



Workforce Innovation and Opportunity Act Request for Application for One-Stop Operator

**Release Date: April 25, 2017
Applications Due: May 23, 2017**

Contract Period: July 1, 2017 to June 30, 2019
Two additional one-year extensions may be awarded

**All applications must be submitted electronically to
lwa14@grics.net**

**Applications must be received no later than
May 23, 2017 – 4:00 pm CDT**

**Released by
Western Illinois Works, Inc.
On Behalf Of The
Workforce Innovation Board of Western Illinois
Local Workforce Area 14**

Table of Contents

WIOA Background..... 2

Local Workforce Area 14 and One-Stop Operator Background..... 2

Eligible Entities to Serve as the One-Stop Operator 3

Funds Available..... 3

Applicant Qualifications..... 3

Scope of Work – One-Stop Operator Requirements 4

 Application Requirements..... 4

 Application Format..... 4

 Application Assembly and Attachments / Application Checklist..... 5

 Timeline..... 5

 Application Submission Deadline..... 5

 Application Narrative..... 5

 Budget and Budget Narrative..... 6

Application Evaluation..... 7

Award and Contract Provisions and Requirements..... 8

 Provisions 8

 Right to Appeal..... 8

 Contract Requirements..... 8

 Equal Employment Opportunity..... 9

 Affirmative Action..... 9

 Tools and Resources..... 10

RFA Application Information Form Attachment A..... 11

Budget Form Attachment B..... 12

WIOA Background

The Workforce Innovation and Opportunity Act (WIOA) was signed into law by President Barack Obama on July 22, 2014 and went into effect on July 1, 2015. The WIOA supersedes the Workforce Investment Act of 1998 (WIA) and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973. The federal regulations drafted by the U.S. Department of Labor have recently been released and the One-Stop Delivery System sections can be located in §678.300 - §678.900; §463.300 - §463.900; and §361.300 - §361.900. The general description of the One-Stop Delivery System by the federal regulations is a “seamless customer-focused service delivery network.”

In passing WIOA, the first legislative reform of the public workforce system in more than 15 years, this bipartisan piece of legislation reaffirms the roles of the Workforce Development Boards and the One-Stop career center system. WIOA will help jobseekers and workers access employment, education, training, and supportive services to succeed in the labor market and match employers with skilled workers they need to compete in the global economy. WIOA funding, which is distributed to states, and subsequently, local workforce development boards (WDBs), is used to serve two primary customers – businesses and jobseekers.

At the State level, WIOA establishes a unified strategic planning process across core programs such as Wagner-Peyser Employment Service and Title I of the Rehabilitation Act programs. WIOA also streamlines the membership of business-led, state and local workforce development boards and emphasizes the role of boards in coordinating and aligning workforce programs to meet the needs of both jobseekers and employers. At the local level, WIOA provides flexibility in providing incumbent worker training and transitional jobs as allowable activities and promotes work-based training such as apprenticeships and on-the-job training with reimbursement. The idea is that by promoting work-based training activities, jobseekers will earn industry recognized credentials and be aligned onto a career pathway.

Proposers are strongly encouraged to read the Department of Labor’s WIOA resource page for WIOA information and the latest updates: <https://www.doleta.gov/wioa/>.

Local Workforce Area 14 and One-Stop Operator Background

The Workforce Innovation Board of Western Illinois oversees and is the policy maker, in partnership the Chief Elected Officials, serving the nine counties that comprise Illinois Local Workforce Area 14. The Board makes decisions regarding the type and mix of workforce development services offered in the nine counties and the use of federal funds available for workforce activities.

Under WIOA, the Board is tasked with soliciting a One-Stop Operator to manage the One-Stop Center located in Quincy, IL. WIW, Inc. is conducting that solicitation process, serving as the “separate and independent outside entity” as required by Federal WIOA regulations.

Western Illinois Works, Inc. is the fiscal agent for WIOA funds. The selected One-Stop Operator will enter into a contract with WIW, Inc. under guidance from the WIB Executive Committee.

Eligible Entities to Serve as the One-Stop Operator

The One-Stop Operator may be a governmental unit, public or private not-for-profit or for-profit entity (including corporations, partnerships, or sole proprietorships), eligible local educational agency, faith-based or community-based agency, and/or a consortium of WIOA partners as described in the law. A partner consortium must include three or more of the required One-Stop Partners. For more information on eligibility, see US Department of Labor, Employment and Training Administration, Training Employment and Guidance Letter (TEGL) WIOA No. 15-16, Competitive Selection of One-Stop Operators, released January 17, 2017 found at https://wdr.doleta.gov/directives/attach/TEGL/TEGL_15-16_Acc.pdf

NOTE: Elementary schools and secondary schools are not eligible applicants.

All applicants must disclose any potential conflicts of interest arising from their relationships with training or other service providers in the local workforce system. In addition, all applicants must ensure that they do not and will not establish practices that create disincentives to providing services to individuals with barriers to employment who may require longer-term services, such as intensive employment, training, and education services.

All applicants must comply with Federal regulations and procurement policies relating to the calculation and use of profits.

The applicant must be able to demonstrate previous experience and the capacity and commitment to develop and implement the One-Stop Operator requirements as outlined in the Scope of Work - One Stop Operator Requirement for LWA 14.

Funds Available

Funds for procuring the One-Stop Operator are federal dollars from one-stop partners. The contract award is contingent upon available funds and will not exceed \$40,000.

Applicant Qualifications

In addition to being one of the eligible entities to serve as the One-Stop Operator, applicants must meet the following qualifications:

- Possess an understanding of the Workforce Innovation and Opportunity Act; or an understanding of the local workforce system and its stakeholders;
- Experience in meeting agenda development, planning, execution, and performance management;
- Ability to work closely with the Workforce Innovation Board of Western Illinois to monitor the workforce system's strategic objectives and make recommendations for system continuous improvements; and,
- Other roles and responsibilities as defined by the Board.

Scope of Work – One-Stop Operator Requirements

The Applicant will conduct the following activities in the Quincy One Stop Center:

- Coordinate service delivery among the partners of the public workforce system in the One-Stop Center;
- Coordinate service delivery among physical and electronic sites;
- Provide basic services such as orientations, information on careers and labor markets, and resource rooms;
- Implement Board policies;
- Report to Board on operations, performance, outcomes, and continuous improvements;
- Manage hours of operation;
- Manage partner responsibilities as defined in MOU;
- Schedule partner meetings and coordinate front line staff training;
- Coordinate services for individuals;
- Coordinate services for business;
- Prepare and submit reports to WIB, committees, and partners;
- Follow federal and state regulations pertaining to handling of EEO responsibilities, customer complaints, and physical and programmatic accessibility; and
- Fulfill other roles as identified by the Board.

Applicants should review the **DOLETA TEGL 15-16** and **Illinois WIOA Policy Chapter 1, Section 9, Memorandum of Understanding (MOU)** and **IL DCEO, Office of Employment and Training, WIOA Notice 15-Not-07** for further information on the role of the One-Stop Operator.

Application Requirements

Format

All applications must meet the technical and content requirements outlined in this section. All applications must be formatted, organized and assembled as follows:

- Application Narrative responses are limited to 15 pages
- Single-spaced
- 8½ x 11 inch paper
- Minimum 1-inch margins – top, bottom and sides.
- Pages must be numbered and each page should have a footer with the name of the organization submitting the application.
- File name should reference LWA14 OSO RFA and include name of the submitting entity.

*Responses that do not adhere to the prescribed format or utilize the forms provided will not be considered for selection.

Application Assembly and Attachments / Application Checklist

- 1. Cover Sheet (Attachment A)
- 2. Table of Contents, including page numbers and major headings
- 3. Application Narrative (maximum 15 pages):
 - o Organization background and experience
 - o Staffing plan and staff qualifications
 - o Narrative description of project
 - o Outcomes of the project
- 4. Budget and Budget Narrative (Attachment B)
- 5. Organizational Chart

Timeline	Date
RFA issued	April 25, 2017
Deadline for RFA Inquiries for Clarification	May 12, 2017
Posting of Answers to Inquiries	Ongoing thru May 15, 2017 at this website www.wiworkforce.com
Applications Due	May 23, 2017
One-Stop Operator Selected	Scheduled for June 12, 2017
Selected Contractor Begins to Operate One-Stop Center	July 1, 2017

Application Submission Deadline

Applications will be **due by May 23, 2017, 4:00 p.m. CDT, via email to lwa14@grics.net**. A receipt will be emailed when a application is received. If proposers do not receive an email receipt, it is their responsibility to contact WIW, Inc. to verify receipt of the application. WIW, Inc. recommends submitting the application and all attachments in a single .pdf file (if possible) titled “[Applicant Name] WIW OSO RFA” with the subject line of the email titled “WIW OSO RFA”. Applicants that require assistance with this process may ask for technical support from WIW, Inc.

No application submitted after the deadline will be accepted for consideration. The bidder reserves the right to reject any or all parts of application.

Application Narrative

Applicants are asked to address the questions and items in the following sections. Responses should be clear and detailed, sufficient to providing a clear and compelling argument for why the applicant should be selected as the One-Stop Operator.

Page limit for the Application Narrative, Items 1 to 5: 15 Pages.

1. Applicant Organization Background and Experience

- Describe organization and how this application connects to your mission and goals
- List the groups/populations you serve. Identify your target audience or customer base.
- Describe your organization's experience or understanding of the Workforce Innovation and Opportunity Act (WIOA) and the publicly funded workforce system.
- Describe your organization's experience and performance in providing the type of coordination, leadership and administrative functions required of the One-Stop Operator and experience providing similar or related services to those being requested. Describe other experience or activities previously conducted that demonstrate the organization's capability to successfully implement the proposed project.

If a Consortium submission, within each of these sections, provide first a description of the lead applicant and then of the other Consortium member organizations, and conclude with a clear description of the structure of the Consortium, how it was formed, and how the Consortium members are prepared to work together as a coherent collaboration.

2. Project Plan

- Include a detailed description of activities related to the requirements outlined in the Scope of Work – One-Stop Operator Requirements section above.
- Identify any new or innovative initiatives or methods you would put in place that are designed to improve the One-Stop system/center outcomes.

3. Outcomes

- Provide a description of how progress toward internal and external coordination of services, referral process, increased customer usage, and continuous improvement will be measured and reported.

4. References

- Provide two business references with contact information.

Budget and Budget Narrative

As part of the application submission, include a budget and budget narrative as follows. (These items are not included in the page limit.)

- Complete Budget Forms (Attachment B).
- Provide the name, title, and phone number of the person who will be responsible for your programs accounting functions.
- Provide budget narrative information that fully describes the information on the budget form including a detailed description of each line item.

All costs reflected in the budget must be necessary and reasonable.

The infrastructure costs for the One-Stop Center should not be included in the application as these costs are already accounted for through WIOA Partner contributions.

Application Evaluation

Submitted applications will be reviewed to determine whether or not the provider meets the following minimum procurement requirements:

1. The application was submitted on or before the closing date and time.
2. The applying organization is not on a federal or state Debarment List.
3. The applying organization has been a legal business entity for a minimum of one year prior to the start of the contract.
4. The applying organization is fiscally solvent.
5. The person signing the application as the submitting organization has the legal authority to do so.
6. The applying organization agrees to meet all federal, state, and local compliance requirements.

All applications received in accordance with the time and content requirements identified in this request for applications will be evaluated and scored based on the criteria outlined below.

All applications will be evaluated individually by a review team comprised of Executive Committee members, WIW staff and One-Stop Partners. The team will rate applications and may require interviews with applicants prior to selection of the One-Stop Operator. (Note: If a consortium is a bidder, member will not be included on the review team.)

The maximum number of points for any application can receive is 100.

APPLICATION COMPONENTS	POINTS
Organization Background and Experience: Experience of Organization in providing the same or similar services, or ability to replicate a successful model provided elsewhere.	20
Staffing Plan: Experience and qualifications of staff identified to provide services and reasonableness of staffing plan.	20
Program Description: Completeness of application and program activities. System development and implementation strategy design.	30
Outcomes: Likelihood of obtaining outcomes identified in the application. How the proposed activities can positively affect participants and employers.	20
Plan Management and Budget: Cost of services and ability to manage plan and report outcomes.	10
TOTAL POINTS	100

Award and Contract Provisions and Requirements

Provisions

1. Upon making its recommendation for the One Stop Operator, Western Illinois Works, Inc. will engage in contract negotiations with the selected Applicant.
2. All applications submitted will be subject to competitive review.
3. WIW has the right to reject any and all applications that do not follow the format instructions set forth by this Request for Application.
4. WIW retains the right to accept or reject any or all applications received or to cancel in part, or in entirety, this Request for Application if WIW so determines that it is in the best interest of the LWA to do so.
5. WIW may modify any portion or terms of this Request for Application and may solicit additional applications as necessary. WIW reserves the right to modify or change this RFA based on rules, regulations, requirements put forth by the U.S. Department of Labor, the Illinois Department of Commerce and Economic Opportunity, or other regulatory entities.
6. All applications will be subject to negotiation of terms, conditions, and amount.
7. The release of this Request for Application does not commit the Workforce Innovation Board of Western Illinois or Western Illinois Works, Inc. to award a contract.
8. Contracts will be awarded to successful applicant for the period from July 1, 2017 through June 30, 2019. Two additional one-year extensions may be awarded based on successful program performance and availability of funds.

Right to Appeal

Any respondent who has submitted a response to this RFA may appeal the decision of the contract award. The process for appealing the decision is as follows:

All protest, appeal or complaints must be submitted in writing via email to LWA 14 EO Officer at lwa14@grics.net within five (5) working days of the award announcement. The appeal must include justification for the appeal in the request. The appeals process will allow for a hearing, if requested, and a decision will be made within ten (10) working days of the appeal submission. This decision will be final.

Contract Requirements

The applicant's application will become part of the contract/grant award. Portions of the application may be revised to reflect agreements reached as part of the negotiation process.

The contract/grant includes reporting requirements, to be determined by the Workforce Innovation Board of Western Illinois. To some extent, reporting processes and requirements will be dictated by the Illinois Department of Commerce and Economic Opportunity.

The contractor(s) will be prohibited from disseminating products and information developed under the contract without the prior written consent of the Workforce Innovation Board of Western Illinois.

All applicants must be in compliance, or agree to comply, with all federal and state laws and related regulations in order to be considered for an award. Some particular examples include:

- Workforce Innovation and Opportunity Act and all WIOA Regulations

- Equal Employment Opportunity requirements
- Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)
- Debarment and Suspension requirements (E.O.s 12549 and 12689)
- LWA 14's Conflict of Interest policy and standards of conduct requirements
- Illinois Human Rights Act (775 ILCS 5/2-105 et seq., as amended) and any rules and regulations promulgated in accordance therewith
- All federal and state labor laws

The procurement of applications is being undertaken in compliance with the federal guidelines set forth in the "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards Final Rule" (also known as the Super-circular or Omni-circular). The contractor selected under this RFA must follow the guidelines set forth in this circular. This final guidance supersedes requirements from OMB Circulars A-21, A-87, A-110, and A-122; Circulars A-89, A-102, and A-133, and the guidance in Circular 1-50 on Since Audit Act Follow-up. This final guidance is located in Title 2 of the Code of Federal Regulations. This link provides additional information on this guidance: <https://www.federalregister.gov/articles/2013/12/26/2013-30465/uniform-administrative-requirements-cost-principles-and-audit-requirements-for-federal-awards#h-33>

Equal Employment Opportunity

As a condition to the award of funding under WIOA from the Department of Labor, the Contractor assures, with respect to operation of the WIOA-funded training or activity, that it will comply fully with the nondiscrimination and equal opportunity provisions in Sec. 188 of the Workforce Investment Act of 1998; USDOL Regulation 29 CFR Part 38, as amended; USDOL Regulations at 29 CFR Parts 31 and 32, including the Nontraditional Employment for Women Act of 1991; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973 as amended; Title IX of the Education Amendments of 1972, as amended; the Age Discrimination Act of 1975 as amended; the Civil Rights Restoration Act of 1987; Executive Order 12250; Age Discrimination in Employment Act of 1967; Federal Equal Pay Act of 1963; Illinois Equal Pay Act of 2003; U.S. Department of Labor Regulations at 28 CFR Part 42, Subparts F & H; Title VII of the Civil Rights Act of 1964, as amended Victims Economic Security and Safety Act; the Veterans' Priority Provisions of the "*Jobs for Veterans Act*", Public Law 107-288.

Affirmative Action

The LWA14 will take all necessary affirmative steps to assure that small and minority firms, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps will include:

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
2. Assuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into small tasks or quantities to permit maximum participation by small and minority business and women's business enterprises;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business and women's business enterprises; and
5. Using the services and assistance of the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

Tools and Resources

For information about WIOA employment and training services in Illinois.

www.illinois.gov/dceo/WorkforceDevelopment

For the purpose of expanding economic opportunity, the Illinois workNet® Portal and Program utilizes partnerships and technology to expand seamless and real-time access to workforce development resources aimed at individuals, businesses, and workforce professionals.

www.illinoisworknet.com

<https://www.illinoisworknet.com/sites/Search/Pages/results.aspx?k=WIOA%20Youth>

OFFICE OF ACCOUNTABILITY INFORMATION

The website is located at <https://www.illinois.gov/dceo/aboutDCEO/Accountability/Pages/default.aspx>

Although this site describes sources for DCEO's grants with local workforce boards, it may also be relevant to the activities of the sub-contracted One Stop Operator.

Grants Monitoring Overview

Explanation of the various types of Monitoring and Reporting, including what you can expect and what types of activities may be involved.

Legal Issues

Legal information with which all grantees must be familiar. Refer to the Accountability Office site to learn more about the Grant Funds Recovery Act, Conflict of Interest, and other important legal issues.

Supporting Documentation Guidelines

Grantees are required to adhere to the Supporting Documentation Guidelines located at:

<http://www.illinois.gov/dceo/ServicesGuide/GranteeResources/Reporting/Pages/Supporting-Documentation-Guidelines.aspx> Section I of the Guidelines indicates the supporting documentation that grantees are required to submit with their quarterly report. Section II of the Guidelines provides examples of supporting documentation that the grantee is required to maintain onsite or provide at the request of the Department of Commerce to support the grant expenditures.

Noncompliance Process

Information on the noncompliance process is located at:

<https://www.illinois.gov/dceo/ServicesGuide/GranteeResources/Noncompliance/Pages/default.aspx> The site includes information on what grantees should expect if they do not meet the terms and conditions of their grant, and the assistance available to grantees to re-establish compliance. The legal requirements and processes describe how and when DCEO's legal staff, in accordance with the Grant Funds Recovery Act, become involved when grantees become non-compliant with the terms of their grant agreement.

Requirements of Department of Commerce Grantees

A listing of requirements that you may be required to follow. Certain regulations must be adhered to such as enforcing a Drug-Free Workplace, following the Americans with Disabilities Act, establishing a Policy on Sexual Harassment, and more. You can also find detailed instructions about what a grantee must do to comply, as well as information about the consequences of non-compliance.

WORKFORCE OFFICE OF WESTERN ILLINOIS
RFA APPLICANT INFORMATION FORM

Applicant Information:

Name of Organization: _____ FEIN: _____

Address: _____

City/State: _____ Zip: _____

Phone: _____ Fax: _____

E-mail: _____

Contact Person: _____

Year established: _____ Date of most recent audit: _____

Indicate compliance with the following by checking the corresponding boxes:

- EO Policy
- Sexual Harassment Policy
- Continuous Improvement Plan
- Directors & Officers Employment Practices Liability Insurance
- Trustee & Fiduciary Liability Insurance
- Property Insurance
- General Liability Insurance
- Crime Coverage Insurance
- Electronic Data Processing Equipment
- Hired & Nonowned Auto Insurance
- Commercial Liability Insurance
- Workers Compensation and Employer Liability Insurance
- Applicant has received federal grants
- Applicant has received federal grants for five years or more
- Applicant has received state grants
- Applicant has received state grants for five years or more

(Typed name)

(Title)

(Signature)

(Date)

BUDGET FORM

LINE ITEM	AMOUNT
Personnel (Wages – Staff)	
Fringe Benefits	
Travel (describe the purpose)	
Other (provide detail)	
TOTAL BUDGET	\$40,000.00

BUDGET NARRATIVE