

Jefferson/Franklin Consortium  
Local Competitive Procurement Process

Jefferson/Franklin Consortium will follow general and administrative rules that apply to the use of Workforce Innovation and Opportunity Act (WIOA) Title I funds. Procurement Contracts will be conducted on a cost reimbursement basis. Procurements will be conducted based on Office of Management and Budget (OMB) Circulars and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Code of Federal Regulations 2 CFR 200).

The Office of Job Training Programs, Jefferson/Franklin Counties, Inc., designated fiscal agent, is a not-for-profit corporation that shall abide by OMB Circular A-122, Cost Principles for Non-Profit Organizations.

Competitive bid process will be utilized for the selection of service providers for programs under Title I of the WIOA. The program requirements, performance standards and outcomes will be specified in each proposal soliciting offers.

A documented, written needs assessment shall be made to determine all procurements, including Memorandum of Understanding (MOU), contract extensions or modifications and even those which are non-competitive. A documented written estimate of the cost of services to be provided shall be made to determine if funding is available to initiate the purchase.

Service providers for One Stop Delivery System and youth program will be selected through established procurement procedures. These procedures include development of a Request for Proposal (RFP) with specifics of the service requested and appropriate evaluation criteria; public notice; evaluation and grading by administrative staff and recommendation to the WDB. Members of the WDB may participate in the process upon instructions from the WDB. Services determined by the WDB to be provided by One Stop Operator or local One Stop Partner and not bid out shall require a written determination made of the demonstrated performance of the organization and its staff to operate the program.

A needs assessment shall be conducted to determine the customer employment and training needs within the area. The needs assessment is completed and based on a process of researching and assembling socio-economic, demographic, and other employment and training related information/data. These data are reviewed to determine a profile of training needs existing in the surrounding area. The Workforce Development Board shall approve the needs assessment and determine the services to be provided based on it.

Request for Proposals (RFP) for service providers are conducted through a formal advertised competitive bid process. Notification of RFP is made through a minimum of two of the following: Public Notice posted on the local regions' website ([www.jeff-frankjobs.com](http://www.jeff-frankjobs.com)); public notice published in two newspapers of general circulation; public notice posted in both local county government or public entity locations; and/or public notice mailed to those entities on bidder/vendor lists. See below sample of an RFP time line schedule for service providers for procuring staff to deliver workforce development services to adult, dislocated worker, youth job seeker and employer customers. Prospective bidders normally have up to sixty (60) days to submit a response to the Request for Proposal (RFP). The Workforce Development Board recommendation and contract award will be presented within ninety (90) days from the date the RFP packages are due. A formal letter to the awardees, as well as any non-award letters shall be made to bidders.

The following tentative schedule was used to ensure Memorandum of Understanding (MOU)/contracts are in place at the beginning of the program year:

Request for Proposal Schedule (tentative dates);

February 10, 2016	Pre-Bid Conference
February 16, 2016	Letter of intent and written questions due
March 6, 2016	Response to questions
March 23, 2016 by 2:00 pm	Proposal due
March 23 – April 3, 2016	Proposal evaluation
April 7, 2016	Pre-Award conference with offerors within the Competitive range
April 13, 2016	Youth Committee
April 27, 2016	AWARD for July 1, 2016
July 1, 2016	Contractor begins Delivering Staff Services

Evaluation criteria used for the selection of service providers includes, but shall not be limited to, the following (total points possible = 100):

Organizational Management Capacity 20 points

1. Organization currently has physical office in Jefferson/Franklin Consortium Area (0-2)
2. Organization has had a customer service office within Jefferson/Franklin Consortium Area two or more years (0-2)
3. Organization has provided customer related employment and training services within last two years (0-2)
4. Proposal shows adequate organizational financial resources; organization wide budget with assured commitment proof to ensure the organization's ability to fully perform and remain a

- viable organization during the contract period (0-5)
- 5. Proposal shows past experience in providing staffing for integrated service distribution (0-5)
- 6. Proposal clearly shows the organization's capability to commit to full program year (0-4)

Narrative – Missouri Job Center Staff

50 points

A. Proposal describes how Welcome Team Member will:

- 1. Greet and engage the customer and perform initial data collection and data entry into Missouri Career Source. (0-1)
- 2. Complete an initial basic skills assessment. (0-1)
- 3. Interview customers to determine interest, work readiness and barriers to employment. (0-1)
- 4. Convey customer to the next team member function and how team member will document the next action step/activity. (0-1)
- 5. Maintain knowledge of Missouri Career Center “product box” of available service. (0-1)
- 6. Perform other duties as deemed necessary as a part of each integrated team. (0-1)

Proposal describes how Skills Development Team Members will:

- 7. Meet one on one with customer to identify and enhance their skills. (0-1)
- 8. Conduct assessment with eligible customer to identify basic academic skills, work skills, aptitudes, interest, and supportive service needs. (0-1)
- 9. Develop an Individual Employment Plan (IEP) with customer. (0-1)
- 10. Assist customers in accessing products in the product box. (0-1)
- 11. Provide WIOA training level services. (0-1)
- 12. Complete WIOA Adult and Dislocated Worker eligibility. (0-1)
- 13. Provide workforce and labor market area information for local occupations. (0-1)
- 14. Document service management and continuous engagement until employment is obtained. (0-1)
- 15. Schedule appointments for additional services and access to the product box. (0-1)
- 16. Access to Adult Education and Literacy and Vocational Rehabilitation Services. (0-1)

Proposal describes how Employment Team Member will:

- 17. Meet one on one with customers to assist them in obtaining

- long term gainful employment. (0-1)
18. Conduct assessments with eligible customers to identify basic academic skills, work skills, aptitudes, interests, and supportive services needs. (0-1)
  19. Develop an Individual Employment Plan (IEP) with customers. (0-1)
  20. Facilitate and deliver workshops and group sessions. (0-1)
  21. Assist customers in accessing products in the product box. (0-1)
  22. Document service management and continuous engagement until employment is obtained. (0-1)
  23. Schedule appointments for additional services and access to the product box. (0-1)
  24. Perform followup services for participants placed in unsubsidized employment. (0-1)
- B. Proposal assures that proposer will provide Missouri Career Center staffing for both Jefferson and Franklin counties. (0-1)
- C. Proposal demonstrates a commitment to the objectives listed below: (0-1)
- a. Bidder will support the Missouri Job Center integrated staff services system.
  - b. Bidder commits to ensure that customer service oriented staff are available to serve job seekers and employers
  - c. Bidder willing to integrate resources and activities with other organizations. will adapt to change as economic conditions and operational needs evolve.
- D. Proposal identifies Staff positions for both Arnold and Washington Job Centers (20) for one Job Center only (10)
- E. Proposal includes agreement to provide staff to meet customer needs during the Missouri Job Center hours of operations (if required) (0-1)
- F. Proposal includes agreement to observe the Missouri Job Center holidays (0-1)
- G. Proposal agrees in the event of staff turnover to fill the open position within no longer than 30 days (0-1)
- H. Proposal identifies position or name of a single point of contact who will work with the Functional Leader on related staff issues. (0-1)

OR

Narrative – Youth Services

50 points

A. Proposal describes the registration, eligibility, objective assessment, and individual service strategy (0-14 points)

1. Purpose of the registration and eligibility documentation system.
  - a. Outreach and Recruitment for In School/Out of School Youth.
  - b. Method to be used to identify individuals included in one or more of the barrier categories. (0-3)
2. Purpose of the objective assessment (OA) and individual service strategy (ISS) development and how each will be implemented into the system.
  - a. The objective assessment shall be used to identify services and career pathways.
  - b. The individual service strategy shall be developed to include education/employment goals and achievement objectives. (0-3)
3. How and when these services and/or activities might be continued and/or expanded during the following program year. (0-1)
4. The eligibility criteria subject to file documentation and detail sources to be used for documentation. (0-1)
5. Provisions for reasonable safeguards against erroneous eligibility determinations.
  - a. Provisions for reimbursement of costs due to erroneous eligibility determinations. (0-2)
6. The system to be used to ensure an accounting of all youth files. (0-1)
7. The minimum number of eligible youth registrations to be completed for each county in the Workforce Innovation and Opportunity Region each month. (0-1)
8. How potential participants are to be informed of the availability of programs and services to be offered, including how eligible applicants who do not meet enrollment requirements may be referred for other services. (0-1)
9. Access to Adult Education and Literacy and Vocational Rehabilitation services. (0-1)

B. Proposal describes the Occupational Skills Training Program (0-14 points)

1. The skill training areas proposed.
  - a. Labor market area documentation to verify training is designed to meet local occupational demand and insure training in growth occupations.
  - b. The geographic area to be served and location of service site.
  - c. Proposed tuition rates. Verify proposed tuition is in line with

- similar vocational training areas. (0-3)
  - 2. Services currently available through proposer's organization that would enhance services to WIOA participants. (0-2)
  - 3. Tuition/cost reimbursement schedule (for example, on a semester basis or other).
    - a. Ensure that double-billing/reimbursement for the same service does not occur where a WIOA youth participant is receiving either a Pell Grant or an SEOG.
    - b. Pell Grant coordination will be used in the development of the Individual Service Strategy.
    - c. Payment procedures; include preparation of payment, disbursement of payment, controls and invoicing procedures. (0-3)
  - 4. Skill training programs will be coordinated to ensure WIOA Eligible Training Provider approval. (0-2)
  - 5. Job development and job placement efforts that will be made to assist participants in gaining employment. Include procedures to ensure placement of participants who do not complete training. (0-2)
  - 6. How case management shall be developed during program participation and after job placement. (0-2)
- C. Proposal describes the Area Technical School-In School Program (0-4 points)
- 1. Skill training areas proposed.
    - a. Labor market area documentation to verify training is designed to meet local occupational demand and ensure training in growth occupations. (0-2)
  - 2. Proposed tuition rates. Verify proposed tuition is in line with similar vocational training areas. (0-1)
  - 3. Procedures to ensure that maintenance of effort level is continued and coordinated with AVTS-ISY. (0-1)
- D. Proposal describes the basic skills/academic instruction program (0-6 points)
- 1. Purpose of the program (Basic Skills/Academic Instruction leading to secondary school diploma or recognized equivalent. (0-1)
  - 2. Service and/or activity to be performed during the program period. (Example: pre-test, post-test, assessment, self-development, career services, time management, world of work, financial literacy, etc.) (0-1)
  - 3. Participants shall be assessed for the level of remediation required. (0-1)
  - 4. Methods of providing instruction to increase basic skill levels. (0-1)
  - 5. Basic skills training shall have a workplace context and be integrated with occupational skills. (0-1)
  - 6. Basic skills participants shall be enrolled, either concurrently or sequentially, in other employment and training programs. (0-1)

E. Proposal describes the paid/unpaid work experience/summer employment opportunities program (0-6 points)

1. Purpose of work experience/summer employment opportunities (0-1)
2. Objective assessment will be used, in the selection and referral process. (0-1)
3. Individual service strategy shall be used including determining length of training. (0-1)
4. Method to be used in determining the length of training for each work experience position. (0-1)
5. Work experience shall be accompanied either concurrently or sequentially with other services designed to increase the basic education and/or occupational skills of the participant. (0-1)
6. Case management shall be developed during program participation and job placement. (0-1)

F. The proposal describes the program design. (0-3 points)

1. Procedures to provide information and services when written or spoken English is insufficient for communication with potential participants. (0-1)
2. Method to ensure facilities is accessible to disabled individuals. (0-1)
3. Unique features of your proposal not elsewhere covered. (0-1)

G. The proposal describes the program goals/followup (0-3 points)

1. Planned program outcome and follow-up system which assure meeting/exceeding the performance goals/measures. (0-1)
2. Follow-up system that shall track and assist youth participants in finding/retaining employment for one year after program exit. (0-1)
3. Participants' progress, supportive service needs, and post-program 12 month follow-up will be reviewed. (0-1)

Budget

25 Points

- A. Proposal clearly shows effective control over and accountability for all funds within the proposal. Accounting system maintained in accordance with Generally Accepted Accounting Principles (GAAP). (10 points possible)
1. Proposal demonstrates organization's ability to prevent expenditures in excess of total amount authorized (0-3)
  2. Proposal demonstrates organization maintains accounting system which: (Reference Section III - #11)
    - a. Has written procedures (0-1)
    - b. Is self-balancing, double-entry (0-1)

- c. Records assets, liabilities, revenues and expense (0-1)
  - d. Has separation of duties (0-1)
  - e. Records cash receipts immediately (0-1)
  - f. Minimize WIA cash on hand to one day needs balance (0-1)
  - g. Provides documentation (0-1)
- B. Proposed Budget for staff appears reasonable (5)
- C. Proposed Budget for other costs clearly shows a reasonable amount. Other costs amounting to less than 5% or no other costs will be given extra consideration. (10 points possible)

Bonus

5 Points

An additional five (5) points may be allocated to qualified community base and/or employment and training organizations

- a) The respondent will be required to submit information which demonstrates past performance in delivery of comparable or related services, including appropriate supportive services reflecting that the organization can achieve planned goals at reasonable costs within acceptable time frames.
- a) applicable performance goals (i.e. Adult performance - entered employment rate, average wage at placement, % welfare entered employment rate, follow-up employment rate, follow-up weekly earnings, follow-up weeks worked; Youth performance - entered employment, Youth Employability Enhancement; and how outcomes will be measured); b) cost (include justification of reasonableness); c) standards for quality of training (i.e. level of skill attainment, type of occupations, length of training); and d) criteria to define and measure success for selected participant groups, including competency standards measures; e) fiscal accountability; f) program design specifications; Successful performance within each of the areas will be awarded a point value in the Narrative Technical Evaluation section of the proposal review.
- b) The method to ensure training opportunities and facilities are accessible to individuals with disabilities shall be the use of a contractual stipulation with all WIOA service providers in the local area. Staff shall monitor this provision to ensure compliance.
- c) Missouri Economic Research and Information Center (MERIC) certified educational agencies will be utilized in provision of Adult/Dislocated Worker Individual Training Accounts. Youth Occupational Skill Training shall be on the MERIC approved *WIOA Eligible Training Provider List*.



- d) All service provider contracts shall be effective for a maximum period of one year. However, an option to renew the contract, assuming satisfactory performance, in increments of one year or portion thereof shall be included in the contract. Renewal of contracts shall be subject to formal WDB approval. (NOTE: The contract period shall be one year with two (2) one-year renewal options.)
  
- e) If, after competitive procurement process for Youth Programs is conducted and no qualified Title I Youth Work Experience element service provider exists in the local area and Youth funding is available, the Office of Job Training Programs, Jefferson/Franklin Counties, Inc. shall upon approval of the Youth Committee and WDB make available such services as intake, eligibility, case management, follow-up, outreach, and provide Administrative Services such as process payment of participant wages and supportive services.

If there are no qualified youth service providers, the Workforce Development Board (WDB) shall make a request to the MOWDB and State Director to operate Title I WIOA Youth Programs, excluding case management services.

The WDB's determination process shall be based on evaluation criteria such as past performance, historical costs including prior monitoring/audit reports, etc.

- f) Codes of Conduct and Conflict of interest issues will be followed.
  
- g) Outcome based system shall be applied to procurement. Procurement should meet a qualitative goal such as "moving unemployed customers into employment" and meet established local area performance measures.
  
- h) Youth procurement of training services shall be conducted as outlined in Division of Workforce DWD Issuance 01-2012 Procurement of WIOA Youth Activities. A public notice will placed in local newspapers and a letter sent to occupational skills training providers regarding the availability of funds to serve WIOA Youth in skill training. Training providers must meet the Training Provider Certification requirements obtained through the Internet website at <http://www.job.mo.gov> and be on the WIOA Eligible Training Provider List.