

Thomas P. Miller and Associates
Serving as Independent Procurement Entity
For Region 5

NORTHERN PANHANDLE
WORKFORCE DEVELOPMENT BOARD, INC.

**Workforce Innovation and Opportunity Act
Request for Proposals for One-Stop Operator**

Release Date: March 22, 2021

Proposals Due: April 22, 2021

Contract Period: July 1, 2021 – June 30, 2025

All proposals must be submitted electronically to
ksubler@tpma-inc.com

Proposals must be received no later than
April 22, 2021 – 4:00 pm EST

<https://www.tpma-inc.com/procurement-npwdb/>



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Introduction

The Workforce Innovation & Opportunity Act

The Workforce Innovation and Opportunity Act (WIOA) was signed into law by President Barack Obama on July 22, 2014 and went into effect on July 1, 2015. The WIOA supersedes the Workforce Investment Act of 1998 (WIA) and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973. The federal regulations drafted by the U.S. Department of Labor have can be found in §678.300 - §678.900; §463.300 - §463.900; and §361.300 - §361.900. The general description of the One-Stop Delivery System by the federal regulations is a “seamless customer-focused service delivery network.”

In passing WIOA, the first legislative reform of the public workforce system in more than 15 years, this bipartisan piece of legislation reaffirms the roles of the Workforce Development Boards and the One-Stop career center system. WIOA will help jobseekers and workers access employment, education, training, and supportive services to succeed in the labor market and match employers with the skilled workers they need to compete in the global economy. WIOA funding, which is distributed to states, and subsequently, local workforce development boards (WDBs), is used to serve two primary customers – businesses and jobseekers.

At the State level, WIOA establishes a unified strategic planning process across core programs such as Wagner-Peyser Employment Service and Title I of the Rehabilitation Act programs. WIOA also streamlines the membership of business-led, state, and local workforce development boards, and emphasizes the role of boards in coordinating and aligning workforce programs to meet the needs of both jobseekers and employers. At the local level, WIOA provides flexibility in providing incumbent worker training and transitional jobs as allowable activities and promotes work-based training such as apprenticeships and on-the-job training with reimbursement. The idea is that by promoting work-based training activities, jobseekers will earn industry recognized credentials and be aligned onto a career pathway.

Proposers are strongly encouraged to read the Department of Labor’s WIOA resource page for WIOA information and the latest updates: <https://www.doleta.gov/wioa/>.

Northern Panhandle Workforce Development Board, Inc.

The Northern Panhandle Workforce Development Board (NPWDB), Inc. is the local recipient, administrator, and fiscal agent of WIOA funds in the region. The NPWDB, Inc. is charged with providing the leadership in creating an effective and efficient local One-Stop system in the six-county workforce area. The NPWDB, Inc. Board of Directors consists of thirty-two (32) members, including eight (8) Locally Elected Officials (LEOs). There are eighteen (18) staff members. It is the responsibility of the NPWDB, Inc. to initiate an open competitive procurement process for a One-Stop Operator(s) at least once every four (4) years.

Under WIOA, the Board is tasked with soliciting a One-Stop Operator to manage the One-Stop Centers and system within the six-county workforce development area. Thomas P. Miller and Associates, LLC (TPMA) is conducting that solicitation process, serving as the “separate and independent outside entity” as required by Federal WIOA regulations.

As the grant recipient of WIOA funds, NPWDB, Inc. will enter a contract with the selected One-Stop Operator under guidance from the Board.



Thomas P. Miller & Associates

Thomas P. Miller & Associates, LLC (TPMA) has been contracted by the NPWDB to lead the procurement process for selecting a One-Stop Operator. TPMA is a full-service consulting firm based in Indianapolis, Indiana with over 30 years of experience in workforce development activities. Through analysis, alignment, and action, TPMA applies our mission statement of empowering organizations and communities through strategic partnerships and informed solutions that create positive, sustainable change to every project assigned. For more information of TPMA's experience and expertise, please visit us at <http://www.tpma-inc.com>.

As the contracted entity to lead this procurement process, TPMA serves as a "separate and independent outside entity to conduct the competition" for the One-Stop Operator. TPMA will review all submitted proposals and evaluate them on a scale coordinated and agreed upon by the NPWDB, with guidance from WorkForce WV. Based on its evaluation, TPMA will submit its selection, along with a description of the selection process and scoring justification, to the Board for approval.

Eligible Entities to Serve as the One-Stop Operator

Per WIOA sec.121(d)(2), the types of entities that are eligible to become a One-Stop Operator include, but are not limited to:

- An institution of higher education
- An Employment Service State Agency established under Wagner-Peyser
- A community-based, non-profit organization or workforce intermediary
- A private-for-profit entity
- A government agency (i.e., municipality)
- Other interested organizations or entities capable of carrying out the duties of the One-Stop Operator, including local Chambers of Commerce, business organizations, or labor organizations

Exception: Elementary schools and secondary schools are not eligible to be selected as the One-Stop Operator.

No entity may compete for funds if (1) the entity has been debarred or suspended or otherwise determined to be ineligible to receive federal funds by an action of any governmental agency; (2) the entity's previous contracts with the NPWDB have been terminated for cause; (3) the entity has not complied with an official order to repay disallowed costs incurred during its conduct of programs or services.

NPWDB will afford full opportunity for minority and women-owned business enterprises to submit a show of interest in response to the invitation and will not discriminate against any firm or individual on the grounds or race, creed, color, sex, age, handicap status or national origin in the contract award.

All applicants must comply with Federal, State, and local regulations and procurement policies relating to the calculation and use of profits. If applicable, include a detail of profit margin expected to be earned in the result a contract is awarded. The profit rate cannot exceed five percent (5%) plus the current prime interest rate.

The applicant must be able to demonstrate previous experience, as well as the capacity and the commitment to develop and implement the One-Stop Operator role for NPWDB, Inc. All applicant entities must have been a legal organization for a minimum of one year prior to the start of the contract. It is also



strongly encouraged that the applicant has capacity to handle fiscal issues, such as payroll and procurement, on-site to help ensure that all required payments are made in a timely manner.

Additional Requirements: The State and local boards shall ensure that in carrying out activities under this title, one-stop operators:

- Disclose any potential conflicts of interest arising from the relationships of the operators with training service providers or other service providers. An entity serving as One-Stop Operator may also serve a different role within the One-Stop system and perform some or all these functions when acting in its other role if it has established sufficient firewalls and conflict of interest policies and procedures.
 - Pursuant to 20 CFR 679.430, any entity selected or otherwise designated to perform more than one of the functions within the local One-Stop system must develop a written agreement with the local workforce development board and the CLEO to clarify how the entity will carry out its responsibilities while demonstrating compliance with WIOA and corresponding regulations, relevant Office of Management and Budget circulars, the State's conflict of interest policy, and the NPWDB conflict of interest policy.
- Do not establish practices that create disincentives to providing services to individuals with barriers to employment who may require longer-term services, such as intensive employment, training, and education services; and
- Comply with Federal regulation, and procurement policies, relating to the calculation and use of profits.
- Respondents must comply with Section 504 of the Rehabilitation Act of 1973, the Federal Drug-Free Workplace Act of 1988, and the Americans with Disabilities Act to be eligible.

Applicant Qualifications

In addition to being one of the Eligible entities to serve as the One-Stop Operator, Applicants must meet the following Qualifications:

- Possess an understanding of WIOA and an understanding of the local workforce system and its stakeholders
- Strong, demonstrated experience (3+ years) facilitating large, diverse stakeholder groups to a common goal or outcome. The ability to remain a neutral facilitator among partners will be critical
- Experience in meeting agenda development, planning, and execution
- Ability to work closely with the Workforce Development Board to monitor the workforce system's strategic objectives and make recommendations for system continuous improvements
- Other roles and responsibilities as defined by the Board.

Additional roles and responsibilities of the One-Stop Operator are available in **Appendix B**.



Scope of Work – One-Stop Operator Requirements

Interested bidders should organization their proposal the following Scope of Work is outlined. This will ensure all elements of the Scope of Work are addressed and easily identified in the proposal. Page limit for subsections 1 to 5 in the below Scope of Work is 15 pages.

1. Applicant Organization Background and Experience (20 Points)

- Briefly describe the purpose, activities, and services of your organization.
- Describe how this proposal connects to your mission and organizational goals.
- Indicate the number of years your organization has been in business.
- List the groups/populations you serve. Identify your target audience or customer base.
- Describe your organization's experience or understanding of WIOA and the publicly funded workforce system.
- Describe your organization's experience and performance in providing the type of coordination, leadership, and administrative functions required of the One-Stop Operator and experience providing similar or related services to those being requested. Provide related performance outcome data supporting your experience.
- Describe your organization's work, experience, knowledge, relationships, or other background regarding the six-county area that makes up the Northern Panhandle including participant base and local employers.
- Describe other experience or activities previously conducted that demonstrate the organization's capability to successfully implement the proposed project.
- If a Consortium submission, within each of these sections, provide first a description of the lead applicant and then of the other Consortium member organizations, and conclude with a clear description of the structure of the Consortium, how it was formed, and how the Consortium members are prepared to work together as a coherent collaboration.

2. Staffing Plan and Qualifications (10 Points)

- List all proposed positions with brief narrative describing the roles of each. Attach job descriptions for all positions.
- If proposed staff are current employees of your organization, include resumes that reference the roles they will play in the One-Stop Operator activities.
- Provide an organizational chart of the staff to be included in this program (include resumes and job descriptions as part of your proposal). Job descriptions may be substituted for positions not yet filled.
- The bidder(s) must be capable of using, operating, and managing the data base (MACC system) for recording and documenting all customer activities, as well as managing hard-copy records in accordance with WIOA regulations relative to records management and retention.

3. Project Plan (30 Points)

- Include a detailed description of activities related to the requirements outlined in **Appendix B** of this RFP: Roles and Responsibilities of the One-Stop Operator.
- Include a description of both initial implementation activities and on-going operational functions to be delivered.
- Describe how service delivery of Core and Required Partners and Service Providers will be



coordinated.

- Describe any additional services or activities you would recommend or deliver, beyond those outlined in the Scope of Work, that would benefit the Partners and the One-Stop system in the Northern Panhandle Workforce Area.
- Identify any new or innovative initiatives or methods you would put in place that are designed to improve the One-Stop system/center outcomes.
- Include a customer flow chart.
- Identify marketing techniques to be used to advertise services and activities to customers.
- Include a description of how operational and customer complaints will be identified and resolved.

4. Outcomes (20 Points)

- Provide a description of how progress toward operator requirements will be measured and reported. Include the tool(s) to be used to ensure continuous improvement of service quality. The contract to be issued for the approved One-Stop Operator will be performance-based.
- Include a description of how and when customer satisfaction levels will be measured for customers.

5. Financial Management Plan (20 Points)

- Provide a narrative of your financial management plan.
- Provide a description of contingency plan(s) in place to repay the NPWDB, Inc. in the event there are disallowed costs.
- Describe, to what extent, if any, management, or administration of the organization(s) will contribute in-kind funds (i.e., staffing) and services or manage in-kind funds contributed by Core Partners and Required or Non-Required Partners. A description of any philanthropic resources to be tapped into.
 - **Note:** to be able to substitute in-kind as a stand-in cost in the event of an audit disallowance, the in-kind cost must be a program cost and listed in the proposer's budget with expenses being reported monthly. Stand-in costs cannot be from other federal sources.
- Provide a copy of the organization(s)'s most recent complete CPA certified independent agency-wide audit, including any accompanying management letters.
- Include proposed expenditures detailed by line item and cost category (Attachment 3)
- Describe fiscal recordkeeping practices to be put in place to sufficiently track and account for all expenditures.
- Provide a description of how fiscal matters will be accounted for and tracked.
- Provide a description of the organization's internal fiscal operations and its capability to maintain all administrative and fiscal activities locally (within the region), including decision-making.
- Indicate your inventory control process for this project for any equipment that will be purchased with WIOA funds (all equipment purchased with WIOA funds will remain the property of the NPWDB, Inc, even after the contract has ended).
- Provide a copy of most recent certificate(s) of insurance. The selected Contractor shall maintain for the duration of the contract and any extensions thereof, insurance issued by a company or companies qualified to do business in the State of West Virginia in the following types:
 - Workers' Compensation and Comprehensive Professional Liability.



- Workers’ Compensation Insurance covering all liability for the Applicant arising under the Workers’ Compensation Act, and Workers’ Occupational Disease Act.
- If you plan to utilize other funds to supplement this project, indicate the source of the funds, the period funded, the dollar amount, the funding purpose, and any restrictions.
- If you are requesting funds to cover indirect costs, provide a copy of your approved indirect cost rate document or applicable cost allocation plan.
- Fund accounting is required for projects funded under this request for proposals. Describe how you will assure that this is done.
- Provide a statement of the capability of your organization to assume financial liability for disallowed costs resulting from an audit of this program.
- Provide a description of the accounting system and fiscal reports and controls that will be used to safeguard program funds.
- Describe previous experience operating federally funded programs and compliance with OMB guidance.
- Provide a copy of most recent audit.

Budget and Budget Narrative (not included in page limit):

As part of the Proposal submission, include a budget and budget narrative as follows: (these items are not included in the page limit.)

- Complete Budget Forms (Attachment 3)
- Provide the name, title, and phone number of the person who will be responsible for your program’s accounting functions.
- Provide budget narrative information that fully describes the information on the budget form including a detailed description of each line item.

All costs reflected in the budget must be necessary and reasonable. Costs may include, but are not limited to, staff salaries and benefits, equipment expenses, travel expenses, supplies, facilities, and other costs associated with One-Stop facilities.

Budget should not exceed **\$125,000.00** in WIOA funding. Per 2 CFR 200.331(a)(1):

Subrecipient Name	Northern Panhandle Workforce Development Board, Inc.
Subrecipient’s DUNS number	62-719-1281
Federal Award Identification Number (FAIN)	55-0775607
Federal Award Date	July 8, 2020
Subaward Period of Performance	July 1, 2020 – June 30, 2022
Amount of Federal Funds Obligated	\$2,625,555.00
Total Amount of Federal Funds Obligated to Subrecipient	\$2,625,555.00
Total Amount of the Federal Award	\$2,625,555.00
Federal Award Project Description	WIOA One-Stop Operator Services
Name of Federal Awarding Agency, Pass-Through Entity, & Contact Information for Awarding Official	U.S. Department of Labor; WorkForce West Virginia; Scott Adkins, Director WorkForce West Virginia
CFDA Number and Name	17.260
Identification of Whether the Award is R&D	No
Indirect Cost Rate for the Federal Award	10%



Proposal Requirements

Proposal Format

All proposals must meet the technical and content requirements outlined in this section. Responses that do not adhere to the prescribed format or utilize the forms provided will not be considered for selection. All proposals must be formatted, organized, and assembled as follows:

- Proposal Narrative responses are limited to 15 pages
- Single-spaced
- 8½ x 11-inch paper
- Minimum 1-inch margins – top, bottom, and sides.
- Pages must be numbered, and each page should have a footer with the name of the organization submitting the proposal.
- File name should reference NPWDB, Inc. OSO RFP and include name of the submitting entity.

Proposal Assembly and Attachments

- Attachment 1: Cover Sheet
- Attachment 2: Conflict of Interest Form
- Attachment 3: Budget Form
- Attachment 4: Equal Employment Opportunity Policy Statement
- Attachment 5: References
- Organizational Chart
- Staff Job Descriptions & Resumes
- List of all previous or current WIA or WIOA grants/contracts the Applicant has received in the last 3 years. Include granting organization name, grant amount, and year awarded
- Proof of Insurance
- Table of Contents, including page numbers and major headings
- Proposal (maximum 15 pages):
 - Organization Background & Experience
 - Staffing Plan & Staff Qualifications
 - Narrative Description of Project
 - Outcomes of the Project
 - Financial Management Plan

Timeline

Action	Date
RFP Release	03/22/2021
Deadline for RFP Inquiries for Clarification	04/05/2021
Posting of Answers to Inquiries	04/08/2021
Proposals Due	04/22/2021
One-Stop Operator Selected by TPMA	05/07/2021
NPWDB, Inc. Approves Selection	05/19/2021
Selected Contractor Begins to Operate One-Stop Centers	07/02/2021



Questions and Answers

All questions regarding this RFP must be submitted in writing via e-mail to Kristopher Subler at ksubler@tpma-inc.com by April 5, 2021. No questions will be accepted after this date. Responses to all questions will be located at <https://www.tpma-inc.com/procurement-npwdb/> by April 8, 2021.

Proposal Submission Deadline

To be considered, bidders must submit an electronic copy of the proposal via email by April 22, 2021 to ksubler@tpma-inc.com. No proposal submitted after the deadline will be accepted for consideration.

The original proposal must be signed by an official authorized to represent and bind the bidding organization. The person signing the proposal should certify that:

- He/she is the person in the bidder's organization legally responsible for the decision as to the costs being offered in the proposal and that he/she has not participated in any illegal, non-compliant, etc. action(s); or
- He/she has been duly authorized in writing, with a copy attached, to act as agent for the persons legally responsible for such decision, and certifies that such persons have not participated, and will not participate in any illegal, non-compliant action(s), etc.

Proposal Evaluation

All proposals will be evaluated individually and as a group by TPMA's proposal review committee. The Committee will rate proposals and may require interviews with applicants prior to TPMA presenting its selection to the NPWDB. TPMA's recommendation for the One-Stop Operator will then be forwarded to the Board for approval.

Submitted proposals must meet the following minimum procurement requirements:

- The proposal was submitted on or before the closing date and time.
- The proposing organization is not on a federal or state Debarment List.
- The proposing organization has been a legal business entity for a minimum of one year prior to the start of the contract.
- The proposing organization is fiscally solvent.
- The person signing the proposal as the submitting organization has the legal authority to do so.
- The proposing organization agrees to meet all federal, state, and local compliance requirements.
- The proposing organization has developed a reporting process for participant and fiscal activity.
- The proposing organization has a satisfactory performance record for previous WIOA-related contracts, if applicable.
- The proposing organization has accounting and auditing procedures adequate to control property, funds, and assets.
- The proposing organization has a satisfactory record of integrity, business ethics, and fiscal accountability (a copy of these policies is required).

All proposals received in accordance with the time and content requirements identified in this request for proposals will be evaluated and scored based on the criteria outlined below.

The maximum number of points for any proposal can receive is 100.



Proposal Component	Points
Organization Background and Experience: Experience of Organization in providing the same or similar services, or ability to replicate a successful model provided elsewhere.	20
Staffing Plan and Qualifications: Experience and qualifications of staff identified to provide services and reasonableness of staffing plan.	10
Program Description: Completeness of proposal and program activities. System development and implementation strategy design.	30
Outcomes: Likelihood of obtaining outcomes identified in the proposal. How the proposed activities can positively affect participants and employers.	20
Financial Management Plan and Budget: Cost of services and fiscal capacity. Overall cost, evidenced fiscal capacity, experience with grants, absence of previous monitoring or audit findings.	20
TOTAL POINTS	100

Award and Contract Provisions and Requirements

Provisions

- Upon making its recommendation for the One Stop Operator, TPMA will have completed its role in this process and the NPWDB will engage in contract negotiations with the selected Applicant.
- All proposals submitted will be subject to competitive review.
- TPMA has the right to reject any and all proposals that do not follow the format instructions set forth by this Request for Proposals.
- TPMA retains the right to accept or reject any or all proposals received or to cancel in part, or in entirety, this Request for Proposals if TPMA so determines that it is in the best interest of the NPWDB to do so.
- TPMA may modify any portion or terms of this Request for Proposals and may solicit additional proposals, as necessary. TPMA reserves the right to modify or change this RFP based on rules, regulations, requirements put forth by the U.S. Department of Labor, the West Virginia Department of Commerce, or other regulatory entities.
- All proposals will be subject to negotiation of terms, conditions, and amount.
- The release of this Request for Proposals does not commit the NPWDB to award a contract.
- Contracts will be awarded to successful applicant(s) for the period from July 1, 2021 to June 30, 2025.

Right to Appeal

Any respondent who has submitted a response to this RFP may appeal the decision of the contract award. The process for appealing the decision is as follows:

All protest, appeal or complaints must be submitted in writing via email to NPWDB Chair, John Sorrenti at jsorrenti5@comcast.net within five (5) working days of the award announcement. The appeal must include justification for the appeal in the request. The appeals process will allow for a hearing, if requested, and a decision will be made within ten (10) working days of the appeal submission. This decision will be final.



Contract Requirements

The applicant's proposal will become part of the contract/grant award. Portions of the proposal may be revised to reflect agreements reached as part of the negotiation process. The contract/grant includes reporting requirements, to be determined by the Northern Panhandle Workforce Development Board. To some extent, reporting processes and requirements will be dictated by the West Virginia Department of Commerce.

Proprietary right to all data, materials, documentation, and products originated by and prepared pursuant to the contract shall belong exclusively to the Northern Panhandle Workforce Development Board, Inc. The contractor(s) will acknowledge and agree that any Product and/or Deliverable created hereunder shall be considered a "work made for hire" and all rights to said Product and/or Deliverable shall belong exclusively to the Northern Panhandle Workforce Development Board. The contractor(s) further will agree to execute whatever documents are necessary to legally transfer ownership. For any software created under this Agreement as part of the Products and/or Deliverables, the contractor(s) agrees to provide the software source code in both human and machine-readable format upon the request of Administrative Entity. The contractor(s) also agrees to certify in writing that the Products and/or Deliverables have been fully tested in the production environment and verifies that they are fully operational. The contractor(s) will agree to remedy any deficiency found subsequent to delivery that is found to be the responsibility of the contractor(s).

The contractor(s) will be prohibited from disseminating products and information developed under the grant without the prior written consent of the Northern Panhandle Workforce Development Board.

All applicants must be complying, or agree to comply, with all federal and state laws and related regulations to be considered for an award. Some examples include:

- Workforce Innovation and Opportunity Act and all WIOA Regulations
- Equal Employment Opportunity requirements
- Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)
- Debarment and Suspension requirements (E.O.s 12549 and 12689)
- NPWDB, Inc.'s Conflict of Interest policy and standards of conduct requirements

The procurement of proposals is being undertaken in compliance with the federal guidelines set forth in the "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards Final Rule" (also known as the Super-circular or Omni-circular). All contractor(s) selected under this RFP must follow the guidelines set forth in this circular. This final guidance supersedes requirements from OMB Circulars A-21, A-87, A-110, and A-122; Circulars A-89, A-102, and A-133, and the guidance in Circular 1-50 on Since Audit Act Follow-up. This final guidance is in Title 2 of the Code of Federal Regulations. This link provides additional information on this guidance:

<https://www.federalregister.gov/articles/2013/12/26/2013-30465/uniform-administrative-requirements-cost-principles-and-audit-requirements-for-federal-awards#h-33>

Equal Employment Opportunity

As a condition to the award of funding under WIOA from the Department of Labor, the Contractor assures, with respect to operation of the WIOA-funded training or activity, that it will comply fully with the



nondiscrimination and equal opportunity provisions in Sec. 188 of WIOA; USDOL Regulation 29 CFR Part 38, as amended; USDOL Regulations at 29 CFR Parts 31 and 32, including the Nontraditional Employment for Women Act of 1991; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973 as amended; Title IX of the Education Amendments of 1972, as amended; the Age Discrimination Act of 1975 as amended; the Civil Rights Restoration Act of 1987; Executive Order 12250; Age Discrimination in Employment Act of 1967; Federal Equal Pay Act of 1963; U.S. Department of Labor Regulations at 28 CFR Part 42, Subparts F & H; Title VII of the Civil Rights Act of 1964, as amended; Victims Economic Security and Safety Act; the Veterans' Priority Provisions of the "Jobs for Veterans Act", Public Law 107-288.

It is against the law for this recipient of Federal financial assistance to discriminate on the following basis:

- Against any individual in the United States, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex, stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief; **OR**,
- Against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act (WIOA), on the basis of the beneficiary's citizenship status or participation in any WIOA I – financially assisted program or activity.

The recipient must not discriminate in any of the following areas:

- Deciding who will be admitted, or have access, to any WIOA Title I-financially assisted program or activity
- Providing opportunities in, or treating any person with regard to, such a program or activity; or making employment decisions in the administration of, or in connection with, such program or activity; or making decisions in the administration of, or in connection with, such a program or activity. Recipients of federal financial assistance must take reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that, upon request and at no cost to the individual, recipients are required to provide appropriate auxiliary aids and services to qualified individuals with disabilities.

Affirmative Action

The NPWDB will take all necessary affirmative steps to assure that small and minority firms, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps will include:

- Placing qualified small and minority businesses and women's business enterprises on solicitation lists
- Assuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources
- Dividing total requirements, when economically feasible, into small tasks or quantities to permit maximum participation by small and minority business and women's business enterprises
- Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business and women's business enterprises
- Using the services and assistance of the Small Business Administration and the Minority Business Development Agency of the Department of Commerce



Tools and Resources

Local policies and procedures that the NPWDB adheres to can be located on their website: <http://npworkforcewv.org/>

WorkForce West Virginia is the state government agency funded through the Department of Labor that oversees the state unemployment insurance program as well as a network of workforce development services designed to provide West Virginia's citizens and employers the opportunity to compete in today's competitive global economy. State guidance and policies for WorkForce West Virginia can be located at: <http://workforcewv.org/public-information/guidance-notice-and-policies.html>



Attachment 1: Cover Sheet

Please complete this **mandatory** cover sheet accordingly.

Organization Name				
Address				
Phone Number				
Number of Years in Business				
FEIN #				
DUNS #				
Acknowledgement that Proposing Entity is up to date on taxes and not currently debarred or suspended.		YES	NO	
Acknowledgment that the NPWDB, Inc. reserves the right to review and request further information regarding the respondent's financial situation, if not sufficiently outlined in the submitted audit(s).		YES	NO	
Type of Organization (check all that apply)	<input type="checkbox"/>	Higher Education	<input type="checkbox"/>	Private
	<input type="checkbox"/>	Community-Based Org.	<input type="checkbox"/>	Business Organization
	<input type="checkbox"/>	Government Agency	<input type="checkbox"/>	Other (explain)
	<input type="checkbox"/>	Labor Organization		
	<input type="checkbox"/>	Non-Profit		
	<input type="checkbox"/>	Employment Service State Agency (Wagner-Peyser)		
Contact Person				
Contact Person's Email Address				
Signatory Authority Signature				

Proposed Budget Amount:

_____ One-Stop Operator



Attachment 2: Conflict of Interest Form

By submitting a proposal, the authorized signatory authority of the bidding entity certifies to his/her knowledge and belief that there is no conflict of interest (real or apparent) inherent in the bid or in delivering the scope of work if the NPWDB awards a contract. A conflict of interest would arise if any individual involved in the preparation of this proposal and delivery of services has a financial or other interest or would be likely to gain financially or personally from the award of a contract. The same would hold true for any member of the individual's family, partner, or an organization employing or about to employ any of the above as a direct result of the successful award of a contract under the RFP. The NPWDB reserves the right to disqualify a bidding entity should a conflict of interest be discovered during the solicitation process.

Signatory Authority Name

Title Signature

Date



Attachment 3: Budget Form

Please complete the **mandatory** budget form and narrative explanation below for **One-Stop Operator**.

LINE ITEM	BUDGET AMOUNT (for Four Year contract period)
Personnel (Wages – Staff)	\$
Fringe Benefits	\$
Travel	\$
Equipment	\$
Supplies	\$
Communications (including Copying/Printing)	\$
Insurance	\$
Contractual	\$
Other	\$
TOTAL BUDGET (Maximum = \$125,000.00)	\$



Attachment 4: Equal Employment Opportunity Policy Statement

Please complete the **mandatory** EEO Policy Statement.

_____ [Company Name] provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.

In addition to federal law requirements, _____ [Company Name] complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

_____ [Company Name] expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of _____ [Company Name]'s employees to perform their job duties may result in discipline up to and including discharge.

_____ (Name) will be the Equal Employment Opportunity representative for _____ [Company].

Organization

Printed Name and Title of Certifying Official

Signature of Certifying Official

Date



Attachment 5: References

Bidders are **required** to provide three letters of references who can verify their experience, along with a contact phone number or email. References should be for experience in the past 5 years.

Reference #1 _____

Phone # or email: _____

Reference #2 _____

Phone # or email: _____

Reference #3 _____

Phone # or email: _____

List the agency contact information for all current contracts or contracts for the past 3 years. Do not duplicate those listed as references.



Appendix A: American Job Centers in Region 5

The NPWDB administers 2 Comprehensive and 1 satellite AJC, with existing WIOA One-Stop Partners and service providers in place. The AJCs are at the following locations throughout Region 5:

- 257 SR N, New Martinsville, WV 26155
- 100 Municipal Plaza, Ste. 350, Weirton, WV 26062
- 1275 Warwood Ave., Wheeling, WV 26002

Average Service Levels

The chart below includes service levels from July 1, 2018 – June 30, 2019. Respondents should propose staffing levels based on historical service levels.

07/01/18 – 06/30/19	Adult	Dislocated Worker	Youth	Total By AJC
New Martinsville	1,160	960	467	2,587
Weirton	3,288	2,712	1,296	7,296
Wheeling	4,545	3,730	1,835	10,110

AJC Traffic Count

The chart below details the AJC traffic count from July 1, 2018 – June 30, 2019.

'18 – '19	New Martinsville	Weirton	Wheeling	Subtotal
18-Jul	238	619	862	1,719
18-Aug	229	625	854	1,708
18-Sep	239	606	847	1,692
18-Oct	218	612	851	1,681
18-Nov	209	586	801	1,596
18-Dec	198	575	797	1,570
19-Jan	202	595	831	1,628
19-Feb	185	597	829	1,611
19-Mar	198	612	842	1,652
19-Apr	218	620	864	1,702
19-May	227	635	871	1,733
19-Jun	226	614	861	1,701
Total	2,587	7,296	10,110	19,993
'18 – '19 Avg.	13%	36%	51%	100%



Federal & State Performance Measures

The following are performance measures for Region 5 for Program Year 2018-2019.

Adult

Measures	Results PY 18-19
Entered Employment	70.0%
6 Month Retention	70.0%
6 Month Earning Gain	\$6,500.00
Credential Rate	80.0%
Measurable Skills Gain	30.0%
Customer/Employer Satisfaction	80.0%

Dislocated Worker

Measures	Results PY 18-19
Entered Employment	81.2%
6 Month Retention	83.2%
6 Month Earning Gain	\$9,800.00
Credential Rate	83.0%
Measurable Skills Gain	27.5%
Customer/Employer Satisfaction	80.0%

Youth

Measures	Results PY 18-19
Placement in Employment/Education/Training (Q2 Post Exit)	63.3%
Placement in Employment/Education/Training (Q4 Post Exit)	69.7%
Median Earnings	\$3,182.00
Credential Rate	71.0%
Measurable Skills Gain	34.4%
Employment Preparation:	70%
Registration at Local American Job Centers	100%



Appendix B: Roles & Responsibilities of the One-Stop Operator

The selected Applicant will conduct the following activities in fulfilling their role as the One-Stop Operator:

- Coordinate service delivery among Core and Required Partners and Service Providers at the three (3) regional American Job Centers (i.e., One-Stop Centers) in the Cities of Weirton, Wheeling, and New Martinsville beginning July 1, 2021 – June 30, 2025.
- Provide basic services such as orientations, information on careers and labor markets, and resource rooms
- Implementation of Board policies
- Report to Board on operations, performance accountability, and continuous improvements
- Manage hours of operation at all sites
- Manage technological resources such as websites, case management information, business networking software, on-line testing sites
- Manage daily operations through coordination with WIOA fiscal agent for lease, utilities, and other invoice remittance (The NPWDB, Inc. will be responsible for direct payment of monthly leases for regional American Job Centers (AJC). It will be the responsibility of the One-Stop Operator(s) to collect Core Program Providers' required and non-required partners' proportional, fair share of One-Stop Center lease costs at each AJC and then reimburse the NPWDB, Inc. on a monthly basis for all AJC lease costs)
- Manage partner responsibilities as defined in MOU
- Manage services for individuals
- Manage services for business
- Submit annual staffing and operational budgets
- Follow federal and state regulations pertaining to handling of EEO responsibilities, customer complaints, and physical and programmatic accessibility
- Fulfill other roles as identified by the Board

Applicants should review the DOLETA TEGL 15-16 referenced above for further information on the role of the One-Stop Operator.