

WORKFORCE INNOVATION & OPPORTUNITY ACT

Atlanta Regional



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LIMITED REQUEST FOR PROPOSALS

- Youth Services (NextGen Program) – Fayette County

Contract Period – August 1, 2021 through June 30, 2025

Issuance Date – July 8, 2021

Submission Deadline – July 23, 2021 by 5:00 P.M.

Questions should be submitted to RFPWorkSource@atlantaregional.org

INTRODUCTION

WIOA

The Workforce Innovation and Opportunity Act (WIOA) was signed into law on July 22, 2014 and became effective on July 1, 2015. WIOA serves as the primary workforce development legislation intended to strengthen, bring strategic coordination, and align investments and innovative practices among workforce, education, and economic development providing customers with access to the highest quality of services that lead to in-demand career opportunities.

Federal laws, regulations, guidance, and other information on WIOA can be found here: <https://www.doleta.gov/WIOA/>

State WIOA policy and guidance can be found here:
<https://www.tcsg.edu/worksource/>

ARWDB & ARC Workforce Solutions

The Atlanta Regional Workforce Development Board (ARWDB) is a 21-member board established to administer workforce services and oversee the implementation of WIOA in a Local Workforce Development Area comprising a seven (7) county area covering: Cherokee, Clayton, Douglas, Fayette, Gwinnett, Henry, and Rockdale counties. This area is identified as Region 3, Area 7 as defined by the Technical College System of Georgia, Office of Workforce Development. Consistent with statewide branding, the ARWDB service area and programs are also known as WorkSource Atlanta Regional.

The Atlanta Regional Commission (ARC) serves as the fiscal and administrative agent, and workforce grant sub-recipient, for the ARWDB. As such, the ARC Workforce Solutions Division is charged with providing staff support to the ARWDB and implementing WIOA programs and services under direction of the ARWDB. For more information about ARWDB and the local and regional workforce plans, visit <http://www.atlantaregional.com/workforce-solutions/overview>.

LIMITED REQUEST FOR PROPOSALS PROVISIONS

Eligible Respondents

This Limited Request for Proposals (RFP) is issued by the Atlanta Regional Commission / Atlanta Regional Workforce Development Board (ARC/ARWDB) soliciting proposals to provide Youth Services in Fayette County. **ARC intends to award this contract to one of the four youth service providers that responded to the original RFP for workforce services issued on December 16, 2020, and were selected to provide services after the full review process.** These four organizations – Center for Pan Asian Community Services (CPACS), Hearts to Nourish Hope, Project Outsource Connects (POC), and Cherokee Youth Works – were vetted through a full review process and approved by the ARWDB to provide youth services within the ARWDB service area for the next program year, with the opportunity for annual renewal. This is a notice for a limited request for proposals and not intended to solicit proposal from organization not already vetted and approved by the ARWDB; however, respondents may submit a letter of interest and technical capabilities, which, if received by July 23, 2021, 5:00 p.m. will be considered by ARC. ARC does not guarantee that respondents to this notice will be rendered a request to tender an offer for this procurement. In addition, ARC does not guarantee that any solicitation will occur for this procurement but reserves the right to solicit proposals.

Contracts with Successful Respondents

Contract terms and conditions will be negotiated with the successful Respondent for a start date no later than August 1, 2021. ARC/ARWDB reserves the right to award all or part of the available funds for this project, select all or a portion of a Respondent's proposal, and otherwise negotiate with Respondents to create a full complement of workforce youth services in Fayette County.

ARC/ARWDB payments are made under a cost-reimbursement contract that are based on actual costs. The expected performance delivery outcomes for ARC/ARWDB will be linked to the federal common measures, job placements, state performance criteria, quality assurance error rate, customer engagement and follow-up, and other criteria as determined and negotiated between ARC/ARWDB and the Contractor.

Due to the nature of ARC/ARWDB funding sources, potential changes in legislation and policies, and performance achieved, Respondents are advised that any contract awarded under this RFP may be modified to incorporate such changes and adjustments as warranted.

Budget

All Respondents are required to submit a budget spreadsheet and supporting narrative. The templates are provided in Excel format and available from ARC.

Detailed line-item budgets must be submitted on the budget forms. Costs included in the proposed budget cannot be paid by another source; they must be actual costs incurred in delivering the proposed services, and these funds cannot supplant funds already received by the Respondent.

For-profit proposals must include a narrative of your proposed profit along with the deliverables that must be met before profit will be reimbursed to your organization. The profit may not exceed 15% of the total operating costs (Salaries, Fringe, Operations, Facilities and Other non-participant costs). Deliverables may be broken down into smaller increments of the total in order to receive a profit payment at predetermined achievement points. Details must be included in the budget narrative.

All Respondents must follow the requirements established in 2 CFR Part 200.

Available Funds and Contract Term

WIOA funding for each program year is determined by the US Department of Labor, based on an established formula for WIOA funds awarded to each state. In the State of Georgia, those funds are then allocated to the Local Workforce Development Boards using a County Fair Share formula determined by the State. For local youth awards, funding is effective on April 1st of each year.

For planning purposes Respondents should assume a total funding for each service not to exceed:

	<u>Out of School</u>	<u>Work Experience</u>	<u>Total</u>
• Fayette (2.8%)	\$ 35,840	\$ 8,960	\$ 44,800

Note: The above amounts are provided as a planning figure only. The Respondent is responsible for proposing a reasonable total cost for delivering the services described in this RFP not to exceed the amounts indicated above. Funding and corresponding service delivery during the contract period may be adjusted due to changes in funding received and/or county allocation rate changes.

The initial contract term under this solicitation is from August 1, 2021 through June 30, 2022. Provided that measurable outcomes are successfully achieved and that sufficient funds for the additional terms are available, ARC/ARWDB will have the option to extend the contract for up to three (3) additional one-year periods with Board approval as follows:

- Optional Extension One – July 1, 2022 to June 30, 2023
- Optional Extension Two – July 1, 2023 to June 30, 2024
- Optional Extension Three – July 1, 2024 to June 30, 2025

Note: The option to extend is not guaranteed and the award of the initial contract does not imply an exercise of the option to extend.

Conditions for All Proposals

The following conditions are applicable to all proposals:

1. It is the Respondent's responsibility to ensure that their proposal meets all submission requirements. Incomplete submittals and proposals submitted after the date and time stated in this RFP will not be considered.
2. If a Respondent submits a proposal in collaboration with other partners to provide components of the activity areas, only one proposal shall be submitted. The proposal should describe the nature of the collaboration and agreements between all parties involved.
3. No proposal will be considered if:
 - a. The entity or any of its partners has been disbarred by an action of any governmental agency; or
 - b. The entity had any contract(s) with ARC/ARWDB that had been canceled for cause within the past 3 years;
 - c. The entity has not complied with an official order of any State agency or the U.S. Department of Labor to repay disallowed costs incurred during its conduct of projects or services.
4. By submission of this proposal, the Respondent certifies that in connection with this proposal:
 - a. The fees or costs in the proposal have been arrived at independently without consultation, communication, or agreement with any other Respondent, or with any competitor for the purpose of restricting competition, as to any matter relating to such fees; and
 - b. No attempt has been made or will be made by the Respondent to induce any other person or firm to submit a proposal for the purpose of limiting or restricting competition.
5. Each person signing the proposal certifies that:
 - a. He/she is the person in the Respondent's organization legally responsible for the decision as to the prices or costs being offered in the proposal and that he/she has not participated in any action contrary to 4 (a) and (b) above; or
 - b. He/she is not the person in the Respondent's organization legally responsible for the decision as to the prices or costs being offered in the proposal; however, that 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 action contrary to 4 (a) and (b) above.
6. Service providers will maintain a drug-free workplace for employees and customers.

Additional Considerations

This Limited RFP does not commit or obligate ARC/ARWDB to award a contract, to commit any funds identified in this RFP document, to pay any costs incurred in the preparation or presentation of a proposal to this RFP, to pay for any costs incurred in advance of the execution of a contract, or to procure or contract for services or supplies.

Further, ARC/ARWDB reserves the right to:

1. Accept or reject any or all proposals in whole or in part, which it considers not to be in its best interest. No guarantees, expressed or implied, are made by ARC/ARWDB or its agents as to the availability of funds.
2. Change or waive any provisions set forth in this Limited RFP.
3. Return non-sufficient proposals without review.
4. Waive informalities and minor irregularities in proposals received.
5. Negotiate any and all proposed terms, conditions, costs, staffing level, services/activities mix, funding amounts, and all other specifics.
6. Request: (a) additional data, (b) technical or price revisions, or (c) oral presentations in support of the written proposal.
7. Determine that an arms-length agreement exists between the Respondent and any subcontractors or vendors they might choose to use.
8. Conduct a pre-award review that may include, but is not limited to, a review of the Respondent's record keeping procedures, management systems, accounting and administrative systems, and program materials.
9. Change specifications and modify contracts as necessary to: (a) facilitate compliance with the legislation, regulations, and policy directives; (b) manage funding; and (c) meet the needs of the customers and funding agencies.
10. End contract negotiations if, as determined by ARC/ARWDB, acceptable progress is not being made within a reasonable time frame.

Conflict of Interest and Confidentiality

ARC is subject to the Georgia Open Records law. All proposals submitted will become public records to be provided upon request. Any information containing trade secrets or proprietary information, as defined by state law, must be marked as confidential to prevent disclosure. Confidential markings must be limited to the protected information. Entire proposals marked confidential will not be honored.

Additionally, conflicts of interest are governed by the ARC Standards of Ethical Conduct available here: [Standards of Ethical Conduct](#). Respondents must disclose any potential conflicts of interest that may arise from the provision of services described herein. Such disclosure should include the name of

the individual(s) with whom there is a conflict, any relevant facts to the potential conflict, and a description of the internal controls proposed to mitigate any such conflict. ARC's Staff Legal Counsel will determine whether such disclosure presents a potential organizational conflict of interest that should preclude award to the respondent.

Proposal Document Requirements

Respondents are requested to comply with the following document formatting:

Pages: Proposals should be typed and submitted on 8 ½ by 11-inch plain white paper using 11-point font minimum with 1-inch margins. The use of recycled paper is encouraged. Double-sided submissions are acceptable, as long as each page is clearly legible. Each page of the proposal, with the exception of the cover sheet should be numbered to indicate "page __ of __". Use the same topic headings, in the same order, as described in Order of Submission below.

Page Limit: Limit the Proposal Narrative to 5 pages. Attachments, budget documents, and letters of agreement do not count toward the page limit. Avoid extraneous narrative and advertising. The successful Respondent will demonstrate its ability to communicate relevant information to the ARC/ARWDB for objective decision-making in a clear and concise manner. Referring the reviewer to a particular page or section elsewhere in the proposal for information is preferred to repeating the information.

Number of copies: One (1) electronic copy in Word, Excel, and PDF format via a USB flash drive or email must be received at the ARC offices by the date and time noted in this RFP. Completeness of all copies is the sole responsibility of the Respondent.

Authorized Signatory: The Respondent's authorized signatory must sign all signature documents in the proposal. This individual should typically be the Director, President, or Chief Executive Officer of the organization, or any individual who has the authority to negotiate and enter into contracts on behalf of the Respondent's organization.

Submission: Respondents should submit their complete proposal package (1 electronic copy) to ARC by **5:00 p.m. on Friday, July 23, 2021**. All submittal packages must be RECEIVED at the ARC office by this date (not just mailed). Late submittals will not be accepted.

FAYETTE COUNTY YOUTH SERVICES

Background

Respondents must be able to offer Out of School Services in Fayette County – Comprehensive program design of service strategies which include career planning, education, training, and employment services for out-of-school youth (OSY) who are aged 16-24. Services are for continuous and full-year programs. All OSY program(s) are required to recruit WIOA-eligible participants from their service area, enter data into a WIOA Case Management System, and provide a full range of WIOA services (see below) until participants exit from WIOA programs and services. Exit outcomes from services provided must include combinations of the credential attainment (high school diploma/GED), measurable skills gain to include basic skills improvement, nationally recognized occupational certification/credentials, employment, and entry into post-secondary/advanced education.

Proposal Narrative Requirements

Providers should submit a proposal that addresses the five points outlined below. The proposal narrative shall not exceed five pages.

1. Describe your experience in providing youth services in Fayette County.
2. Define the staffing model that you will employ to provide youth services to Fayette residents.
3. Identify the physical location of where these services will be provided.
4. Describe outreach and other marketing strategies you will use to recruit participants in Fayette County.
5. Provide a budget narrative to justify the costs outlined in the submitted budget.

Evaluation Criteria

Successful Respondents to this Limited RFP must demonstrate the capacity to effectively manage services consistent with the ARWDB Youth Services service delivery model. The below outlines the evaluation criteria and percentage of each in the overall proposal scoring. The bullet points provide *examples* (but not the only topics) of the type of information to be considered in the evaluation process for each section.

- Understanding of Fayette County and the youth services needs in the community (30%).
- Demonstrates an appropriate staffing model for service delivery that meets WIOA youth requirements and Fayette County customers (20%).
- described strategies for community outreach, relationship building, and customer recruitment (20%).
- Provides a financially sound and reasonable budget to implement the proposed services (30%).