



Golden Sierra

**REQUEST FOR QUOTE (RFQ)
FOR
ONE-STOP OPERATOR**

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WB Analyst**

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**Golden Sierra Job Training Agency (GSJTA)
1919 Grass Valley Hwy, Suite 100
Auburn, CA 95603**

www.goldensierra.com

REQUEST FOR QUOTE (RFQ)

For

ONE-STOP OPERATOR

BACKGROUND

The Golden Sierra Job Training Agency (GSJTA) is seeking quotes from qualified sources to serve as One-Stop Operator in accordance with the Workforce Innovation & Opportunity Act (WIOA) Section 121(d).

The GSJTA serves Alpine, El Dorado and Placer Counties.

Primary funding for this project is provided by the Workforce Innovation & Opportunity Act (WIOA).

Applicants should be aware that GSJTA's activities, as well as those of any GSJTA-funded contractor, are subject to modifications based on needs, services, and funding and those required by Federal and State legislation and their regulations, local laws, specific funding-source requirements, and applicable GSJTA policies and procedures.

PURPOSE OF SOLICITATION

This RFQ has been released to allow GSJTA to secure qualified vendors to serve as One-Stop Operator for the Golden Sierra Consortium serving Alpine, El Dorado & Placer Counties in accordance with WIOA 121(d).

This RFQ may be updated without notice at any time to promote successful outcomes and ensure program compliance.

QUALIFIED APPLICANTS

Qualified applicant agencies include:

- Consortium (includes at least 3 One-Stop partners listed in 121(b)(1))
- Institution of Higher Education
- Employment Services State agency established under Wagner-Peyser
- Community Based Organizations (CBO)
- Private for-profit entities
- Private non-profit agencies/institutions
- Government agencies
- Local Chamber or Business Organization
- Labor Organization
- Nontraditional public secondary school (121(d)(3))

AVAILABLE FUNDS

Funds are provided to GSJTA by the U.S. Department of Labor (DOL) via the State of California, under the auspices of the State Workforce Development Board, pursuant to the Workforce Innovation & Opportunity Act (WIOA) and/or its successor legislation under Title I.

BIDDER'S CONFERENCE

ALL RESPONDENTS PROPOSING SERVICES UNDER THIS RFQ MUST ATTEND. THIS IS A MANDATORY REQUIREMENT.

Bidder's Conference is scheduled for:

Thursday – January 5, 2017
10:00 am
1919 Grass Valley Hwy, Suite 100
Auburn, CA 95603

This attendance requirement may be met by attending in person or via teleconference.

Dial-In Number: 866-212-0875

Passcode: 317099

Presentation will be available on website at rfp.goldensierra.com no later than January 3, 2017.

The RFQ document will be reviewed at the Bidder's Conference. All prospective proposers MUST attend the Bidder's Conferences. Prospective proposers are also encouraged to submit questions in advance of the Bidder's Conference to the contact person identified in the RFQ Contact section. To ensure a fair and objective evaluation, answers to all questions will be posted at rfp.goldensierra.com.

*This date and times are subject to change with or without modification of RFQ.

FORMAL CONTRACT

All successful applicants selected to provide services will be required to enter into a standard form service agreement with GSJTA. A copy of the most recent form of this agreement is available for review in Exhibit C at rfp.goldensierra.com. Applicants are encouraged to obtain and review this contract prior to submitting proposals so as to be familiar with contract requirements.

Applicants are advised that the GSJTA may require that all recipients of funds publicize the fact that the program it operates is funded, in whole, or in part, by GSJTA. All contracts will contain a provision requiring the contractor to abide by this requirement.

REQUIRED RESPONSE

Interested applicants must respond using the Proposal form (Exhibit A) provided (forms may also be downloaded from GSJTA's website at rfp.goldensierra.com). NO SUBSTITUTIONS IN FORMAT, DESIGN, OR SERVICES WILL BE CONSIDERED.

PERIOD OF SOLICITATION

Timelines

RFQ open January 1, 2017; 8:00 am
Mandatory Bidder's Conference January 5, 2017; 10:00 am
Final questions January 24, 2017; 5:00 pm
RFQ responses due January 31, 2017; 5:00 pm
Review period closes February 14, 2017; 5:00 pm
Workforce Board approval of award March 16, 2017
Governing Body approval of award April 5, 2017
Award announcement April 6, 2017; 8:00 am

This RFQ may be updated without notice at any time to promote successful outcomes and ensure program compliance.

SUBMITTAL PROCEDURE

To be considered for One-Stop Operator, applicants must submit proposal packet (Exhibit A & B) via electronic means.

The proposal must be signed by an appropriate official who is authorized to submit the proposal for the responding entity.

Completed proposal packet should be submitted to:

Lorna Magnussen, WB Analyst
Golden Sierra Job Training Agency
1919 Grass Valley Hwy, Suite 100
Auburn, CA 95603
magnussen@goldensierra.com

Questions regarding the RFQ and/or the submission process should be directed to Lorna Magnussen at (530) 823-4635 ext. 221 or magnussen@goldensierra.com. All questions must be submitted January 24, 2017, 5:00 pm. To ensure a fair and objective evaluation, answers to all questions will be posted at rfp.goldensierra.com.

SELECTION/EVALUATION PROCEDURE AND CRITERIA

Proposals will be evaluated by a qualified evaluation team. Applicants may be contacted in writing to answer questions or provide clarification to the evaluation team. Upon completion of evaluation process and submittal of supplemental documents, staff will notify all vendors of proposal status.

The following is a summary of the evaluation criteria:

Capabilities (30 points)

Description of the history and experience of the applicant as it applies to WIOA (or WIA) or partner programs, the organizational structure, and references.

Service (50 points)

Description of proposed service.

Reasonableness of Cost (20 points)

Comparisons will be made of proposed cost to the historical cost of vendors with similar services and those of other proposers

SUPPLEMENTAL DOCUMENTS

All vendors that successfully pass the evaluation process will be required to submit administrative (590 & W-9) and insurance (outlined in contract template) documents. Only verification of insurance required at this point; endorsement will be required if selected to provide services

PROTEST PROCEDURES TO RESOLVE PROCUREMENT DISPUTES

All protests to resolve disputes concerning this RFQ shall be submitted in writing, must specify in detail the grounds of the protest, the facts and evidence in support thereof, and the remedy sought. The written protest must be delivered to the GSJTA within the time limits provided below. In the absence of a timely and properly submitted written protest, no party responding to this RFQ shall be eligible for any remedy.

Any applicant desiring to protest a determination concerning this RFQ or the recommendation of GSJTA staff, must file a protest, in writing, no later than five (5) calendar days following release of the staff recommendation. The GSJTA Executive Director shall resolve any protest based upon the written protest and any oral and written response thereto provided by GSJTA staff. Any resolution of the protest shall be deemed final.

Appeals

- a. An appeal of a **denial of award** can only be brought on the following grounds:
 - i. Failure of GSJTA Staff to follow the selection procedures and adhere to requirements specified in the RFQ or any addenda or amendments;
 - ii. There has been a violation of conflict of interest as provided by California Government Code Section 87100 et seq;
 - iii. A violation of State or Federal law.
- b. Appeals will not be accepted for any reasons other than those stated above.
- c. Appeals must be sent to:

**Golden Sierra Job Training Agency
Attn: Executive Director
1919 Grass Valley Hwy, Suite 100
Auburn, CA 95603**

- d. Accepted appeals will be processed and reviewed by the Executive Director of the Agency;
- e. The Executive Director will consider only those specific issues addressed in the written appeal.

LIMITATIONS

GSJTA shall not pay for any costs incurred by the applicant agency in the completion of this proposal. Submission of proposals does not, in any way, obligate GSJTA to award a contract.

GSJTA reserves the right to accept or reject any proposal, to negotiate with all qualified sources, or to cancel in part or in its entirety this RFQ, if it is in the best interest of GSJTA to do so.

GSJTA may require successful applicants to participate in contract negotiations and to submit additional programmatic or financial information as a result of negotiations prior to contract finalization. GSJTA shall reserve the right to terminate, with or without cause, any contract entered into as a result of this RFQ process.

MODIFICATION OF CONTRACTS

Any contract awarded pursuant to this RFQ may be unilaterally modified by GSJTA upon written notice to the contractor under the following circumstances:

- a) Contractor fails to meet performance and service expectations set forth in the contract, or
- b) The Federal or State government increases, reduces or withdraws funds allocated to GSJTA, which impact services solicited under this RFQ, or
- c) There is a change in Federal or State legislation and/or their regulations, local laws, or applicable GSJTA policies or procedures.

SUBCONTRACTING

Subcontracting for specialized, technical portions of services, may be permitted upon approval of the evaluation team. In such instances, applicants must clearly delineate in the proposal any plans to subcontract, identify the nature and scope of any planned subcontracting activity, and identify and verify the capability of the proposed subcontractor(s). GSJTA reserves the right to approve the form and content of all subcontracts.

COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT

All organizations and facilities must comply with the 1990 Americans with Disabilities Act (ADA). Under Title III of the Act, all privately operated public accommodations, commercial facilities and private entities offering examinations or training must make their goods and services accessible to persons with disabilities. Any complaints regarding the above should be directed to Ms. Darlene Galipo at (916) 746-7722.

NONDISCRIMINATION REQUIREMENTS

Successful applicants must not deny any individual an opportunity to participate in services based on grounds of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any financially assisted program or activity. Furthermore, successful applicants will ensure that all qualified applicants receive consideration for employment and that employees are treated during employment without regard to their race, color, religion, sex, national origin, age, disability, political affiliation or belief, and for beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any financially assisted program or activity.

PROTECTION OF HUMAN SUBJECTS

Successful applicants shall comply with the provisions of applicable federal regulations, including but not limited to Executive Order 13627 dated September 25, 2012, which requires safeguarding the rights and welfare of human subjects who are involved in activities supported by federal program funds.

PROPOSED SERVICES

The One-Stop Operator must provide services in accordance with WIOA Section 121(d).

The One-Stop Operator has two distinct roles summarized below:

- Coordinating the service delivery of required AJCC partners and service providers.
- Ensuring the implementation of partner responsibilities and contributions agreed upon in Memorandums of Understanding - Phase I and Phase II.

Proposed services include:

- In conjunction with Workforce Board oversight and designated administrative staff, the One-Stop Operator will coordinate the implementation of negotiated Memorandums of Understanding (MOUs) and Cost Sharing Agreements (CSA) with all mandated partners.
- The convening and facilitation of quarterly WIOA partner meetings that focus on systems alignment, process improvement and building value added collaboration amongst system partners.
- The One-Stop Operator will act as a liaison between the Workforce Board and the system partners and as such will be required to attend meetings of workforce board or its Executive Committee to receive direction and to report on progress no less than three times annually.

ONE-STOP OPERATOR

PROPOSAL

A) Organizational History, Experience, and Structure: (25 points)

- 1) Describe your organization. Include history, purpose, years of operation, number of staff and services provided to the community.
- 2) Describe your organization's experience in operating the proposed services.
- 3) Describe your organization's familiarity with programs such as WIOA/WIA and partner programs associated with these programs.
- 4) Attach an organization chart.

B) References (5 points)

Applicants who have not received funding from GSJTA within the past two years of the submitting this proposal must complete Exhibit B, References, and provide at least three (3) complete references from organizations/agencies (other than GSJTA), that applicant has had direct involvement with or received funding for the provision of services for which applicant is applying. The following information for each reference must be included:

- Reference's organization name
- Contact person
- Address, phone number and email address
- Grant period, funding source and/or amount or fees for funded services
- Description of services provided

C) Services (50 points)

In detail, describe how you will fulfill each of the objectives outlined below:

- 1) In conjunction with Workforce Board oversight and designated administrative staff, the One-Stop Operator will coordinate the implementation of negotiated Memorandums of Understanding (MOUs) and Cost Sharing Agreements (CSA) with all mandated partners.
- 2) The convening and facilitation of quarterly WIOA partner meetings that focus on systems alignment, process improvement and building value added collaboration amongst system partners.

- 3) The One-Stop Operator will act as a liaison between the Workforce Board and the system partners and as such will be required to attend meetings of workforce board or its Executive Committee to receive direction and to report on progress no less than three times annually.

D) Cost (20 points)

Provide the following:

- cost breakout (staff, travel, materials, etc.)
- estimated # of hours to provide service