

North Central Arkansas Workforce Development Area Request for Proposal (RFP) Monitoring of the One Stop Operator and WIOA Title I Service Provider

Application Period: May 23, 2021 – June 7, 2021

Section 1. Objective

This Request for Proposal has been prepared and published by North Central Arkansas Workforce Development Board (NCAWDB) for the purpose of soliciting proposals for the performance of monitoring the One Stop Operator and WIOA Title I Service Provider for the North Central Arkansas Workforce Development Area.

Section 2. Background Information & General Instructions:

- a. **Background:** White River Planning and Development District (WRPDD), Inc. is a private, non-profit organization, incorporated under Arkansas Law. The agency was established in 1967 and exists for the purpose of improving and enhancing the social and economic well-being of the people in our ten-county region. WRPDD, Inc. serves as Administrative Entity/Fiscal Agent, WIOA Title I Service Provider for programs funded under the Workforce Innovation and Opportunity Act (WIOA), and the One-Stop Operator in the North Central Arkansas Workforce Development Area.
- b. **Service Area:** The North Central Arkansas Workforce Development Area is comprised of Cleburne, Fulton, Independence, Izard, Jackson, Sharp, Stone, Van Buren, White and Woodruff counties.
- c. **Acceptable proposals:** Acceptable proposals must come from entities or individuals such as consultants, auditors, and/or entities that meet the independence standards specified in the generally accepted government auditing standards or from public accountants who also meet such/required standards.
- d. **Timeframe to be monitored:** The monitoring to be performed will cover One Stop Operations and WIOA Title I Services between July 1, 2017 to June 30, 2020. An annual option up to an additional three years may be considered based upon performance, funding availability, acceptable negotiations, and approval by the NCAWDB. Each annual option will be to monitor the previous year.
- e. **Questions and Answers:** Prospective proposers are invited to ask questions or request additional information relative to this RFP by sending an e-mail by June 2, 2021 to northcentralwdb@gmail.com
- f. **Submission:** Interested and qualified proposers should electronically submit a proposal in response to the RFP to Ben Baxter at northcentralwdb@gmail.com

Proposals must be received by the North Central Arkansas Workforce Development Board at the above email address no later than 4:00 p.m. on June 7, 2021. Late submissions will not be considered.

- g. **Federal & State Requirements:** Entities selected for monitoring services are subrecipients of Federal funds and thus are required to follow the Uniform Guidance and all required federal, state, and the requirements herein addressed. The Workforce Innovation & Opportunity Act (WIOA), Federal regulations, and Training & Employment Guidance Letters can be located on the Department of Labor's website at <https://www.dol.gov/agencies/eta/wioa/>. The State of Arkansas information can be located at <https://www.dws.arkansas.gov/programs/workforce-innovation/>. The proposer is responsible for reading, understanding, and implementing all of the Federal & State requirements.

- h. Respondents must ensure that conflicts of interest, real or apparent, do not occur in activities undertaken pursuant to this proposal process.
- i. The monitor shall perform a monitoring review that will focus on sections of the compliance review as follows:
 1. One Stop Operator - The monitor shall use a monitoring tool that aligns with the Roles of One-Stop Operator as described in the Code of Federal Regulations, Title 20, Part 678 – Description of the One-Stop Delivery System under Title 1 of the Workforce Innovation and Opportunity Act.
 2. WIOA Title I Service Provider – The monitor shall use the State of Arkansas Program and Financial Monitoring Instrument. A copy of the tool can be found at <https://www.ncaworks.com/oso-rfq>

Section 3: Description of Services Required

a. Scope of Work to be Performed

- The auditor shall perform a monitoring review that will focus on sections of the compliance review supplement below and conduct a review focused on services and eligibility for the North Central Arkansas Area's One Stop Operator for PY 2017 – PY 2020.

The review should adequately cover the programmatic issues described in pages 6 thru 16 of the “WIOA Cluster” requirements found in the OMB A-133 Compliance Supplement for 2017, https://www.whitehouse.gov/sites/whitehouse.gov/files/omb/circulars/A133/2017/Compliance_Supplement_2017.pdf for Program Year 2020. This would include, but is not limited to:

- a. Priority of service for Veterans under the WIOA
 - b. Priority of service for individuals with barriers as defined in Arkansas' WIOA Title I-B Policy 2.8 and
 - c. Those procedures defined in the aforementioned OMB Supplements covering Allowable Activities and Eligibility
- The auditor shall perform a review of the governance, administrative, financial, and program aspects of the One Stop Operator for PY 2017 – PY 2020 in accordance with 20 CFR 683.410; including terms and conditions of appropriate contracts and agreements.
 - The auditor shall use a monitoring tool that aligns with the Roles of One-Stop Operator as described in the Code of Federal Regulations, Title 20, Part 678 – Description of the One-Stop Delivery System under Title 1 of the Workforce Innovation and Opportunity Act.
 - The auditor shall perform an on-site review of participant files, policies, procedures, customer observations, operations observation, and conduct interviews of key managers, staff, and partners.
 - The auditor in charge will conduct an entrance conference and exit conference with the WRPDD Executive Director, NCAWDB Director or designee.

b. Reports to be Issued

- Following the completion of the audit review, the auditor shall issue a written report communicating all discovered best practices, abnormal activity, past or present, its quantification, cause, and consequence.
- Immediately upon completion of the audit review-during the exit conference, the auditor shall orally report its findings to the WRPDD Executive Director, NCAWDB Director, and other appropriate parties.
- It is further expected that the auditor will advise and recommend to the WRPDD and NCAWDB appropriate actions to prevent future abnormal activities relating to forthcoming of a similar nature.
- All working papers and reports must be retained, at the auditor's expense for a minimum of seven (7) years unless the firm is notified by the WRPDD in writing to extend that time period. In addition, the

auditor shall respond to reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting and contractual significance.

Section 4. Proposal Instructions and Format for Responses

- a. **Format:** Each submitted proposal should include the following outlined sections to format their document. Each section must be clearly labeled and should follow the same format listed below in order to be eligible to receive the maximum number of points on the Evaluation Criteria Form (Attachment C). The proposal must address all the questions and issues included in each section. Incomplete proposals may not be considered.

Each proposer should submit one proposal. Responses should be submitted as follows:

- Typed on 8 1/2" by 11" paper,
- One inch margins,
- May be single or double-sided,
- Twelve or larger font size, and
- Pages should be sequentially number.

- b. **Information required in the proposal:**

- Complete Attachment A – Coversheet
- Complete Attachment B – Budget
- Describe specific documentable experience monitoring One Stop Operators.
- Describe specific documentable experience monitoring WIOA Title I Service Providers.
- Demonstrate adequate understanding of federal and state laws and regulations.
- Detail how the organization will fulfill and perform the monitoring.
- Disclose any disallowed and/or questioned costs by your organization in the past five (5) years.
- Disclose if the organization or entity's principle employees are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by a Federal department or agency.
- Disclose if the organization is unable to be properly bonded or insured.
- Disclose if the organization or its employees are engaged in fraud or abuse.
- Disclose any Labor union disputes or issues.

Evaluation of Proposals: Proposals submitted in response to this RFP will be evaluated individually by the Workforce Development Board or its One-Stop and Title I Services Monitoring Procurement Committee. All proposers are urged not to contact any member, other than the representative marked in the Questions and Answers section. During the evaluation process, proposers may be requested to participate in an oral interview with the evaluation team in order to clarify their proposals as deemed appropriate or necessary by the committee.

The evaluation will be based on the following evaluation criteria information. Proposals must meet a **minimum aggregate average of 70 points** from the total 100 points possible on the proposal rating sheets in order to be considered for funding. Unnecessarily elaborate proposals and brochures are not required as a response to this RFP.

Section	Points Possible
Complete Cover Sheet (Attachment A.)	0
Describe specific documentable experience monitoring One Stop Operators	15

Describe specific documentable experience monitoring WIOA Title I Service Providers	15
Demonstrate adequate understanding of federal and state laws and regulations.	15
Detail how the organization will fulfill and perform the monitoring.	20
Proposed Amount	20
Disclosures	15
Total Points Possible	100

Section 5. Rights & Disclaimers

The NCAWDB reserves the following rights and disclaimers:

1. The right to accept or reject any or all proposals.
2. If your organization is selected, it does not guarantee your organization a contract. The NCAWDB and the successful proposal will begin negotiations on the final contract. If negotiations do not result in a contract, the NCAWDB reserves the right to select another proposer or reissue the RFP.
3. The NCAWDB rejects any legal liability in refusing to award a contract or to pay any of the proposers' costs in preparing or submitting a response as a result of this RFP. The successful proposer must not enter into any proceedings before an official contract has been signed by the proposer and the NCAWDB.
4. The NCAWDB will not be held financially responsible for any costs incurred prior to the signing of an official contract by both parties. If proceedings are initiated prior to signing, the negotiations will be null and void.
5. All proposers shall receive notification as to if their proposal was successful or unsuccessful by e-mail.
6. The successful proposer must be prepared to accept sole responsibility for performance under the contract including financial and all other liabilities.

Section 6. Grievance Procedures

The NCAWDB or the NCAWDB Executive Committee is the responsible authority for handling complaints or protests regarding the proposal selection process. No protest shall be accepted by the Arkansas Workforce Development Board (AWDB) until all remedies at the NCAWDB level have been exhausted. This includes, but is not limited to, false or inaccurate information, disputes, claims, protests of award, source evaluation or other matters of a contractual nature. Matters concerning violation of law shall be referred to such authority as may have proper jurisdiction.

The NCAWDB or the NCAWDB Executive Committee would like to have the opportunity to respond to any inquiry or resolve any dispute prior to the filing of an official complaint by the protester. The protester should contact by email to northcentralwdb@gmail.com so that arrangements can be made for discussion between the parties.

The NCAWDB's or NCAWDB Executive Committee's disposition of the protest will be provided to the organization's lead representative in writing via certified mail, and will be final.

PROJECT EXPECTED TIMELINE

ACTION	TIMEFRAME	DEADLINE
Requests for Quotes Procurement Period	May 23, 2021 – June 7, 2021	June 7, 2021
NCAWDB Reviews Proposals	June 8, 2021 – June 16, 2021	June 16, 2021
Entity Notified & Award Granted	*June 16, 2021 – June 23, 2021	June 23, 2021
Contract Negotiated, Issued & Signed	*June 16, 2021 – June 23, 2021	June 23, 2021
One-Stop Operator Monitoring Review	*June 16, 2021 – September 7, 2021	September 7, 2021
Monitoring Report Issued by Reviewer	30 calendar days after Review is completed	TBD
One Stop Operator Response Due	30 calendar days after Report is Issued	TBD

**Action(s) may occur at any time during this timeframe*

WRPDD is an Equal Opportunity Program Provider, Organization & Employer.
Auxiliary aids and services are available upon request to individuals with disabilities.