

REQUEST FOR PROPOSAL (RFP)
ONE-STOP SYSTEM MEETING FACILATION AND COORDINATION

Information Summary and Schedule

RFP Issue Date: December 5, 2016

Issued By: Delaware Workforce Development Board

Proposal Due Date: January 6, 2017

Submission of Proposals: Proposers must submit 3 copies to:
Delaware Workforce Development Board
4425 N. Market Street, 3rd Floor
Wilmington, DE. 19802

Note: No electronic or faxed copies of proposals will be accepted.
Proposals must be hand delivered or received by mail no later than the
date and time specified above.

Period of Performance: February 1, 2017-January 31, 2018

Questions: Questions may be submitted to Rachel Turney via email at
Rachel.Turney@state.de.us any time between the issue date and the due
date.

EQUAL OPPORTUNITY EMPLOYER/PROGRAM
Auxiliary aids and services are available upon request to individuals with disabilities.

Equal Opportunity Assurance

As a condition to the award of financial assistance from the Delaware Workforce Development Board and the Department of Labor under Title I of WIOA, the grant application assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

Section 188 of the Workforce Investment Act of 1998 (WIA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I financially assisted program or activity;

Title VII of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin; Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against individuals with disabilities;

The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and

Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The grant applicant also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIA Title I financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIA Title I financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

PART A

REQUEST FOR PROPOSAL GUIDANCE

I. PURPOSE

The Delaware Workforce Development Board with the (DWDB) with the issuance of this Request for Proposal (RFP) pursuant to 29 DE Code §§6981, 6982 is requesting proposals from qualified individuals and organizations to facilitate and coordinate periodic in person meetings and lead the planning and implementation of an annual statewide convening for Delaware's One-Stop system. As envisioned and defined in the Workforce Innovation and Opportunity Act of 2014 (WIOA), the One-Stop system brings together workforce development, educational, and other human resource services in a seamless customer-focused service delivery network that enhances access to the programs' services and improves long-term employment outcomes for individuals receiving assistance. One-Stop partners administer separately funded programs as a set of integrated streamlined services to customers. The full list of One-Stop partner programs can be found at <https://det.delawareworks.com/one-stop-system>. The State of Delaware WIOA State Plan can be found at <https://wib.delawareworks.com/documents/wioa/updatedplan.pdf>.

The purpose of this RFP is to provide support to the Delaware One-Stop System to enable continuous improvement. Specifically, this RFP seeks to accomplish the following items that work towards the goal of continuous improvement.

1. Provide funding for the facilitation and coordination of local One-Stop Team meetings. These provide for a regularly scheduled forum for local (one per county) meetings and coordination to further evolve the state's One-Stop System. Regularly scheduled and facilitated meetings will, work to coordinate services, develop strategies for continuous program improvement, review accomplishments, identify and address problems/challenges, share best practices, and enable front line staff delivering services within the One-Stop system to network with one another. The goal is to create an environment and venue for collaboration and communication as well as a coordinated effort to address statewide policy, WIOA state plan, or other variables for consistent delivery and coordination among programs.
2. Lead the planning and implementation of an annual convening of statewide One-Stop System frontline staff with support from the One-Stop System Leadership Team. The first one was held on 4/6/2016. The goal of this convening was for the One-Stop System frontline staff with similar clients and similar missions to meet each other and learn from one another's programs.
3. Take minutes for the Leadership Team meetings.

II. SOLICITATION and SCOPE of WORK

1. The estimated funding available is \$60,000 and is subject to change without notice.
2. One award shall be made for statewide implementation.
3. Contract awards will be one year in length, but the DWDB reserves the right to negotiate two one year extension to contracts funded through this RFP. The minimum criteria for extension will be satisfactory performance for the review period. The DWDB reserves the right, at its sole discretion, to specify the review period.
4. Below is a ***proposed*** schedule of meetings beginning February 2017.

	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Total
Monthly Leadership Team Meeting	1	1	1	1	1	1	1	1	1	1	1	1	12
Monthly Local One-Stop Team Meetings	0	0	0	0	3	3	3	3	3	3	3	3	24
Annual Event	0	0	0	1	0	0	0	0	0	0	0	0	1

5. From the above schedule the selected vendor should plan and budget to attend 12 monthly leadership team meetings. These meetings will drive the content and agenda building as well as provide the background and information needed to implement the local team meetings and annual event. During these meetings, minutes from prior local team meetings and agenda for future local team meetings will be approved by the Leadership Team.
6. From the above schedule, the selected vendor should plan and budget to facilitate and coordinate a total of 24 meetings of local One-Stop Teams with representation from all the One-Stop Partner programs. This will take place in each county monthly proposed to begin May 2017. This allows for training and time for appropriate content/agendas to be developed. It also allows for the annual meeting to take place in May 2017 to kick off the monthly local meetings.
7. From the above schedule, the selected vendor would lead the planning and implementation of an Annual Event with the support of members from the leadership team and work group set to take place in May 2017. This would be about one year from the first convening of its kind.
8. The above schedule is simply proposed to demonstrate the scope of work desired. This schedule can be changed as the Leadership Team determines appropriate.
9. In addition, there may be a need for additional meetings with the Leadership Team or some of its members outside of the regular meeting schedule. It is expected that the selected vendor will participate in additional meetings as needed to accomplish the tasks. For example, it is expected that to plan the Annual Event, additional meetings will be held with a work group.
10. At a minimum and in addition to items 5-9 above, the selected vendor will:
 - a. Arrange logistics for meeting (space and time) in consultation with the One-Stop System Leadership team. Meetings will take at a One-Stop System Program location. This does not have to be consistent statewide. For example, Department of Labor may host in New Castle County, Department of Education may host in Kent County and Department of Health and Social Services may host in Sussex;
 - b. Provide monthly in-person updates on all activities and issues to the One-Stop System Leadership Team meetings during regularly scheduled monthly meetings. This will support agenda building for the local meetings.
 - c. Provide an agenda focusing on alignment and coordination of programs or other topics that further evolve the One-Stop System to all local members prior to local meeting date;
 - d. Prepare comprehensive meeting minutes and distribute a copy to each member of the local team and the One-Stop System Leadership team via e-mail within ten (10) business days of the meeting date; said e-mail shall feature a list of critical issues for the attention of the Leadership Team;

- e. Coordinate with existing similar efforts in the TANF program (LCT monthly meetings). TANF has a similar model being solicited here and is part of the One-Stop System so coordination is essential to ensure work is not being duplicated.
 - f. Be prepared to facilitate using in person and distance formats
6. Additional services/facilitations may be contracted by the DWDB through negotiation with the selected vendor and subsequent contract amendment.

III. PROPOSAL REVIEW PROCESS AND PROCEDURES

1. Questions may be submitted to Rachel Turney via email at Rachel.Turney@state.de.us any time between the issue date and the due date.
2. Proposals are due no later than 4:00 P.M on January 6, 2017.
3. Three copies of each proposal will be submitted to the Delaware Workforce Development Board 4425 N. Market Street, 3rd Floor Wilmington, DE 19802.
4. The proposals submitted in response to this Request for Proposal will be processed after submission as follows:
 - A pre-screening will be performed by staff to insure that each proposal is responsive to the Request for Proposal (RFP).
 - A committee will rate proposals and make funding decisions.
 - Oral presentations may be required and individual appointments would be scheduled.
5. Proposers may request an explanation of the basis of the awarding of funds from the Director of the Workforce Development Board. The request must be in writing and must be submitted within ten (10) days of the award. Proposers who feel that a protection established in WIOA has been violated may file a complaint. Information on the filing of a complaint may be obtained through the Director's office.

IV. POLICIES

1. The existence and contents of proposals are confidential until all funding decisions are final and as such will not be discussed with any proposer or outside party by staff or Board members at any time other than designated official proposal review periods. Proposers also should be aware that they are competitors and should not discuss the contents of proposals with others. Proposals received are considered the property of the DWDB and will not be returned.
2. All proposals funded through this RFP, when viewed in their entirety, will be readily accessible to disabled individuals and will conform with all non-discrimination and Equal Opportunity laws and regulations covered by Section 188 of the Workforce Investment Act.
3. Funded proposals will be expected to provide the services specified, at the cost proposed unless further negotiation is specified by DWDB. Funding may be approved to fund all or any portion of the proposed cost. Awards granted for less than the proposal amount are contingent on the proposer working closely with staff, demonstrating that the level of funding is sufficient to meet the planning grant requirements.
4. DWDB reserves the right to reissue this RFP in order to increase the proposals received.

5. Department of Labor, Division of Employment and Training will perform the necessary duties in carrying out the functions related to funding the selected vendor. This includes tasks such as managing this RFP process, negotiating and creating agreements with awardees, monitoring and modifying agreements to awardees, and providing DWDB requested information related to the program.

V. COST CATEGORIES, BUDGETING, AND CONTRACTING

1. Prior to executing a contract, proposers, without current contracts, will be required to provide a copy of their most recent audit to enable DWDB to establish their fiscal soundness and eligibility for a contract.
2. Proposers will be asked to provide in their proposals the total amount of funds being requested broken out in a line item budget.
3. Funds will be provided on a cost reimbursement basis. Monthly financial reports will trigger payments. An approved budget will be included in the executed agreement.

VIII. PROPOSAL EVALUATION

All proposals submitted for consideration will be reviewed and evaluated. Reviewers will award points consistent with the chart below.

Criterion (Section of Proposal)	Points (Maximum)
IV a.	20
IV b.	20
IV c.	15
IV d.	15
IV e.	15
IV f.	5
Budget Summary	10
Total	100

VI. DEFINITIONS and Acronyms

For the purposes of this RFP, the following abbreviations or terms have the meanings indicated below:

1. Cost Reimbursement Contract –An agreement that provides for the payment of actual costs incurred to the extent prescribed in the agreement. Instead of paying the contractor to meet all the terms and conditions at a specified price, this type of agreement reimburses the awardee for its best efforts to perform up to the total cost and types of costs authorized in the agreement.
2. DOL/DET- Department of Labor, Division of Employment and Training
3. DWDB - Delaware Workforce Development Board

4. Leadership Team – One-Stop System Partner program leads or delegates who meet monthly to continue communication and improvement of Delaware’s One-Stop System.
5. One-Stop System - brings together workforce development, educational, and other human resource services in a seamless customer-focused service delivery network that enhances access to the programs' services and improves long-term employment outcomes for individuals receiving assistance. One-Stop partners administer separately funded programs as a set of integrated streamlined services to customers. See <https://det.delawareworks.com/one-stop-system/documents/Delaware%20One%20Stop%20Partner%20Program.pdf>
6. One-Stop System Partner Programs – a full list of the One-Stop partner programs can be found at <https://det.delawareworks.com/one-stop-system>
7. WIOA - Workforce Innovation and Opportunity Act of 2014

PART B

PROPOSAL FORMS

PROPOSAL INSTRUCTIONS

Proposers will submit three (3) original copies of the proposal on 8 ½ x 11 inch paper in the designated proposal format, stapled in the upper left hand corner. Please do not place in covers, binders or rings.

Proposals must be received no later than 4:00 p.m. on January 6, 2017 at:

Proposers must submit 3 copies to:

Delaware Workforce Development Board
4425 N. Market Street, 3rd Floor
Wilmington, DE. 19802

Proposal items should be numbered exactly as indicated on the proposal forms.

No cover sheet should be added to this proposal.

PROPOSAL DATA SUMMARY

I. Name and Address of Applicant Organization

(NAME)

(STREET)

(CITY, STATE)

(ZIP CODE)

(CONTACT PERSON)

(TELEPHONE NUMBER)

(FEDERAL TAX ID #)

(E-MAIL ADDRESS)

(Website URL)

Applicant Organization Type:

Non Profit

Governmental

Private for Profit

II. Proposed Contract Period

Start Date: February 1, 2017 End Date: January 31, 2018

III. Funding:

Total Amount Requested: \$ _____

Requested funds for this program are _____ % of organization's total budget.

IV. Please answer the following questions:

- a. Describe your experience in facilitating meetings. Include some examples of the desired results and how they were obtained.
- b. Describe your experience in working across multiple organizations, programs, or a variety of entities.
- c. Describe how you plan to accomplish the tasks and goals outlined in this RFP.

- d. Describe the skills you think are critical to accomplishing the tasks and goals outlined in this RFP. Demonstrate how you possess these skills through examples of your experience.
 - e. Describe a time when you were able to identify the following:
 - i. Best Practice
 - ii. Opportunity
 - iii. ProblemWhat did it result in and describe the step you took to get there.
 - f. Describe your knowledge of human service and/or workforce programs in Delaware.
- V. References: Please provide two professional references including name, phone number, and brief description of the type of service provided or relationship.

Activity Schedule

Please enter a proposed schedule of activities that will take place and an estimated date they will occur. All dates should be within the performance period. You may add or delete rows as needed.

	Activity	Estimated Date Achieved
1		
2		
3		
4		
5		
6		
7		

STATE OF DELAWARE
Department of Labor, Division of Employment and Training

Contract No. **ENTER CONTRACT NUMBER**
Contract Title: **Enter Contract Title**

EMPLOYING DELAWAREANS REPORT

As required by House Bill # 410 (Bond Bill) of the 146th General Assembly and under Section 30, No bid for any public works or professional services contract shall be responsive unless the prospective bidder discloses its reasonable, good-faith determination of:

1. Number of employees reasonable anticipated to be employed on the project: _____
2. Number and percentage of such employees who are bona fide legal residents of Delaware: _____
Percentage of such employees who are bona fide legal residents of Delaware: _____
3. Total number of employees of the bidder: _____
4. Total percentage of employees who are bona fide resident of Delaware: _____

If subcontractors are to be used:

1. Number of employees who are residents of Delaware: _____
2. Percentage of employees who are residents of Delaware: _____

“Bona fide legal resident of this State” shall mean any resident who has established residence of at least 90 days in the State.