

Lower Savannah Workforce Consortium of Counties

# REQUEST FOR PROPOSALS (RFP)

**REQUEST FOR PROPOSAL: LSWIA SC Works Centers Operator**  
**ISSUED: 3/25/2015**

**LETTER OF INTENT TO PROPOSE: Due by 12:00PM EDT, Monday, March 30, 2015**

**PROPOSAL SUBMITTAL DEADLINE: Due by 12:00PM EDT, Monday, April 20, 2015**

**PURPOSE: To solicit proposals for -**

1. SC Works Center Operators, in accordance with the Workforce Innovation and Opportunity Act (WIOA), to provide a One-Stop Delivery System in the Lower Savannah Workforce Investment Area serving individuals in the counties of Aiken, Allendale, Bamberg, Barnwell, Calhoun, and Orangeburg. Programs, Services and Activities shall include, but, are not limited to:
  - Day-to-Day Operations and Oversight of SC Works Centers
  - Coordinate the delivery of WIOA Services in SC Works Centers
  - Functional Supervision of Partner Staff
  - Data Collection and Access to Information and Outcomes
  - Assistance with achievement of SC Works Centers Certification

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**We invite you to submit Proposals or Offers in accordance with requirements contained in the following solicitation. Because the contracts that may result from this solicitation are funded through a combination of Federal, State and Local funding sources, uncertainty exists with respect to what level of funds may be made available to offerors.**

**Your Proposal or Offer MUST be submitted to the Lower Savannah Workforce Consortium of Counties (LSWCOC) by 12:00 Noon EDT, Monday, April 20, 2015.** Any proposal or offer received after the deadline will be deemed non-responsive. At the request and expense of the sender, the proposal or offer may be returned, unopened.

The Proposal or Offer must be [signed in Blue Ink](#) by an official authorized to bind the offering organization and it must contain evidence of the signing official's authorization to sign the proposal or offer, along with a statement to the effect that the proposal is firm for a period of at least 90 days from the closing date for submission.

This solicitation does not commit the Lower Savannah Workforce Consortium of Counties to award a contract, to pay any costs incurred in the preparation of a proposal/offer, or to procure or contract for the activities, goods or services offered. The Lower Savannah Workforce Consortium of Counties reserves the right to accept or reject any or all proposals received as a result of this solicitation, to negotiate with

all qualified offerors, or to cancel, in whole or in part, this RFP, if it is deemed to be in the best interest of the Workforce Innovation and Opportunity Act, the Lower Savannah Workforce Consortium of Counties, or the Lower Savannah Workforce Investment Area (LSWIA) to do so.

**CONTRACT PERIOD.** The term of any contract(s) resulting from the RFP is projected to be for the period beginning July 1, 2015 and continuing through June 30, 2016 with options for three (3) additional one-year extensions. All budgetary and unit cost information submitted in your proposal should be based on the Contract Base Period referenced above.

**SERVICE AREA.** The service area of the LSWIA and the LSCOG Consortium of Counties includes the six counties of Aiken, Allendale, Bamberg, Barnwell, Calhoun and Orangeburg. **One proposer will be awarded a contract for all six (6) counties**

**PROGRAM AUTHORIZATION.**

1. This Workforce Innovation and Opportunity Act is authorized by Public Law 113-128 enacted by the 113th Congress of the United States of America on July 22, 2014. Public Law 113-128 is known as the **“Workforce Innovation and Opportunity Act 2014.”**

**ELIGIBLE ENTITIES OR PROPOSERS.** Any public, private non-profit, private for-profit organization, consortium of entities, or past providers of services to include current providers may submit proposals or offers in response to this solicitation. The terms “offeror” and “proposer” as used in this RFP have the same meaning.

**RFP REVISIONS.**

1. Should it become necessary to revise any part of this RFP, all such revisions will be provided in writing to **ALL** entities that submitted a Letter Of Intent (LOI) to submit a proposal or that submitted a proposal in response to this RFP.
2. Verbal comments or discussions relative to this solicitation will not add, subtract, or in any way modify the written provisions contained herein. Any alteration must be in the form of a written revision, provided to **ALL** entities that submitted a LOI or submitted a proposal in response to this RFP.

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## SECTION I PROPOSAL INSTRUCTIONS AND REQUIREMENTS

### A. LETTER OF INTENT TO PROPOSE, QUESTIONS CONCERNING THIS REQUEST FOR PROPOSAL AND PROPOSERS' CONFERENCE.

1. **Letter of Intent to Propose.** A letter of intent (LOI) to propose or submit a proposal in response to this RFP will be accepted through **12:00 Noon EDT, Monday, March 30, 2015**. A statement on the entity's letterhead, indicating intent to propose or submit a proposal by the stated RFP submission deadline will be sufficient. The letter must clearly state:
  - a. Intent to Propose
  - b. Duly authorized signatory authority for the agency
  - c. Service(s) proposed – "SC Works Center Operations"
  - d. Addresses, phone numbers, fax numbers and e-mail addresses for the signatory authority and contact person

The LOI must be signed by the same signatory authority who will sign the proposal to be submitted later. *Facsimile copies or e-mails are acceptable. The original must be received at the address below within two (2) working days of the LOI deadline.* **Proposals or offers will not be accepted unless a LOI was successfully submitted.**

Please forward your LOI to:

**David K. Summers, Chairman of Consortium of Counties**  
**c/o Boyce Till, Procurement Director**  
**Calhoun County Administrative Offices**  
**102 Courthouse Drive, Suite 112**  
**St. Matthews, South Carolina 29135**  
**or**  
**Fax: 803-874-1242**  
**or**  
**E-Mail: [btill@calhouncounty.sc.gov](mailto:btill@calhouncounty.sc.gov)**  
Attn: David Summers, Chairman of Consortium of Counties  
c/o Boyce Till, Procurement Director

2. **Questions concerning this RFP.** Type-written questions noting the project and service type concerning this RFP will be accepted through **10:00 AM EDT, Tuesday, March 31, 2015**. *Facsimile and e-mail copies are acceptable.*

Please forward your typed written questions to:

**David K. Summers, Chairman Consortium of Counties**  
**c/o Boyce Till, Procurement Director**  
**Calhoun County Administrative Offices**  
**102 Courthouse Drive, Suite 112**  
**St. Matthews, South Carolina 29135**

or

**Fax: 803-874-1242**

or

**E-Mail: [btill@calhouncounty.sc.gov](mailto:btill@calhouncounty.sc.gov)**

Attn: David Summers, Chairman of Consortium of Counties  
c/o Boyce Till, Procurement Director

3. **Proposers' Conference.** A Proposers' Conference will be held in the Council Chambers at the Calhoun County Courthouse Annex, 102 Courthouse Drive Suite 101, St. Matthews, SC 29135 at **10:00 AM on Monday, April 6, 2015.** Attendance at the Proposers' Conference by a representative of each entity that submitted a LOI is **MANDATORY** for the entity's proposal to be considered. If an entity does not have a representative present in person at the Proposer's Conference, its proposal will not be accepted.

All questions submitted by the deadline (10:00 AM on March 31, 2015) will be answered at the Proposers' Conference. The answer(s) to any question(s) received, for which the answer(s) would change the SCOPE of this solicitation or RFP, will be forwarded to all entities who submitted a LOI to propose or submit a proposal in response to this RFP. Additionally, questions asked at the Proposers' Conference will be recorded and answers will be posted on the hosted website, [www.lscog.org](http://www.lscog.org).

4. **Extended Question Period and Process.** Additional questions concerning this RFP will be accepted, via e-mail or fax, beginning Tuesday, April 7, 2015 through Thursday, April 9, 2015. Only questions submitted in writing will be answered and no individual answers will be given. All entities that submitted a LOI to Propose and attended the Proposers' Conference will receive a copy of all questions submitted during the Extended Question Period and the appropriate answers via e-mail by Monday, April 13, 2015. No further questions will be accepted after 4:30 p.m. on April 9, 2015.

Please forward your questions to:

**David K. Summers, Chair of Consortium of Counties**  
**c/o Boyce Till, Procurement Officer**  
**[btill@calhouncounty.sc.gov](mailto:btill@calhouncounty.sc.gov)**

Or

**Fax: (803) 874-1242**

or

**E-Mail: [btill@calhouncounty.sc.gov](mailto:btill@calhouncounty.sc.gov)**

Attn: David Summers, Chairman of Consortium of Counties  
c/o Boyce Till, Procurement Director

**B. KEY EVENTS AND DATES.**

1.	Request for Proposal (RFP) Issued	March 25, 2015
2.	Deadline for Receipt of LOI to Propose	12:00 Noon, March 30, 2015
3.	Deadline for Receipt of Questions	10:00 A.M., March 31, 2015
4.	Proposers' Conference Attendance by a representative of proposer is mandatory.	10:00 A.M., April 6, 2015 Council Chambers Calhoun County Annex, Suite 101 St. Matthews, SC 29135
5.	Extended Question Period Begins	12:00 Noon, April 7, 2015
6.	Extended Question Period Ends	4:30 P.M. April 9, 2015
7.	Extended Question Period Replies Posted by	4:30 P.M., April 13, 2015
8.	Deadline for Receipt of Proposal/Offer	12:00 Noon, April 20, 2015
9.	Preliminary Review for Responsiveness	2:00 P.M., April 21, 2015
10.	Notification of Non-Responsiveness	5:00 P.M., April 23, 2015
11.	Corrections due for Final Review for Responsiveness	4:30 P.M., April 28, 2015
12.	Final Review for Responsiveness	9:00 A.M., April 29, 2015
13.	LSCOG Consortium of Counties Review Committee Distribution of Proposals for review	11:00 A.M., April 30, 2015 Council Chambers Calhoun County Annex, Suite 101 St. Matthews, SC 29135
14.	Proposer's Presentations to Procurement Committee- if required	9:00 A.M., May 8, 2015 Council Chambers Calhoun County Annex, Suite 101 St. Matthews, SC 29135
15.	LSCOG Consortium of Counties Executive Committee Meeting and Recommendation for Funding of Proposals/Offer to Consortium of Counties Board of Directors	May 15, 2015
16.	Written Notifications mailed to Successful/Non- Successful Proposers/Offerors	May 21, 2015
17.	Contract Negotiations begin for Successful Proposers/Offerors	May 28, 2015
18.	SC Works Center Operator Activities begin	July 1, 2015

**C. DELIVERY OF PROPOSALS OR OFFERS.**

1. **How.** Proposals or offers may be **Mailed** or **Hand Delivered**.
2. **Where.**

**David K. Summers, Chair of Consortium of Counties  
c/o Boyce Till, Procurement Officer  
Calhoun County Administrative Offices  
102 Courthouse Drive, Suite 112  
St. Matthews, South Carolina 29135**

3. **When.** Proposals or offers will be accepted by the LSWCOC until **12:00 Noon, Monday, April 20, 2015 Eastern Daylight Time (EDT)**.
4. Late proposals **Will Not Be** considered, regardless of the delivery method chosen by the offeror. At the request and expense of the proposer, late proposals will be returned, unopened, providing a request is made within thirty (30) calendar days of the closing date for this RFP.

**D. RESPONSIVENESS OF PROPOSALS.**

1. Proposals will be reviewed for responsiveness based on the compliance of the proposal to the requirements, criteria and processes in the RFP.
2. Proposals or offers will be **opened and the Preliminary Review for Responsiveness** by the Lower Savannah Workforce Consortium of Counties will begin at **2:00 PM, Tuesday, April 21, 2015** in the **Council Chambers at the Calhoun County Courthouse Annex, Suite 101**.
3. Proposers or Offerors will be notified regarding non-responsive proposals by **5:00 P.M. April 23, 2015** and the offeror will be given until **4:30 PM, Tuesday, April 28, 2015** to make **appropriate corrections to the offer or proposal**. Notification will be sent to the contact person listed on the LOI to Propose via e-mail.
4. Proposals or offers deemed non-responsive at the Preliminary Review for Responsiveness will receive a **Final Review for Responsiveness** by the Lower Savannah Workforce Consortium of Counties at **9:00 AM, Wednesday, April 29, 2015** in the **Council Chambers at the Calhoun County Courthouse Annex, Suite 101**.
5. If a proposal is found to be non-responsive during the Preliminary Review for responsiveness and those deficiencies are corrected by the proposer as required by the RFP, the proposal will receive a five (5) point reduction during the review.
6. If the proposal is deemed non-responsive after a second review for responsiveness, the proposal will be declared non-responsive and will be given no further consideration.

**E. NON-REPLY TO THIS RFP.**

Any person or entity who receives release notification of this RFP, but elects not to submit a proposal or offer, should send a **“LETTER OF NON-REPLY”** to the Lower Savannah Workforce Consortium of Counties by the cited deadline for receipt of LOI to Propose (March 30, 2015). **Individuals or entities who do not reply with either a “LETTER OF INTENT TO PROPOSE” or “LETTER OF NON-REPLY” to this RFP, will be removed from the Proposers’ List, and must reapply in writing to again be placed on the Proposers’ List. A “LETTER OF NON-REPLY” should include a request to remain on the Proposers’ List or your agency will be removed from the Proposer’s List.**

## SECTION II GENERAL INFORMATION

### A. RFP RESPONSE PACKAGE.

For proposer's or offeror's convenience, a "Response Package" is included for downloading purposes on the posted web-site ([www.lscog.org](http://www.lscog.org)) along with key forms that may be used in completing the proposal package. If the proposer or offeror chooses not to use these items, the general format and sequence of the response package must be followed. **Serious variances may cause the proposal or offer to be deemed non-responsive.**

### B. NUMBER OF PROPOSALS TO BE SUBMITTED.

Each proposer/offeror must **submit one clearly marked original and 6 copies** of its proposal or offer in a sealed container **along with an electronic copy (CD, flash drive, etc.) of the entire proposal package** so that it can be copied for the review team. **One copy of the proposal/offer must be submitted with original signatures and dates in BLUE INK and must have "ORIGINAL" stamped or printed on the first page or cover sheet.** Each copy of the proposal/offer and any attachments, should be **CLIPPED** together in a single volume (please use binder clips).

The proposer/offeror is required to have the following information typed or printed on the outside of the sealed container/package:

1. Name and Address of the offering organization
2. The RFP Purpose (LSWIA SC Works Centers Operator)
3. Closing Date (April 20, 2015), AND
4. Program Name: (LSWIA SC Works Centers Operator)

***IT'S IMPORTANT TO NOTE THAT THIS REQUIRED INFORMATION IS VITAL FOR THE PROPER INTERNAL HANDLING OF THE PROPOSAL OR OFFER, ESPECIALLY WHEN IT FIRST ENTERS THE DOOR AT THE CALHOUN COUNTY ADMINISTRATIVE OFFICES. THEREFORE, FAILURE TO INCLUDE THESE REQUIRED MARKINGS WILL RESULT IN YOUR PROPOSAL or OFFER BEING DEEMED NON-RESPONSIVE AND WILL FALL UNDER THE FINAL REVIEW FOR RESPONSIVENESS CRITERIA IN REGARDS TO THE FIVE (5) POINT PENALTY ASSESSMENT.***

### C. SIGNATURE AND DATE REQUIREMENTS.

One of the required printed proposals submitted must be designated the "ORIGINAL" copy of the proposal or offer and must be **SIGNED and DATED in BLUE INK**. The person, who signs the proposal or offer, must be a representative of the offering agency who is legally authorized by his/her governing body to sign contractual agreements on behalf of the organization. Evidence of such authorization **must be** included in the proposal or offer.

**Unsigned and/or undated proposals will be deemed non-responsive and will fall under the final review for responsiveness criteria in regards to the five-point (5) penalty assessment.**

**D. EXPENDITURE TIME FRAMES (Initial Contract).**

Providers of SC Works Center Operator services.

1. Allowable Program Administration and Closeout Costs may be incurred from July 1, 2015 to June 30, 2016.
2. Allowable Program Activity Costs may be incurred from July 1, 2015 to June 30, 2016.
3. Allowable Costs for Acquisition of new and/or additional Program Staff may be incurred from July 1, 2015 to June 30, 2016.

**E. CONTRACT ADMINISTRATION AND NEGOTIATION.**

The Lower Savannah Workforce Consortium of Counties will administer contracts awarded through this RFP. The Lower Savannah Workforce Consortium of Counties will require offering agencies approved for funding by the Lower Savannah Workforce Consortium of Counties to participate in contract negotiations involving cost levels, technical correctness and/or other necessary adjustments to their proposals (where required), prior to contract finalization and execution. Negotiations may be done in person, by written communication, or by telephone, depending on the level of involvement of the required revisions and agreements between parties. Additionally, contract amounts may be adjusted at any time by the Lower Savannah Workforce Consortium of Counties based on final funding amounts available.

**F. LOCATION OF OPERATIONS.**

The proposers must offer services as necessary in the LSWIA at the SC Works Centers, both Comprehensive and Satellite.

**G. PRESENTATIONS.**

Any Proposer may be requested to make an oral presentation of their proposal to the Lower Savannah Workforce Consortium of Counties after the proposal opening. Such presentations provide an opportunity for the proposer to clarify their proposal and ensure mutual understanding. Lower Savannah Workforce Consortium of Counties will schedule these presentations, if required.

**H. PRICE NOT DETERMINATIVE.**

The Lower Savannah Workforce Consortium of Counties reserves the right to fund such proposals or offerors which it deems appropriate and are not bound to accept any proposal based on price alone, and further reserves the right to reject any and all proposals if it is deemed to be in the best interest of the Lower Savannah Workforce Consortium of Counties and/or the Workforce Innovation & Opportunity Act Program.

**I. PROHIBITION OF GRATUITIES.**

It is prohibited to offer any type of gratuity to a member of the Lower Savannah Workforce Consortium of Counties in return for favorable action on a proposal.

**J. OPTION TO EXTEND.**

Based upon fund availability and other factors, the Lower Savannah Workforce Consortium of Counties and/or the Local Workforce Investment Board (LWIB) may elect to extend a contract resulting from this RFP, if it appears to be in the best interest of the WIOA Program and the proposed extension is agreeable with the contracting party. The extension may be less than, but

shall not exceed three (3) additional one-year periods. Similarly, the costs may be increased or decreased accordingly at any time during a contract period if agreeable with the contracting party or necessitated by changes in fund allocation or fund availability. **Past year's or years' performance will be a critical consideration germane to any decision to extend a contract.** When the contracting parties are unable to agree on the terms and conditions for extending a contract, the alternative will be to terminate the existing contract.

**K. SOUTH CAROLINA LAW CLAUSE.**

Upon award of a contract under provisions of this RFP, the entity to whom the award is made, must comply with the laws of South Carolina which require such entity to be authorized and/or licensed to do business in South Carolina. Notwithstanding the fact that applicable statutes may exempt or exclude the successful proposer from requirements that it be authorized and/or licensed to do business in South Carolina. By submission of its signed application, the proposer agrees to subject itself to the jurisdiction and process of the courts of the State of South Carolina as to all matters and disputes arising or to arise under any contract and the performance thereof, including any questions as to the liability for taxes, licenses or fees levied or required by the State of South Carolina.

**L. REPORTING REQUIREMENTS (GENERAL TO ALL PROGRAM ACTIVITIES).**

1. Successful proposers who become program operators will be required to submit any and all WIOA reports, forms and/or documents with supporting documentation by specific dates. This information will be provided to the successful proposer as requirements may change from time to time.
2. Successful proposers who become program operators will also be required to submit various forms required for the management information system (MIS) in use during the life of the contract.
3. Invoices for cost-reimbursement must be submitted within sixty (60) days of the expenditure. Invoices exceeding sixty (60) days may be disallowed.

**M. RECORD KEEPING REQUIREMENTS.**

In general, proposers who become program operators, as a result of this RFP, will be required to maintain records for a time-period sufficient to cover Data Validation and Audits; however, not to exceed five (5) years. The proposer must agree to have and maintain policies, procedures and systems to protect the personal identifying information of all program participants, potential participants and applicants for services and to comply with all applicable Federal and state laws and regulations dealing with privacy and the protection of personal identifying information.

**N. INTER-AGENCY COORDINATION REQUIREMENT.**

Successful proposers who become program operators resulting from this RFP will be required to coordinate SC Works Center program services in accordance with the Workforce Innovation and Opportunity Act 2014 (WIOA 2014) with the appropriate local SC Works Center Staff and Partners. Further, program operators resulting from this RFP will also be required to enter information into the South Carolina Works Online Services (SCWOS), and coordinate conclusions, employment placements, post-employment placement intervention, coordination of appropriate follow-up services, and any additional information required by the WIOA Program.

## SECTION III

# PROJECT IMPLEMENTATION REQUIREMENTS FOR OPERATORS OF SC WORKS CENTERS

Successful proposers that become SC Works Center Operators will provide the activities and services listed below to accomplish successfully, SC Works Center oversight and WIOA program implementation:

- A. Day-to-Day Operations and Oversight of SC Works Centers
- B. Coordinate the delivery of WIOA Services in the SC Works Centers
- C. Provide Functional Supervision of Partner Staff
- D. Develop Data Collection and Access to Information and Outcomes
- E. Assist with achievement of SC Works Centers Certification

Specific WIOA performance levels for Program Year 2015 have not yet been determined as measures are negotiated annually. However, failure to achieve the prescribed level of performance will cause the Lower Savannah Workforce Investment Area to lose incentive funds and possibly its status as a Local Workforce Investment Area (LWIA).

Each grantee will be expected to achieve the established level of performance for each of the core indicators, as follows:

### WIOA Performance Standards:

#### Six Primary Indicators of Performance\*

1. Employment in Second Quarter
2. Employment in Fourth Quarter
3. Median Earnings in Second Quarter
4. Postsecondary Credential (or Secondary School Diploma)
5. Achieving Measurable Skill Gains (During Program Participation)
6. Effectiveness in Serving Employers

\*LSWIA local levels of performance to be negotiated annually.

- G. **Staff Orientation.** Provide WIOA program orientation to SC Works Center staff members and partners funded in full or in part with WIOA funds. Documentation of staff orientation and proof of receipt of a copy of a Statement of Work, Personnel Manual, Center Certification Standards, etc. must be maintained in the operator's central file system.
- H. **Resource Sharing Agreement (RSA).** Program operators will be required to record SC Works Center Partner attendance and reconcile RSA's established with participating WIOA Partners. Copies of sign-in/out sheets are to be maintained in the files of the operators for monitoring review.

- J. Program Monitoring.** Successful proposers who become program operators will be required to develop in-house monitoring procedures to ensure that program and financial operations are conducted in compliance with the WIOA, its Final Rules or Regulations, and any contractual agreement resulting from this RFP.
  
- K. Center Usage Report.** Program Operators will be required to track record and report SC Works Centers monthly usage and customer services activities.

## SECTION IV SCOPE OF WORK

The Lower Savannah Workforce Consortium of Counties will provide oversight for operational services in coordination with the Supervisor of SC Works Center Activities. The selected applicant will participate in the development of an Operational Plan and attainment of the SC Works Management standards. State Employment and Training Instruction Number 11-11 provides guidance to the SC workforce system on functional supervision and the roles and responsibilities of the integrated management structure in the SC Works Centers (Attachment 1).

### **Work Elements of SC Works Operations**

- Provides day-to-day “functional supervision” of the SC Works Center staff
- Provides day-to-day oversight of SC Works facilities, including layout, maintenance and emergency procedures
- Establishes, communicates and enforces SC Works Center policies and procedures
- Develops and implements a center staff development plan that includes information sharing, project management, team building, and ensures that staff has skills and knowledge of partner services to effectively deliver quality services
- Implements a process to operate Centers in an effective and efficient manner
- Creates a high performance work environment through the development and promotion of functional and cross-functional teams
- Establishes and communicates specific and measurable performance standards in conjunction with the Consortium and input from partner staff regarding their own performance standards
- Develops continuous improvement processes to respond to immediate operational needs while ensuring that short-term actions support long-term objectives
- Ensures quality service delivery to customers with special needs
- Establishes and enforces Lower Savannah WIOA policies that define operations such as hours of operation, data confidentiality, service delivery, proper equipment use, health and safety, office closings and emergencies
- Maintains knowledge of partner program policies and procedures that affect service delivery in order to ensure programmatic and statutory compliance
- Establishes and maintains an environment that encourages innovative approaches and incorporates new technologies to meet customers’ needs
- Arranges and/or participates in presentations about the local SC Works system and services for civic and community organizations
- Implements and maintains a service delivery system that meets the needs of the job seeker customers and employers
- Develops and implements procedures that facilitate efficient customer flow through WIOA services
- Uses performance information to measure the effectiveness of the SC Works delivery system and that result in continuous improvement
- Maintains a system to address customer feedback regarding service delivery and make improvements as needed

- Establishes and maintains an effective service recovery procedure that addresses customer complaints in a timely and effective manner
- Develops and implements an employee orientation procedure to acclimate new partner employees to site procedures and policies
- Assess the service delivery needs of the SC Works system to determine the number and type of staff required to accomplish those needs and coordinates with the Supervisor of SC Works Center Activities to address the identified staffing needs
- Assesses and ensures the adequate supply of equipment tools, materials, supplies and assistive technologies

## SECTION V PROPOSAL REQUIREMENTS

This section of the RFP should contain the offeror's responses and descriptive information about services to be funded. Eligible entities should propose to provide LSWIA SC Works Center operator services and oversight in the six (6) South Carolina Counties of Aiken, Allendale, Bamberg, Barnwell, Calhoun, and Orangeburg in accordance with WIOA, Section IV Scope of Work, and program/general requirements for the services being offered. The Lower Savannah Workforce Consortium of Counties will be funding Operators in the LSWIA to provide oversight and services of the Workforce Delivery System.

Services will be provided to job seekers and employers to strengthen the workforce development system through innovation in, and improvement of, employment, training and education programs to promote individual and national economic growth. A focus on innovation, collaboration, coordination and strong customer service must be used by proposers seeking to provide the WIOA SC Works Center Operator activities and/or services in response to this solicitation.

### **Format for Proposal.**

Proposals are to be prepared simply and in a manner designed to provide a straightforward presentation of the proposer's capability and intention to satisfy the requirements of this RFP. Therefore, the proposal or offer must follow the RFP format as closely as practicable. Failure to provide all of the information requested by the RFP may result in the proposal or offer being deemed "**NON-RESPONSIVE.**"

Be sure that Proposal content **directly** answers the questions asked. Having a concise answer to questions will be a positive attribute. The proposal should not include extraneous filler material. **DO NOT** include pictures, clip art, news articles or brochures. Proposals shall be submitted in Microsoft Word format, twelve (12) point fonts.

**Item #1      Provide SC Works Center Operator Services in accordance with the Workforce Innovation & Opportunity Act in the LSWIA:**

Describe the plan of action the proposer will use in delivering SC Works Center Operator Services covered by this proposal package.

**Item #2      Provide Functional Supervision of Partner Staff**

Describe the plan of action the proposer will use to coordinate and collaborate with SC Works Center Partners while providing support to Partner programs and mutual obtainment of performance goals.

**Item #3      Provide Day-to-Day Operations and Oversight of LSWIA SC Works Centers**

Describe the plan of action the proposer will use in providing oversight and accountability of the day-to-day operations in the LSWIA workforce delivery system.

**Item #4 Assistance with Achievement of SC Works Centers Certification**  
Describe the plan of action the proposer will use in order to achieve SC Works Center Certifications in the LSWIA SC Works Centers.

**Item #5 Data Collection and Access to Information**  
Describe the plan of action the proposer will use in developing and delivering reports required in the RFP.

**Item #6 Experience**

1. If you are currently a provider of any of the aforementioned services in the LSWIA, please provide a short narrative overview of programming including measurable outcomes for the past year.
2. If you are not currently a provider of any of the aforementioned services in the LSWIA, please describe any experience you have in providing such services include a short narrative overview of programming including measurable outcomes for the past year

**Item #7 Innovation**

1. Discuss how the proposed service will be delivered and in what type of setting it will be offered. Include specific locations in addition to the SC Works Centers you propose to use for delivery of services.
2. Include any enhancements, expansions or additional resources to be offered to the program which will/could potentially increase participation by employers and job seekers.
3. Discuss any cooperative relationships fostered and/or planned to increase or expand the services. How will your agency coordinate with other community service providers to ensure that the service recipient or participant is linked to any services they may need in addition to WIOA services or that may enhance their employability?

**Item #8 Staffing and Administration**

1. List all staff necessary to provide services under this RFP. Be sure to give job titles, a brief description of their job duties and the percentage of their time spent working on the program.

**Item #9 Budget**  
Complete the following budget forms available on the hosted website at [www.lscog.org](http://www.lscog.org)

1. WIOA Part II Grant Budget – Budget Summary
2. WIOA Part II Grant Budget – Budget Detail – Staff Salaries, Fringe Benefits & Indirect Cost
3. WIOA Part II Grant Budget – Budget Detail – Operating Expenses
4. WIOA Part II Grant Budget - Budget Detail – Staff Training
4. WIOA Part II Grant Budget – Budget Detail – Participant Activities Cost, if applicable
5. WIOA Part II Grant Budget – Budget Detail – Participant Services, if applicable

Indirect Costs.

- a. All proposers who include indirect costs as part of their proposed budget must have a Cognizant Agency approved indirect cost plan and rate letter included with their proposal. The amount of allowable costs from this plan will be subject to limitations included herein. A copy of the indirect cost plan must be included as a part of this package.
- b. If the proposer does not utilize an indirect cost plan, all costs must be clearly stated in the budget pages.

**Item #10 Taxpayer Identification Number (TIN)**

1. If offeror is owned or controlled by a common parent as defined below, offeror shall submit with its offer the name and TIN of common parent.

*Definitions: "Common parent," as used in this provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the offeror is a member. "Taxpayer Identification Number (TIN)", means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a Social Security Number or an Employer Identification Number.*

2. If offeror does not have a TIN, offeror shall indicate if either a TIN has been applied for or if a TIN is not required. If a TIN is not required, indicate whether:
  - (a) offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;
  - (b) offeror is an agency or instrumentality of a State or local government;
  - (c) offeror is an agency or instrumentality of a foreign government; or
  - (d) offeror is an agency or instrumentality of the Federal Government.

**Item #11 Other Required Materials**

The following special documents or information must be submitted with the proposal/offer.

1. Brief History of Agency or Firm (Limit to one page)
2. Evidence or Certification of the agency's **Federal Identification Number**
3. List of current **Governing Board Members with addresses, if applicable**
4. Copy of the agency's **Current Fiscal Statement** (most recent end-of-month Financial Statement)
5. Copy of the agency's last **Financial Audit**
6. Copy of the **Entity's Corporate Charter**
7. Copy of the agency's **By-Laws if applicable**
8. Evidence or Certification of the agency granting **Signatory Authority** to the person who signed the proposal submitted in response to this RFP
9. Evidence or Certification of the agency's **Banking Arrangements**
10. Evidence of **Fidelity Bonding** covering the period of operations for the proposed project<sup>1</sup>
11. Evidence of **Contractor's Liability Insurance** including Worker's Compensation; Comprehensive Liability, Automotive Liability and all similar coverages

<sup>1</sup>State and local Workforce Investment Area Bonding Policy: It is the policy of the State of South Carolina and this local workforce investment area that every officer, director, agent or employee of the Grantee (proposer) or sub-recipient (proposer) of WIOA funds whether on a cash advance, cost reimbursement, or fixed unit cost basis, who is authorized to act on behalf of the Grantee or sub-recipient for the purpose of receiving or depositing funds into program accounts or issuing financial documents, checks, or other instruments of payment for program costs, shall be bonded to provide protection against loss.

The amount of such coverage shall be the lower of the following: (1) \$100,000; or (2) the highest advance, reimbursement, or paid invoice received through check or draw down during the preceding grant year; or for new sub-recipients, the highest advance, reimbursement, or paid invoice through check or draw down planned for the present grant period.

**F. ADDITIONAL ADMINISTRATIVE INFORMATION THAT MUST BE ATTACHED TO OFFEROR'S PROPOSED STATEMENT OF WORK NARRATIVE.**

Proposers or offerors must include the following information or documents in their Proposed Statement of Work.

1. An organizational chart, showing lines of authority for the agency.
2. Information regarding the physical and mailing address of the headquarters location, phone number and email address of a specific point of contact from which the proposed project will be operated. Satellite training sites must be included where applicable.
3. Describe the range of activities to be performed by the WIA funded employment and training program staff.

**G. SUMMARY OF OFFEROR'S TRAINING QUALIFICATIONS.**

A summary of the proposer's training qualifications and capabilities must be included in the Statement of Work Narrative. It should include the agency's training background and experience in conducting employment and training programs.

**H. HISTORICAL PERFORMANCE DATA.**

List past experience and results of the proposer in the operating program funded under the WIA, now WIOA or similar workforce development system program over the past two (2) years. The following information and data given by dates of operation must be included in the proposer's Statement of Work Narrative.

1. Project title and brief description
2. Funding source
3. Services provided
4. Usage Reports & Trends
5. Partner collaboration and colocation
6. Grievances filed and resolution

**I. INNOVATIVE CONCEPTS**

Proposers are encouraged to offer suggestions for innovative concepts to be utilized in performance of activities under this contract. In the event these concepts are offered, there must be a narrative describing the concept, the use of this concept in past programs and the success that the proposer has experienced as a result of the proposed service delivery model. References offered for contact regarding the success of such programs is encouraged.

*An Equal Opportunity Employer/Program  
Auxiliary aids and services available upon request to individuals with disabilities  
Relay Service dial 711 (TTY)*

## SECTION VI TERMS AND CONDITIONS

Information regarding Terms and Conditions to be applied to contracts can be located on the hosted Website at [www.lscog.org](http://www.lscog.org) along with a copy of this procurement package.\*

\*Terms and Conditions will be updated in accordance with WIOA, as applied.

## **SECTION VII LOWER SAVANNAH WORKFORCE CONSORTIUM OF COUNTIES PROTEST PROCEDURES**

Information regarding the Protest Procedure can be located on the hosted website at [www.lscog.org](http://www.lscog.org) along with a copy of this procurement package.

## **SECTION VIII REVIEW AND EVALUATION CRITERIA**

Each contract that is the subject of this RFP may be awarded by the Lower Savannah Workforce Consortium of Counties to the proposer whose proposal it determines is most advantageous to the LSWIA after consideration of the responses to the fifteen (15) items listed in Section V of this RFP and the results of the review and evaluation of the proposals conducted by the Lower Savannah Workforce Consortium of Counties. The review and evaluation process conducted by the Consortium shall include the independent rating of each proposal by each member of the Consortium using the Review and Evaluation Summary and the rating point allocation system contained therein. The Review and Evaluation Summary follows this page of the RFP. The Lower Savannah Workforce Consortium of Counties shall use the individual total scores compiled by each member of the Consortium on the Review and Evaluation Summary to calculate an average score for each proposal that may be reduced due to the initial non-responsiveness of the proposal as explained in Section I, D, 5 of this RFP. The final average score shall be used by the Consortium to make decisions on the contract to be awarded.

The Lower Savannah Workforce Consortium of Counties reserves the right to reject any or all proposals received as a result of this solicitation, to negotiate with all qualified proposers, or to cancel this RFP, in whole or in part, if it is deemed to be in the best interest of the Workforce Innovation & Opportunity Act Program or the Lower Savannah Workforce Consortium of Counties to do so.

Information regarding the Review and Evaluation Criteria can be located on hosted Website ([www.lscog.org](http://www.lscog.org)) along with a copy of this procurement package.