

NOTICE
Request for Proposal
For
One Stop System Coordinator

October 29, 2018

The Buffalo and Erie County Workforce Investment Board, Inc. is accepting proposals for a Consultant to coordinate the service delivery of one-stop partners and service providers across its one-stop delivery system. Proposals clearly labeled RFP for One-Stop System Coordinator must be received at 726 Exchange Street, Suite 630, Buffalo, New York 14210, no later than 2 p.m. ET on **December 4, 2018**. Those interested in submitting a proposal may download this RFP at www.workforcebuffalo.org.

Funding for this RFP is under the Workforce Innovation and Opportunity Act of 2014, 29 U.S.C. 3101 et. seq., (EEO/AAE).

Buffalo and Erie County Workforce Investment Board, Inc.
Request for Proposal for Consultant for One-stop System Coordinator
TABLE OF CONTENTS

Section I: General Information

1. Purpose of the Request for Proposal
2. Contract Award and Estimated Amount
3. Eligible Applicants
4. Proposal Format Requirements
5. Procurement Timetable

Section II: Overview of BECWIB and WDC

Section III: Overview of the Workforce Innovation and Opportunity Act and its One-Stop Delivery System

1. WIOA Titles and their Programs
2. One-Stop Delivery System
3. The One-Stop Center

Section IV: Consultant

1. Role and Responsibilities
2. Qualifications

Section V: Letter of Intent

Section VI: Proposal

1. Cover Letter
2. Project Narrative
3. Experience
4. Budget Worksheet and Budget Justification
5. Financial Capacity
6. References

Section VII: Review and Selection Process

1. Letter of Intent
2. Cover Letter
3. Scope of Work Proposed
4. Qualifications and Experience
5. Budget
6. Financial Capacity
7. References

Section VIII: Other Terms and Conditions

1. Execution of Contract
2. RFP Costs
3. Conflict of Interest
4. Disclaimer
5. Compliance with General Terms and Conditions

**Request for Proposal:
Consultant For
One-Stop System Coordination**

Section I: General Information

1. Purpose of the Request for Proposal

The Buffalo and Erie County Workforce Investment Board, Inc. (BECWIB) seeks proposals for a Consultant for One-Stop System Coordination. In this role, the Consultant will coordinate the service delivery of one-stop partners and service providers across the local area's one-stop delivery system. The entity chosen will report to its Board of Directors through the Executive Director.

This is a new role within the local workforce system, mandated by the Workforce Innovation and Opportunity Act of 2014 (WIOA)¹.

The contract awarded from this RFP will begin February 1, 2019 and end June 30, 2019. BECWIB reserves the right to extend the contract for up to two additional one-year period, each beginning July 1 and ending June 30. Contract extensions will be on funding availability, satisfactory performance, and any other factors that BECWIB, in its sole discretion, deems appropriate.

Proposals will be considered from those eligible entities identified in Section I.3 below, which demonstrate the administrative capacity to provide the services identified in this RFP. The contents of the submitted proposal will become the basis for the final contract, which may include additional elements as negotiated. In addition, the successful Applicant will be required to agree to and comply with BECWIB policies and procedures, as well as any applicable federal or state policies, regulations or laws.

Submitted proposals that fail to provide a statement that the Applicant is not debarred, suspended, or otherwise excluded from or made ineligible for participation in Federal or State assistance programs or activities, will be disqualified from consideration.

2. Contract Award and Estimated Amount

One contract will be awarded under this RFP.

The budget for the activities required of the Consultant under this proposal for the contract period of February 1, 2019 to June 30, 2019, and any extensions thereof, may not exceed \$4000 per month. **Submitted proposals whose budget exceeds \$4,000 per month will be disqualified from consideration.**

The contract will provide payment on a fixed price basis. Therefore, billing statements for services rendered must disclose, at a minimum, the date of the service, the identity of the

¹ Public Law No. 113-328, 128 Stat. 1425, codified as amended at 29 U.S.C. 3101 et. seq.

individual performing the service, a description of the service performed, the time it took to perform the service, and the hourly rate of the individual performing the service.

3. Eligible Applicants

Eligible Applicants under this RFP include:

- An individual
- An institution of higher education
- A community-based organization
- A public or private not-for-profit or for-profit entity (including corporations, partnerships, limited liability companies, or sole proprietorships)
- A chamber of commerce, business organization, labor organization, or workforce intermediary

Entities that are currently sub-recipients of WIOA program funds from BECWIB through its fiscal agent, The Buffalo and Erie County Workforce Development Consortium, Inc. (the WDC) are not eligible applicants under this RFP.

Applicants that fail to provide a statement that the Applicant is not debarred, suspended, or otherwise excluded from or made ineligible for participation in Federal or State assistance programs or activities will be disqualified from consideration.

4. Proposal Format Requirements

- Paper: 8 ½ by 11 inch paper size
 Font: 12 point – Times New Roman
 Charts/Tables: 12 point – Times New Roman
 Margins: 1 inch
 Spacing: 1.0 spaced
 Pages: Numbered and may not exceed a maximum of 10 pages. Required attachments will not count against the 10-page maximum.

5. Procurement Timetable:

Activity	Due Date
RFP released and available at www.becwib.org	October 31, 2018
Bidders Conference RSVP by Nov. 6, 2018 must be sent electronically to info@becwib.org Location: 726 Exchange Street, Suite 630, Buffalo, NY 14210	9:30 a.m. (ET) on November 7, 2018
Deadline for Mandatory Letter of Intent The Letter of Intent, containing the subject clause One-Stop System Coordinator, must be sent electronically to info@becwib.org	No later than 2 p.m. (ET) on November 19, 2018
Proposals (1 original and 5 copies) must be received at: Buffalo and Erie County Workforce Investment Board, 726 Exchange Street, Suite 630, Buffalo NY 14210 Electronic submissions & late proposals will not be accepted.	No later than 2 p.m. (ET) on December 11, 2018
Award Notification	Wk. of Jan. 21, 2019

Contract negotiation	TBD
Contract start date	February 1, 2019

Section II: Overview of BECWIB and the WDC

BECWIB is a 501(c)(3) charitable corporation. Established under the provisions of the Workforce Investment Act of 1998, it continues as the local area’s workforce development board under WIOA. It is composed of a private-sector driven board appointed by the Erie County Executive and the Mayor of the City of Buffalo. As such, it is charged with developing, coordinating and overseeing publicly funded workforce development and training initiatives in Buffalo and Erie County (the Local Workforce Development Area). Its partners in the workforce development system range from public agencies, to private for-profit and non-profit businesses, to education and training providers, to community and economic development partnerships, to job seekers using the One-Stop Operating System. Its oversight responsibilities include certification of One-Stop Centers, business development, the selection and monitoring of one-stop center service providers, integrating service delivery efforts, creating policies, and setting local performance standards. As the local administrative agent of WIOA programs and activities, BECWIB is authorized to procure and designate a One-Stop System Coordinator.

The WDC, also a 501(c)(3) organization, functions as a provider of career services under Title I of WIOA, and as the fiscal agent and sub-recipient for WIOA funds pursuant to programs of the United States Government and the State of New York, as well as for funds from private foundation for workforce development initiatives.

Section III: Overview of WIOA and the One-Stop Delivery System

WIOA is the primary federal legislation that supports workforce development. Succeeding the Workforce Investment Act of 1998, WIOA was enacted in July 2014 to bring about increased coordination among federal workforce development and related programs. Most of WIOA’s provisions went into effect July 1, 2015.

Workforce development programs provide a combination of education and training services to prepare individuals for work and to help them improve their prospects in the labor market. They include activities such as job search assistance, career counseling, occupational skill training, classroom training, and on-the-job-training. WIOA provides universal access to basic career services. For individualized career and training services, WIOA provides a priority of service to recipients of public assistance, other low-income individuals, individuals who are basic skills deficient, and to veterans.

1. WIOA Titles, Programs and One-Stop Partner Agencies:

WIOA titles, programs and their one-stop partner agencies in the Workforce Development Delivery System are as follows:

WIOA Titles and Programs	One-Stop Partner Agencies	Co-Located in the One-Stop Center?
Title I Adult, Dislocated Workers, and Youth Activities	Buffalo and Erie County Workforce Development Consortium, Inc.	Yes
Title I Job Corps	Cassadaga Job Corps	Yes
Title I Migrant and Seasonal Farm Workers	Not applicable in our LWDA	No
Title I Native American Programs	Native American Community Services	No
Title I YouthBuild	The Service Collaborative of WNY	No
Title II Adult Education and Family Literacy	Erie 1 BOCES/Buffalo Schools	Yes
Title III Wagner Peysner Employment Services	New York State Department of Labor	Yes
Unemployment Compensation	New York State Department of Labor	Yes
Title IV Adult Career & Continuing Educational Services	Buffalo Public Schools	Yes
Title IV Vocational Rehabilitation	ACCES-VR	
Perkins Career & Technical Education	Erie 1 BOCES	Yes
Title V Older Americans	Erie County Department of Senior Services	No
Temporary Assistance to Needy Families (TANF)	Erie County Department of Social Services	No
Veterans	New York State Department of Labor	Yes
Trade Act	New York State Department of Labor	Yes
Department of Housing and Urban Development	Buffalo Municipal Housing Authority	No
Community Development Block Grant	Community Action Organization	No
Second Chance Act	Not applicable in our LWDA	No

2. One-Stop Delivery System

The cornerstone of WIOA workforce development is the one-stop-service delivery system. This delivery system is the mechanism through which programs and services are integrated within the Local Workforce Development Area (LWDA). Integrated points of service are located in One-Stop Centers, where state and local WIOA employment and training activities are provided, and certain partner programs coordinated. Administration of the one-stop system occurs through Workforce Development Boards (WDBs), previously called Workforce Investment Boards (WIBs). WDBs, the majority of whose members are representatives of business, are authorized to determine, among other things,² the mix of service provisions, eligible providers, and types of training programs.

² Local WDB functions are authorized in WIOA Section 107(d)

3. One-Stop Center

The central role of a One-Stop Center is to:

- Provide career services and access to training services;
- Provide access to programs and activities carried out by One-Stop partners; and
- Provide access to all workforce and labor market information, job search placement, recruitment and labor exchange services authorized under the Wagner-Peyser Act.

Each LWDA is required to have at least one physical comprehensive One-Stop Center (also known as American Job Centers) in which these programs and services are accessible. Services may be co-located or available through a network of affiliated sites or one-stop partners linked electronically.

The Buffalo Employment and Training Center is the comprehensive One-Stop Center in our LWDA. In addition, services are also provided at three affiliate Career Centers, which are located in Buffalo and Williamsville.

These One-Stop Centers bring together a variety of workforce development organizations and partner agencies whose primary goal is to assist residents of Buffalo and Erie County in their job search, training and placement needs, as well as assist employers in finding qualified workers.

BECWIB will enter into a memorandum of understanding (MOU) with each of its required one-stop partner agencies in our LWDA (see Table in Section III). Each required partner's MOU enumerates the services provided, specifies the division of operating costs, methods for individual referral to partner programs, and means to ensure accessibility to services.

Section IV. The Consultant for One-Stop System Coordination

1. Role and Responsibilities

WIOA requires that service providers work within a functionally integrated service delivery model. The Consultant will coordinate the service delivery model required of one-stop partners and service providers as developed by BECWIB. This will include the following activities:

- Coordinating the service delivery of one-stop partners and service providers across the one-stop system;
- Coordinating partner responsibilities as defined in their respective MOU and working with partners to continuously improve the system;
- Convening mandated partner meetings at least 4 times per year, or at intervals determined by the Board, to discuss system coordination, customer engagement, and system performance;
- Meeting with and making recommendations to the Executive Director to improve program effectiveness through the sharing of services, resources and technologies among partners. This includes, but is not limited to, developing a system resource guide and common intake form;
- Implementing the corrective action required for those recommended improvements; and

- Performing related activities as assigned.

2. Qualifications

Proposals will be accepted from eligible Applicants that demonstrate the administrative capacity to provide the services identified in this RFP. Minimum Applicant qualifications are as follows:

- At least 5 years of consulting experience in non-profit administration or related field;
- Experience coordinating, convening and facilitating meetings for a variety of stakeholders;
- An understanding of workforce development issues;
- Experience working with diverse groups;
- The individual Applicant or the professional staff assigned to preform services on behalf of the corporate or organizational Applicant must have a Bachelor's degree, advanced degree preferred, from an accredited college or university;
- Excellent communication skills and the ability to remain a neutral facilitator;
- Be willing to work on behalf of BECWIB to achieve its vision for a fully coordinated workforce system that is well prepared to meet the needs of job seekers and local businesses.

V. Mandatory Letter of Intent

Applicants interested in submitting a proposal in response to this RFP must provide a letter stating their intention to do so. The Letter of Intent, with the subject line *One Stop System Coordinator*, must be sent electronically to info@becwib.org no later than 2pm (ET) on November 19, 2018.

Applicants who fail to provide a timely Letter of Intent will be disqualified from consideration.

VI. Proposal

All pages must be numbered, beginning with the Cover Letter. The entire proposal may not exceed 10 pages and must follow the proposal format requirements in Section I.4.

The following attachments will not count against the 10-page maximum: Resumes and List of References.

The Applicant's proposal must include the following:

1. Cover Letter

Applicants must include a signed cover letter on the Applicant's letterhead as the first page of the proposal. Signing the cover letter indicates that the Applicant accepts the terms and conditions of this RFP and that the person signing the letter is authorized to contractually bind the Applicant to its terms and conditions.

The cover letter will include the following:

- Name, address, principal place of business, telephone number, fax number, and email address of the legal entity with whom the contract will be written;

- Brief description of Applicant’s organization and its experience with workforce or human service systems, and activities coordination;
- The name of the Applicant’s contact person;
- A statement advising whether the Applicant has experienced contracts that were terminated for default within the past 5 years. “Termination for Default” is defined as notice to Applicant to stop performance due to the Applicant’s non-performance or poor performance and the issue was either: (a) not litigated or (b) litigated and such litigation determined the Applicant to be in default. If the Applicant has not experienced Terminations for Default within the past five years, the Applicant must so advise in the statement; and
- A statement that the Applicant is not debarred, suspended, or otherwise excluded from or made ineligible for participation in Federal or State assistance programs or activities.

2. Project Narrative

The project narrative must provide a comprehensive description of how Applicant will interface with BECWIB and its one-stop partners and services providers to coordinate the one-stop delivery system. It must include the following:

- How the Applicant will coordinate program services and ensure adherence to the terms of partner MOUs;
- Applicant’s approach for engagement among one-stop partners and service providers, and the coordination of service delivery and system integration;
- The sequence and duration of each service/activity that the Applicant will provide to meet the requirements of this RFP; and
- A timeline for the scope of work and activities proposed, with the number of hours proposed for each activity. The following template is recommended:

Scope of Work:

Completion Date	Specific Activity	Consultant Hours	Performance Benchmarks
2019			
February			
March			
(etc. to June, 2019)			

3. Experience

Please state the qualifications that demonstrate the administrative capacity to provide the services identified in this RFP, including experience working with diverse groups, coordinating program activities, and convening stakeholder meetings. Identify the professional staff that will be directly engaged in providing the scope of services proposed, and include a resume(s), which articulates the qualifications of that staff member(s).

4. Budget Worksheet and Budget Justification

The budget for the activities required of the Consultant for One-Stop System Coordination under this RFP may not exceed \$4000 per month for the contract period of February 1, 2019

to June 30, 2019. **Submitted proposals whose budget exceeds \$4000 per month will be disqualified from consideration.**

Please provide a detailed budget, along with a budget justification, describing the costs for the proposed services for the contract period of February 1, 2019 to June 30, 2019.

Payment will be on a fixed-price basis. Therefore, billing statements for services rendered are expected to disclose, at a minimum, the date of the service, the identity of the individual performing the service, a description of the service performed, the time it took to perform that service and the hourly rate of the individual performing the service. The following template is recommended:

Budget (February 1, 2019 to June 30, 2019):

Expense Category	Hours	Hourly Rate	Monthly Budget
<i>Salaries/Fringes/Overhead</i>			
Total Salary/Fringes/Overhead			
Other			
Total Project Cost (Feb.1 to June 30 2019)			

5. Financial Capacity

Since the contract will provide payment on a fixed price basis, please provide a statement that ensures Applicant’s financial capacity to meet project expenses in advance of payment.

6. References

Please provide a list of three client references, including the name of the contact person and his/her telephone number. References listed must be familiar with Applicant’s work and be able to comment on services performed that were similar in scope to the services being requested under this RFP.

VI. Review and Selection Process.

A committee led by BECWIB staff will review proposals and make recommendations to its Board of Directors for final approval. All proposals submitted will receive a response as to the action taken by BECWIB. Proposals will be reviewed in accordance with the following criteria:

1. Letter of Intent

Did the Applicant submit a timely Letter of Intent? Applicants who do not submit a Letter of Intent by 2 p.m. (ET) on November 19, 2018 will be disqualified from consideration.

2. Cover Letter

Is the cover letter on Applicant's stationery and does it contain the information requested? Is the letter signed by an individual authorized to contractually bind the Applicant? Has the Applicant stated (1) whether Applicant has experience contracts that were terminated for default within the past 5 years, and (2) that Applicant is not debarred, suspended, or otherwise excluded from or made ineligible for participation in Federal or State assistance programs or activities?

3. Project Narrative (30 pts):

Does the Applicant address the role and responsibilities of the Consultant as required by this RFP? Does the project narrative provide a comprehensive understanding of the coordination of services and system delivery requirements? Does it address required activities and provide a timeline for the implementation of those activities with the number of hours proposed for each activity?

4. Qualifications and Experience (30 pts)

Has the Applicant met the qualifications required by this RFP? Does the Applicant have the administrative capacity to provide the services identified in this RFP? Does the Applicant have experience working with diverse groups, convening meetings, making recommendations for system improvement, and implementing timely corrective action? Has the Applicant identified and described the professional staff that will be directly engaged in the activities to be performed and included a resume(s) of that staff member(s)? Does that staff member(s) have the qualification required?

5. Budget (25 pts)

Does the Applicant provide a detailed line-item budget for the cost(s) associated with activities to be performed? Is Applicant's budget within the RFP's proposed cost range? Is that budget accurate and complete? Are the costs reasonable, fully justified and competitive as compared to all other proposals received?

6. Financial Capacity (15 pts)

Does the Applicant provide a statement ensuring the ability to meet project expenses in advance of payment?

7. References

Did the Applicant provide three client references, and include the name of the contact person and his/her telephone number? Are references familiar with the Applicant's work and able to comment on services performed that were similar in scope to the services being requested under this RFP? Are reference responses favorable?

VII. Other Terms and Conditions

1. Execution of Contract

The successful Applicant is expected to sign a contract and any subsequent amendments with BECWIB/WDC that may be required to address specific aspect of the proposal's interface with the one-stop partners and BECWIB.

BECWIB reserves the right to negotiate the specific services to be provided based on the requirements of this RFP and the terms of the winning proposal. If the successful Applicant fails or refuses to sign the contract or any subsequent amendment within 10 business days of delivery, BECWIB may elect to cancel the award and may award the contract to the next-highest ranked finalist.

2. RFP Costs

Neither BECWIB nor the WDC is responsible for any costs incurred by respondent prior to appointment. The cost to develop, submit, or present a response to this RFP is not reimbursable.

3. Conflicts of Interest

Prior to the contract's award, the successful Applicant will disclose any potential conflicts of interest in carrying out activities under this RFP that arise from the Applicant's relationship with services providers in the One-Stop System, members of the Buffalo and Erie County Workforce Investment Board, the City of Buffalo, or the County of Erie.

4. Disclaimer

The submission of a proposal to BECWIB does not assure or imply an award of contract to an individual or entity submitting a proposal. BECWIB reserves the right to accept or reject any proposals received, request clarifications from any Applicant regarding information in their proposal, modify the terms of this RFP, or cancel this RFP, in whole or in part, if it is in the best interest of BECWIB to do so.

There is no commitment on the part of BECWIB to accept the lowest cost proposed or the conditions imposed by the Applicant as a requirement of acceptance. Although there are significant evaluation factors presented, BECWIB reserves its right, without limitation, to consider any and all other factors that may significantly affect the proposal. Any fiscal obligations to the successful Applicant under this RFP are limited to funds allocated and received by BECWIB pursuant to its grant under WIOA.

5. Compliance with General Terms and Conditions

BECWIB reserves the right to incorporate standard BECWIB provisions into any agreement resulting from this RFP, including any provision required by federal or state policies, regulations or laws. This includes, but is not limited to, insurance coverage for comprehensive general liability, personal and advertising injury, auto liability, statutory workers' compensation, employer liability and disability benefits, and professional/consultants liability.