free”. Those who are in need of remedial services will be referred to resources where they can receive help, treatment, training, or support before they re-enter the employment process.

This effort can be expected to help deliver significantly more high quality, employer-ready job seekers, successfully placed and retained at local employers.

## **1.2.4. Phase I: Issue #2 – Cultivation of Soft Skills**

### **1.2.4.1. Background**

The lack of a work ethic in a preponderance of job seekers and employees has given rise to an increase in the soft skills deficit. Soft skills deficits can include timeliness, problem-solving, attendance, calling in, handling confrontations, professionalism in dress, communication, literacy and basic reading and math skills.

While critically important, closing a soft skills gap can be very difficult, as the root cause of a soft skills deficit will likely go back to an individual’s upbringing, family situation, early schooling, and current lifestyle. However, people are clearly able to change if motivated to do so.

### **1.2.4.2. Mitigation Strategy**

A mitigation strategy involves designing and building a support system that functions within the existing OhioMeansJobs Center structure.

The support system provides ongoing problem-solving assistance for the jobseeker, in the process teaching the jobseeker missing soft skills through coaching. A “job coach” role needs to be designed and cultivated for case workers so they can provide meaningful support to their clientele, helping them through situations requiring critical thinking, value judgements, and problem-solving related to work. The “job coach” relationship with an employee can continue as long as the system has the capacity to fund and support that role, ideally through the first year of employment or longer.

## **1.2.5. Phase 1: Issue #3 – Bridge Development between Employers and Training Institutions**

### **1.2.5.1. Background**

The #3 ranked issue – “We don’t have the right talent with the right skills” – is one of the most frequently expressed workforce challenges nationally. The issue is particularly prevalent in middle-skilled and upper-skilled professional and technical positions, but exists at a crisis level for some lower-skilled positions as well. There is a disconnect between employers requiring skilled employees and the training institutions who should be filling the skills gap by providing the needed training.

### **1.2.5.2. Mitigation Strategy**

To close the gap between employers and training institutions, a framework needs to be designed that can facilitate relationships between individual employers and individual training institutions. The

framework is utilized to tackle individual problems and shortfalls. The designed framework is conceived to support as many participating employers and training institutions as want to access the network over time.

## **1.2.6. Phase I: Issue #4 – Targeted Talent Recruitment**

### **1.2.6.1. Background**

Critical talent shortages exist in manufacturing, the skilled trades, healthcare, and the service industries. Open requisitions remain unfilled as the employers attempt to use traditional methods of recruiting and advertising to find qualified candidates for current and projected openings.

As millennials choose to not pursue careers in the areas being vacated by retirees, the problem is only expected to get worse. Of particular concern are jobs in manufacturing and the skilled trades not being pursued by younger workers, fueled by out-of-date information that the only career opportunities worth pursuing are those requiring a 4-year college degree.

### **1.2.6.2. Mitigation Strategy**

To successfully attract young talent to manufacturing careers and other pathways experiencing talent shortages, the business community and the WIBBCW need to work collaboratively to create a series of targeted talent recruiting strategies. Each specific job type will receive its own customized recruiting strategy, focused on the desired target audience identified by the employers, and often including participation by one or more training partners. Data will be gathered and analyzed carefully for each campaign, allowing the outreach to be modified and optimized for maximum success.

## **1.2.7. Phase I: Issue #5 – Marketing of Local Employment Opportunities**

### **1.2.7.1. Background**

The Southwest Ohio business ecosystem is rich with employers in several sectors who are growing or are staged to grow, and whose career opportunities are virtually unknown to the young student populations at local college, career tech, and high school institutions.

An assumption by local youth does NOT EXIST that some of their best career opportunities are waiting for them in their own backyard. The awareness of what companies are local and what careers are available locally generally is unknown to the upcoming worker generation.

### **1.2.7.2. Mitigation Strategy**

The awareness of local employers and the career opportunities they offer to local talent requires a marketing and communications campaign that will be sustained over time.

The recommended mitigation strategy includes the design and development of a marketing and communications plan for the three-county region. The plan will be specifically targeted at creating an enhanced awareness and recognition of local employers by the region's current and future job seekers. Metrics for evaluating success will be developed, including expected impact from different levels of financial investment. At least three sectors should be identified and promoted as part of an increased awareness campaign in order to best represent the region as a whole.

### **1.3. Scope of Services**

The WIBBCW has determined that it will accept all five (5) of the proposed recommended mitigation strategies as presented in the Phase I findings and recommendations report. The purpose of this procurement is for the design and planning of those identified mitigation strategies that can be implemented through a third phase.

Bidders are required to include in their proposal a master implementation plan **for each of the five (5) mitigation strategies**. The master implementation plan should include the following:

- a) Implementation schedule (activity description, performance duration, milestones, with connected logic).
- b) Work breakdown structure that is consistent throughout the document (to include scope description, required resources, man-hours, & cost).
- c) List of project stakeholders
- d) Key performance Indicators
- e) Project budget
- f) Other information deemed by the Provider for the successful implementation

### **1.4. Civil Rights Compliance**

All Respondents must ensure equal opportunity to all individuals. No individual in Area 12 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.

### **1.5. Funding**

#### **1.5.1. Payment Terms**

This contact will be executed on a cost reimbursement basis. Invoicing details are negotiable, but will occur no more frequently than monthly.

#### **1.5.2. 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: The maximum for profit is 8% of the total funding requested.**

#### **1.5.3. Contract Term**

This will be a one-year contract with one (1) one-year option renewal at the discretion of the WIBBCW and the CEO Consortium. The funding amount may increase or decrease during the subsequent years of operation based on the funds available and on Provider performance.

## **1.6. Confidentiality and Security**

Any selected Provider or subcontractor engaging in any service for WIBBCW 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.

## **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 WIBBCW 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 WIBBCW'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 WIBBCW reserves the right to terminate concurrent with the notice of the policy change. The WIBBCW 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 include each question/statement prior to the response. Please list "n/a" for any item that is not applicable to the Respondent's proposal.**

#### **2.1.1. Demonstrated Ability**

##### **Organization's Demonstrated Ability – 28 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:
  - Effective prior performance in the specific services to be provided;
  - The capability to adequately track and report on project progress and outcomes; and

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- The experience and qualifications of staff assigned to each program component.
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 WIBBCW or employed by an organization currently participating in any workforce development service or OMJ Center in Area #12; 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).
  4. 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.
  5. Describe your organization's experience with the federal Workforce Innovation and Opportunity Act of 2014, Ohio's public workforce system; specifically, the OhioMeansJobs service delivery system.
  6. 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.
  7. 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.

### 2.1.2. Strategy Design

#### Mitigation Strategy #1 – Employment Barrier Removal 32 POINTS

1. Describe how you will develop a plan that will lead to effective execution of the mitigation strategy.
2. Provide a detailed Work Breakdown Structure (to include an implantation schedule, milestones and tasks).

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3. Provide a proposed list of project stakeholders, and describe their role in the mitigation strategy.
4. Provide a proposed list of other individuals/entities necessary to success execute this strategy, and describe their role in the mitigation strategy.
5. Provide a list of Key Performance Indicators that will be used to measure success of the mitigation strategy.
6. Provide a detailed budget for the mitigation strategy.
7. Provide any other information deemed by the Provider for the successful implementation.

### **Mitigation Strategy #2 – Soft Skills Cultivation 32 POINTS**

1. Describe how you will develop a plan that will lead to effective execution of the mitigation strategy.
2. Provide a detailed Work Breakdown Structure (to include an implantation schedule, milestones and tasks).
3. Provide a proposed list of project stakeholders, and describe their role in the mitigation strategy.
4. Provide a proposed list of other individuals/entities necessary to success execute this strategy, and describe their role in the mitigation strategy.
5. Provide a list of Key Performance Indicators that will be used to measure success of the mitigation strategy.
6. Provide a detailed budget for the mitigation strategy.
7. Provide any other information deemed by the Provider for the successful implementation.

### **Mitigation Strategy #3 – Bridge Development between Employers and Training Institutions 32 POINTS**

1. Describe how you will develop a plan that will lead to effective execution of the mitigation strategy, to include how your organization will build effective, trusted relationships with training institutions and employers.
2. Provide a detailed Work Breakdown Structure (to include an implantation schedule, milestones and tasks).
3. Provide a proposed list of project stakeholders, and describe their role in the mitigation

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strategy.

4. Provide a proposed list of other individuals/entities necessary to success execute this strategy, and describe their role in the mitigation strategy.
5. Provide a list of Key Performance Indicators that will be used to measure success of the mitigation strategy.
6. Provide a detailed budget for the mitigation strategy.
7. Provide any other information deemed by the Provider for the successful implementation.

### **Mitigation Strategy #4 – Targeted Talent Recruiting 32 POINTS**

1. Describe how you will develop a plan that will lead to effective execution of the mitigation strategy.
2. Provide a detailed Work Breakdown Structure (to include an implantation schedule, milestones and tasks).
3. Provide a proposed list of project stakeholders, and describe their role in the mitigation strategy.
4. Provide a proposed list of other individuals/entities necessary to success execute this strategy, and describe their role in the mitigation strategy.
5. Provide a list of Key Performance Indicators that will be used to measure success of the mitigation strategy.
6. Provide a detailed budget for the mitigation strategy.
7. Provide any other information deemed by the Provider for the successful implementation.

### **Mitigation Strategy #5 – Marketing Local Employment Opportunities 32 POINTS**

1. Describe how you will develop a plan that will lead to effective execution of the mitigation strategy.
2. Provide a detailed Work Breakdown Structure (to include an implantation schedule, milestones and tasks)
3. Provide a proposed list of project stakeholders, and describe their role in the mitigation strategy.
4. Provide a proposed list of other individuals/entities necessary to success execute this

strategy, and describe their role in the mitigation strategy.

5. Provide a list of Key Performance Indicators that will be used to measure success of the mitigation strategy.
6. Provide a detailed budget for the mitigation strategy.
7. Provide information deemed by the Provider for the successful implementation.

## **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 County and the WIBBCW 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 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 and attached to the Respondent's proposal as indicated **Section 4.3 Proposal Content**.

### **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 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.

## **2.3. Cost Proposal**

**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.**

1. **Include a detailed Budget to provide a Cost Proposal for the services proposed in the Narrative Proposal.** The Budget must include detailed information on all expected expenses for each mitigation strategies. Such expected costs may include: salaries, curriculum, supplies, equipment or any other relevant costs.
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 and is not dependent on WIOA funds for ongoing operations.
4. Discuss how your organization's fiscal control and accounting procedures are in accordance with generally accepted accounting procedures.
5. Describe the type of accounting system your organization uses.
6. Describe what internal controls are in place to compare actual expenditures with the contract budget and to ensure required expenditure levels are met.

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7. Describe how your organization will handle costs that may be disallowed.
8. Describe how WIOA funds will not supplant other state or federal funds.
9. Provide a cost loaded schedule detailing the required activities necessary to successfully complete the proposed work scope.

### 3. PROPOSAL GUIDELINES

#### 3.1. Timeline

RFP Milestone	Date
RFP is issued	11/13/17
Respondents' Conference	12/15/17
Deadline for Receiving RFP Questions	12/19/17
Deadline for Notice of Intent to Propose	12/22/17
Deadline for Proposals Received	1/8/18
RFP Evaluation	1/22/18
Selection of Provider	2/2/18
Start Date of Contract	3/1/18

#### 3.2. RFP Contact Person

The Contact Person for this RFP is as follows:

*Amy Pond, Interim Director  
Workforce Investment Board | Butler ▪ Clermont ▪ Warren  
Amy.Pond@jfs.ohio.gov*

#### 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 December 22, 2017

#### 3.4. Respondents' Conference

A Respondents' Conference has been scheduled for December 15, at 10:00 AM Eastern at 406 Justice Dr., Suite 350, Lebanon, Ohio 45036. 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 WIBBCW. 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 WIBBCW 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. Each question should include a reference to the applicable page number and section of the RFP. The deadline for questions is December 19, 2017 at 4:00 PM Eastern. Answers to questions will be posted on the WIBBCW website before December 22, 2017.

### **3.6. Addenda to RFP**

During the proposal process WIBBCW may modify this RFP by the issuance of one or more addenda, up to seven (7) 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 posted on the WIBBCW website.

### **3.7. Proposal Withdrawal**

Respondents may withdraw their proposal(s) at any time before the WIBBCW makes its selection of provider(s) by providing written notice to the WIBBCW. 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 WIBBCW and the County 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 Butler, Clermont and Warren County
- B. WIBBCW Board members and employees; and
- C. Any Butler, Clermont, or Warren County OhioMeansJobs and Job and Family Service 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 five (5) exact copies of the original proposal. 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.**

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 CD or 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:

<b>1. Narrative Proposal</b>	
<b>Cover Page</b>	Cover Page form is provided as <b>Attachment 1</b> . Must be signed and dated.
<b>Table of Contents</b>	Description of the information contained in proposal and the related page number.
<b>Proposal Narrative</b>	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.
<b>Required Attachments</b>	<p><i>Required attachments as detailed in Section 2.1. Proposal Narrative:</i></p> <ul style="list-style-type: none"> <li>• Resumes of Key Personnel</li> <li>• Job Descriptions</li> <li>• List of Three References</li> </ul> <p><i>Required attachments as outlined in Section 2.2. System and Fiscal Administration Components:</i></p> <ul style="list-style-type: none"> <li>• Insurance Requirements – Section 2.2.1.1.</li> <li>• Assurances and Certifications – Section 2.2.1.3. (<b>Attachment 2</b>)</li> <li>• Indirect Cost Plan, as applicable – Section 2.2.1.4.</li> <li>• Letter(s) of Commitment from Subcontractors or Consortium Partners, as applicable Section 2.2.1.5.</li> <li>• Copies of Previous Two Years' Audits – Section 2.2.1.2.</li> </ul>
<b>2. Cost Proposal</b>	
<b>Budget</b>	A detailed budget of ALL costs associated for each mitigation strategy.
<b>Budget Narrative</b>	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. All materials submitted in response to the RFP will become the property of the WIBBCW and may be returned only at the WIBBCW's option and at the Respondent's expense.

#### **4.5. False or Misleading Statements**

If, in the opinion of the WIBBC, information included within Respondent's proposal was intended to mislead the WIBBCW 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 WIBBCW no later than 4:00 PM Eastern on January 8, 2018. The mailing address is as follows:

**Amy Pond, Interim Director**  
*Workforce Investment Board | Butler ▪ Clermont ▪ Warren*  
*406 Justice Dr., Suite 301*  
*Lebanon, Ohio 45036*

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 WIBBCW reserves the right to request additional information as may be required for clarification purposes.

#### **4.7. Acceptance and Rejection of Proposals**

WIBBCW reserves the right to

- A. award a contract for one or more of the proposed services;
- B. award a contract for the entire list of proposed services;
- C. reject any proposal, or any part thereof; and
- D. waive any informality in the proposals.

The decision by the full WIBBCW, and the approval by the Warren County Board of Commissioners (BOC) 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, WIBBCW 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 WIBBCW.

All Proposal Evaluations completed by the Review Committee will be maintained on file by the WIBBCW. Evaluation scores will be used as a guide in the process of determining the proposal(s) that are the most advantageous for WIBBCW.

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### **Step 3: Evaluation Scoring**

Final scoring for each proposal will be calculated. For this RFP, the evaluation percentages assigned to each section are:

- A. Demonstrated Ability including responses to Section 2.1.1 are worth 25% of the total evaluation score.
- B. Strategy Design including responses to Section 2.1.2 are worth 35% of the total evaluation score.
- C. Project Budget is worth 30% of the total evaluation score.
- D. Other Materials considered are worth 10% of the total evaluation score.

If WIBBCW determines that it is not necessary to conduct a Stage 3 review, the evaluation percentages assigned to each section are:

- A. Demonstrated Ability including responses to Section 2.1.1 are worth 30% of the total evaluation score.
- B. Strategy Design including responses to Section 2.1.2 are worth 40% of the total evaluation score.
- C. Project Budget is worth 30% of the total evaluation score.

### **Step 4: Other Information**

Review Committee members will determine if additional information is required to complete the evaluation process. Any information obtained during Step 4 will be evaluated using the scale set forth in the Steps 2 and 3 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 to ensure the WIBBCW's interests or concerns are adequately addressed. Such presentations must include the Respondent's key program personnel.
- C. Site visits to review the location(s) where the services will be provided.

### **Step 5: Recommendation to the Board**

The Review Committee will make its recommendation to the WIBBCW.

## **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), WIBBCW will select the Provider(s) for the services that it determines is (are) most advantageous, with price and other factors being considered.
- C. On behalf of the WIBBCW, the Warren County Board of Commissioners (BOCC) will work with the selected Provider(s) to finalize details of the contract to be executed between the BOCC

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on behalf of WIBBCW and Provider.

- D. If the WIBBCW, BOCC, and selected Provider(s) are able to successfully agree with the contract terms, the BOCC has final authority to approve and award contracts. The contract is not final until the BOCC has approved the document through public review and resolution through quorum vote.
- E. If the WIBBCW, BOCC, and selected Provider(s) are unable to come to terms regarding the contract in a timely manner as determined by WIBBCW and BOCC, then the BOCC will terminate the contract discussions with the Provider(s). In such event, the WIBBCW reserves the right to (1) select another Provider(s) from the RFP process, (2) cancel the RFP altogether, or (3) reissue the RFP as deemed necessary.