Solicitation for Professional Services

SUMMARY
Rural Resources Community Action (RRCA), Fiscal Agent for the Eastern Washington Partnership Workforce Development Council, seeks offers from parties able to manage the open and competitive procurements of a workforce investment youth, adult and dislocated worker service providers.

BACKGROUND
Title IB of the Workforce Innovation and Opportunity Act authorizes Youth Workforce Investment Activities for eligible youth to acquire the knowledge, skills and abilities to enter employment or post-secondary education and Adult and Dislocated Worker Workforce Investment Activities for eligible adults and dislocated workers to acquire the knowledge, skills and abilities to enter gainful employment. RRCA has provided similar services in this region since 1983 and desires to continue performing this work. However, grants or contracts to provide services must be awarded on a competitive basis by the Workforce Development Council.

Therefore, the Council has developed a process for the procurement of services in a manner that avoids conflict of interest, real or apparent should RRCA participate, as is expected, as an applicant.

An essential feature of that process is that the Council will engage an independent contractor to manage the competitive selection of service providers. RRCA, on behalf of the Council, seeks offers for the preparation and administration of a competitive procurement through a Professional Services Contract.

This announcement, with referenced materials, describes the duties of the manager, and specifies key parameters of the procurement.

Submission and Timeline – Request for Quotes – Youth Service Provider Procurement Manager
To apply, please use Exhibit A to provide the following information, no later than 5PM, March 6, 2020:

1. The name(s) of the person(s) responsible for managing the procurement and their prior experience developing and administering similar Request for Proposal selections; and
2. The names of two references able to comment on the quality and timeliness of your work; and
3. A brief budget to include hourly rate, estimated number of hours, anticipated travel costs, and any miscellaneous costs.

Attach up to nine additional pages as necessary. Submit offer by email titled "Procurement Manager" to: rvanalyne@ruralresources.org with scanned documents attached as necessary. A Council committee will select the procurement manager by March 13, 2020.

Contact Rod Van Alyne, Director with any questions about this solicitation. He is the sole staff contact at 509 685-6127.

SCORING

Two criteria will be scored to select the contractor. Qualifications and Cost. Each criteria is worth 50 points. Each member of the board committee will score each proposal by assigning points based on their judgment of the applicant’s relative qualifications and comparative costs. A minimum score of 70 must be attained.

Qualification factors include but are not limited to knowledge about State and Federal workforce development policy, experience preparing and administering competitive proposals; and experience procuring Workforce Investment Services. Describe documents prepared, solicitations advertised, bidder conferences held, awards recommended, any disputes resolved and two references who can confirm claimed qualifications.

Cost factors include projected costs work hours reviewing Federal and State laws and regulations, studying the Region’s Four Year Plan, understanding the WDA’s Local Directives and MOUs; projected work hours developing and advertising the solicitation; responding to bidder questions; receiving proposals; convening and guiding the rating panel; compiling scores and preparing and delivering the Manager’s recommendation. Explain all labor, travel and miscellaneous costs.

PROCUREMENT SPECIFICATIONS AND PARAMETERS

The following specifications and parameters must be performed and observed by the Manager.

Timeframe

- March 13 - Procurement Manager selected
- April 6 - Publish Request for Proposals.
- April 15 - Conduct Bidder’s conference (optional).
- May 1 - Proposals due from Applicants
- May 4 – May 13 - Panel members evaluate submissions and submit ratings to Manager.
- May 13-20 - Combine ratings and prepare recommendation.
- May 28 - Present recommendations in person to Eastern Washington Partnership Workforce Development Council for action in Spokane, WA.
Contract Deliverables

1. Prepare the RFPs (Request for Proposals) in accordance with:
   
a. Applicable Federal Policy (Public Law 113-128; 20 CFR, Part 681)
      https://www.congress.gov/113/bills/hr803/BILLS-13hr803enr.pdf
   
b. Applicable State Policies at:
      https://wpc.wa.gov/policy/state/WIOA and WorkSource System tab
   
c. Eastern Washington Partnership policies. This procurement must comply with WDA Policy # 109 Procurement and OMB Uniform Guidance 2 CFR Part 200. This Policy references standard boilerplate applicable to Service Delivery procurements. Applicable Policies are available upon request.

   • Service delivery must include plans to staff (not necessarily full-time) all counties in the Workforce Development Area on a regular basis.
   • Provider must comply with all applicable federal, state and local laws, regulations and rules.
   • The budget must detail amounts for all expenses to deliver proposed services and use the Budget and Enrollment Spreadsheets developed by the WDC.
   • Performance goals must comply with Federal measures and State targets.
   • The period of performance is July 1, 2020 thru June 30, 2021. The contract will be extended annually thru June 30, 2024 based on satisfactory performance.
   • Bidders must demonstrate qualifications to deliver Workforce Innovation and Opportunity Act activities based on past performance.
   • All services must be connected to the one-stop delivery system.
   • Any planned subcontracting must be identified in the proposal

2. Prepare one comprehensive RFP to provide Design Framework and Youth Element Services in Asotin, Columbia, Garfield, Walla Walla and Whitman counties and prepare one comprehensive RFP to provide Design Framework and Youth Element Services in Ferry, Lincoln, Pend Oreille and Stevens counties.

3. Prepare one comprehensive RFP to provide Design Framework and Adult and Dislocated Worker Career Services and Training Services in Asotin, Columbia, Garfield, Walla Walla and Whitman counties one comprehensive RFP to provide Design Framework and Adult and dislocated Worker Career Services and Training Services in Ferry, Lincoln, Pend Oreille and Stevens counties.

4. Advertise RFPs for at least 30 days. Publish the RFP in media where prospective local, state and national bidders typically identify such opportunities, including local print newspapers, local and statewide websites used for this purpose.
5. Conduct Bidders Conference OR establish online Q & A bulletin board.

6. Convene the Eastern Washington Partnership WDC Youth Committee to review and rate the Youth Services Proposals and the Eastern Washington Partnership WDC Admin Committee to review and rate the Adult and Dislocated Worker Proposals. Manager also evaluates. Maintain confidentiality as to the identity of the recommended provider until Council approval.

7. Develop the proposal rating process including criteria, forms and protocols to be used by the respective committees. Assist Committee members, critique evaluations for completeness, combine scores, identify recommended provider, write a description of the procurement steps performed and submit rating forms.


10. Submit billings following each stage for actual hours worked or after completion of all work. Payment will be made within two weeks of approved invoice for labor and travel per contract provisions.

11. After a service provider has been approved by the Council, RRCA will conduct any necessary negotiations and finalize arrangements for service delivery to commence July 1, 2020.
Please provide the name, address, phone number and email address of the individual or organization making the proposal.

Please provide the name of the individual responsible for managing the procurement.

Please describe your qualifications and experience developing and administering Request for Proposal selections.

Please provide names and contact information for two individuals able to comment on the quality and timeliness of your work.

Please provide a breakdown of the cost associated with the proposal including labor costs (number of hours and rate), travel, and other costs (including a description)

I certify that I am not debarred or a federal lobbyist.

Signature: ________________________________  Date: __________