

SECTION 1: GENERAL INFORMATION

A. Announcement

The South Central Workforce Investment Board (SCWIB) is soliciting proposals from interested and qualified entities (public, private, or non-profit) to serve as the One Stop Operator and the Adult and Dislocated Worker Program Operator for the SCWIB under the Workforce Innovation and Opportunity Act (WIOA). Proposals are being solicited for two separate service delivery areas:

- East-Ripley, Wayne, Shannon, Reynolds, Butler and Carter counties
- West-Howell, Oregon, Ozark, Douglas, Texas and Wright counties

The program must satisfy the program design, program elements, program performance and fiscal requirements found in the WIOA, the WIOA rules and regulations and all other applicable local, state and federal rules and regulations. The goal for the use of these funds is to provide workforce investment activities that increase the employment, retention, and earnings of participants, and increase attainment of recognized post-secondary credentials by participants, and as a result, improve the quality of the workforce, reduce welfare and dependency, increase economic self-sufficiency, meet the skill requirements of employers, and enhance the productivity and competitiveness of our local economy.

B. Funding Authority, Availability, and Award

Funding for this program is authorized under the WIOA and is made available through the Department of Labor and the Missouri Division of Workforce Development (DWD). The estimated allocation available for the initial period of performance is \$450,000 per service delivery area. Please refer to the budget template for specific funding information.

Actual awards and amounts are subject to the availability and appropriation of the WIOA funds. The initial period of performance under this award will commence October 1, 2015 and end June 30, 2016 subject to the availability and appropriation of funds. The South Central Workforce Investment Board reserves the option to extend or renew this award for Program Year 16 (July 1, 2016-June 30, 2017) and Program Year 17 (July 1, 2017-June 30, 2018).

C. Minimum Bidder Requirements

Bidders must:

- Have experience operating employment and training programs
- Have a working knowledge of the WIOA
- Have the administrative and fiscal capability to provide and manage the proposed program on a cost-reimbursement basis
- Have the ability to maintain audit ready paper files and records
- Have the ability to enter accurate and complete information into the State of Missouri's online participant database

- Have the ability to meet local reporting requirements
- Participate in E-Verify
- Have the ability to comply with the local Equal Opportunity Methods of Administration

D. Pre-proposal Conference and Questions

A pre-proposal conference, which all potential bidders are strongly encouraged to attend, will offer all bidders the opportunity to discuss this request for proposal and ask questions. The pre-proposal conference will be held on June 16, 2015 from 10:30am to 12:00pm in the meeting room of the Ozarks Small Business Incubator 408 Washington Ave, West Plains MO 65775. Questions and answers from the conference will be transcribed into a questions and answers document and posted on the SCWIB website (www.scwib.org). Bidders must submit all questions related to this Request for Proposal to Melissa Robbins (mrobbinsfs@centurytel.net) no later than June 19, 2015 4:30pm (CST). The individual identified above is the sole contact person for any information relating to this request for proposal. To ensure fair and consistent distribution of information the questions and answers document will be the only official reference document.

E. Submission of Proposals

- Proposals must include:
 - Application for funding-template provided
 - A response to each item listed in Section II and Section III
 - Budget-template provided
- To be considered for funding, bidders must submit a sealed package containing one complete conforming original proposal and one complete conforming unbound copy of the proposal no later than July 10, 2015 4:30pm (CST) to:

South Central Workforce Investment Board
Attn: Youth Program Proposal (East or West)
416 Washington Avenue
West Plains, MO 65775
- Timely submission of proposals is the sole responsibility of the bidder. Proposals will be accepted via US Mail, overnight delivery, or in person. Postmarks will not be accepted in lieu of receipt date. Facsimile or electronically transmitted proposals will not be accepted. Late, incomplete, or nonconforming proposals will not be accepted.
- Number all pages of the proposal
- Include the name of submitting organization at the top right corner of each page.
- Prepare the proposal on 8.5" x 11" plain white paper, typed, with 1" margins.
- Proposals submitted in response to this solicitation are not legally binding documents. However, the contents of the proposal of the successful bidder will become a contractual obligation.

F. Evaluation of Proposals

All complete conforming proposals will be evaluated by the SCWIB-Proposal Evaluation committee. Committee members will use a standard evaluation sheet to score each proposal. Each proposal will be scored in 13 sections. Each proposal can earn up to 20 points in the sections describing Business, Career and Training Services. All other sections can earn a maximum of 3 points. In addition, there will be 10 bonus points that committee members may use for ideas that are particularly unique and innovative. Each proposal can receive up to 100 points. The Proposal Evaluation committee will take their recommendation to the SCWIB for final approval. It should be noted that the committee will use the evaluation sheet scores and proposed budget as tools to make their recommendation.

G. Procurement Timeline

a. Release request for proposal	June 10, 2015
b. Pre-proposal conference	June 16, 2015
c. Questions due	June 19, 2015
d. Questions and answers document posted to website	June 22, 2015
e. Proposals due	July 10, 2015
f. Bid-opening	July 10, 2015
g. Proposal Evaluation Committee meeting	July 14, 2015
h. South Central Workforce Investment Board meeting	July 28, 2015
i. Notification of award	July 31, 2015
j. Start date for contract and program	October 1, 2015

SECTION II: ONE STOP OPERATOR REQUIREMENTS

A. Service Delivery Coordination

The One Stop Operator must coordinate the service delivery of required one-stop partners and service providers throughout the service delivery area. Describe your plan for service delivery coordination throughout the service delivery area. Include any prior experience in service delivery coordination and your ability to execute the proposed plan.

B. Individuals Requiring Long Term Services

WIOA prohibits the establishment of practices that create disincentives to providing services to individuals with barriers who may require long term services. How will you ensure that these types of practices are not established among partners and programs throughout the service delivery area?

C. Comprehensive One Stop Center

Each service delivery area must have at least one comprehensive one-stop center. The One Stop Operator is responsible for operating the center and coordinating service providers within the center. Describe your plan for operating the one-stop center. Refer to DWD Issuance 10-2014 and 02-2013 for additional information.

D. Functional Leadership

State policy requires that each comprehensive one-stop center have a full-time, on-site Functional Leader. The Functional Leader will serve as the point of contact for the One Stop Operator. The Functional Leader must be designated by the One Stop Operator in agreement with the SCWIB and the DWD. The Functional Leader does not have to be an employee of the One Stop Operator. Describe the required skills, abilities, and qualifications of the designee. Refer to DWD Issuance 18-2009 for additional information.

SECTION III: PROGRAM OPERATOR REQUIREMENTS

A. Program Access and Staffing

All Adult and Dislocated Worker program activities required under Business Services, Career Services and Training Services must be available at the comprehensive one-stop center (in addition to any other appropriate location). Describe your plan to provide access to all required activities within the center, proposed staffing and if you intend to provide access to services in other appropriate locations.

B. Business Services

Describe how your program design includes the required business services found in WIOA 134(c)(1)(iv), WIOA 134(c)(1)(v) and Regulation 678.435.

C. Career Services

Describe how your program design includes the required career services found in WIOA 134(c)(2).

D. Training Services

Describe how your program design includes the required training services found in WIOA 134(c)(3)(D).

E. Permissible Local Employment and Training Activities

Does your program design include any of the permissible local employment and training activities found in WIOA 134(d)? If so, please describe.

F. Certified Work Ready Communities

The South Central Region has a goal of becoming a Work Ready Region. How does your program design support this regional goal?

G. Performance-

There are six primary indicators of performance for the Workforce Innovation and Opportunity Act programs. Information regarding performance indicators and calculations can be found at HR 803 Section 116(b)(2)(A)(i)-(iii) and Regulation 677.155. Provide suggested levels of performance, expressed as a percentage, for your program for the first 4 indicators: Placement, Retention, Earnings, and Attainment.

H. Budget Narrative

Provide a written summary of your proposed budget. Include explanations for any amounts listed in the categories labeled “other”.