



WIOA Adult and Dislocated Worker Career Services Bidders' Conference March 4, 2021

Housekeeping

All attendees will be placed on mute

Use the Q&A feature for questions - questions will be answered at the end of the conference

The PowerPoint presentation and all questions and answers from today will be available at www.tularewib.org



Agenda

Organizational Overview

Request for Proposal Introduction

Submittal of Proposals

One-Stop Vision and Partnership

Scope of Services

Business Engagement and Services

Funding

Required Proposal Format

Proposal Narrative

Financial Requirements

Proposal Evaluation Process

Question and Answer



Organizational Overview



WIB

Workforce Investment Board
OF TULARE COUNTY
Driving Economic Success





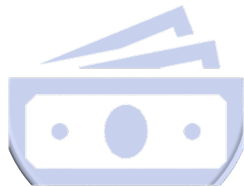
Organizational Overview



Board of Directors with private sector majority



WIB provides a comprehensive system of training, placement, career planning, and business services



Primary funding is allocated by Department of Labor (DOL) under the provisions of the Workforce Innovation and Opportunity Act (WIOA)



WIB Roles and Responsibilities



Procure,
oversee, and
evaluate
WIOA
Services



Provide
technical
assistance



Serve as
the fiscal
agent and
grant
manager



Monitor
program
activity and
compliance



Business and
Industry
engagement





One-Stop Operator Role

OSO Role

- Coordinate the service delivery of required AJC MOU mandated partners and subrecipients
- Ensure the implementation of partners' responsibilities
- Lead data-driven continuous improvement plans

Collaboration

- Subrecipients will be required to collaborate with OSO to ensure a seamless delivery of services



Estimated Funding

- Approximately \$5.68 million in funding for:
 - WIOA Formula Funds
 - Adult
 - Dislocated Worker
 - Expanded Subsidized Employment
- WIB may increase or decrease funding, based on funding availability
- Any additional funds awarded to WIB – may be incorporated into selected subrecipient's contracts through this solicitation

Request for Proposal Introduction



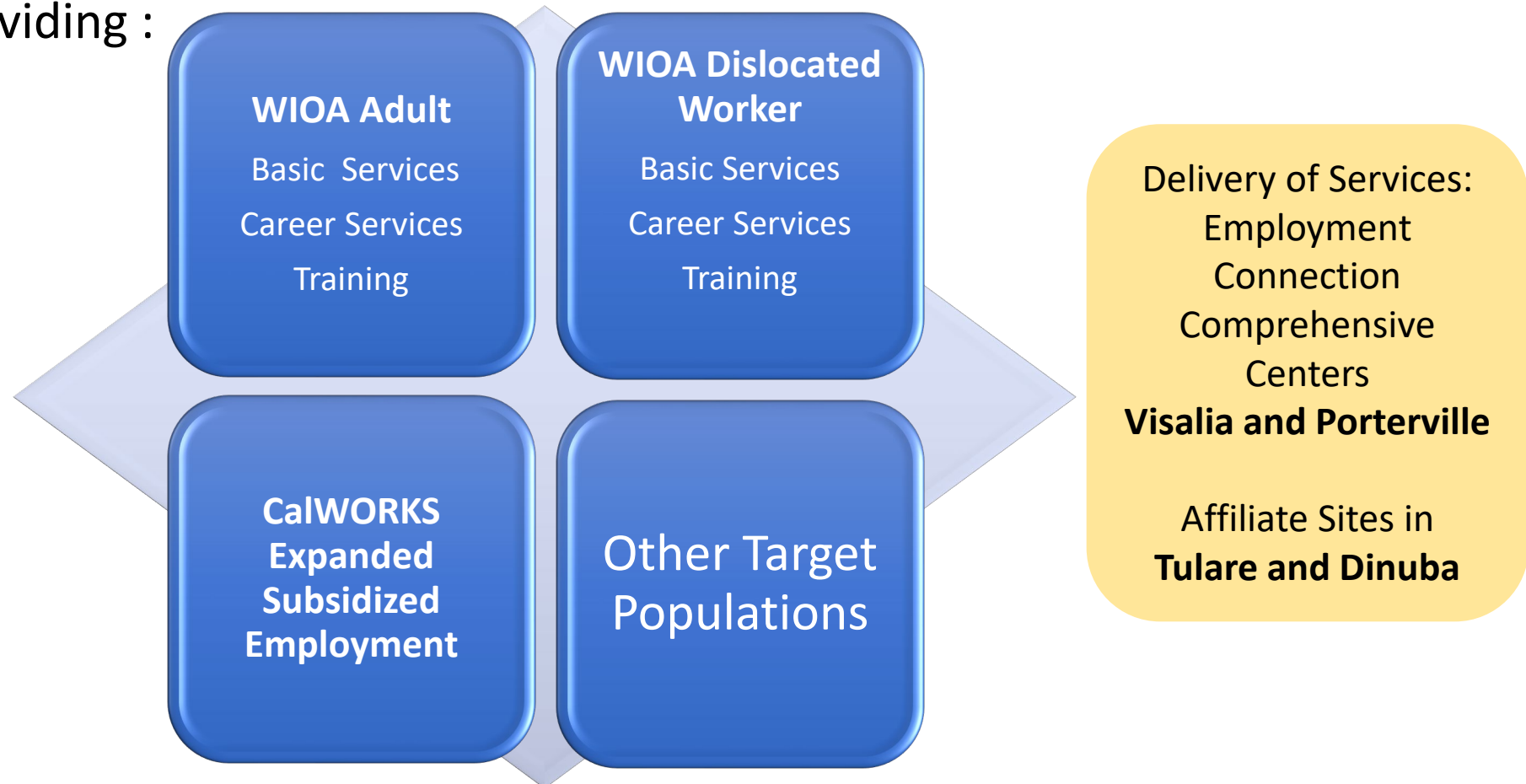
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Driving Economic Success





Request for Proposal

This RFP is to identify and fund organization(s) that have experience or related capacity providing :





Contract Period

- ❖ July 1, 2021 through June 30, 2022
- ❖ Option to extend the contract(s) for three (3) additional one-year periods
- ❖ Based on performance and availability of funds



Eligible Entities

- *Public Agencies; and/or*
- *A consortium or collaboration of these organizations*
- *Employment service state agencies established under Wagner-Peyser Act*
- *Community-based organizations, non-profit organizations*
- *Workforce intermediary*
- *Private for-profit entities*

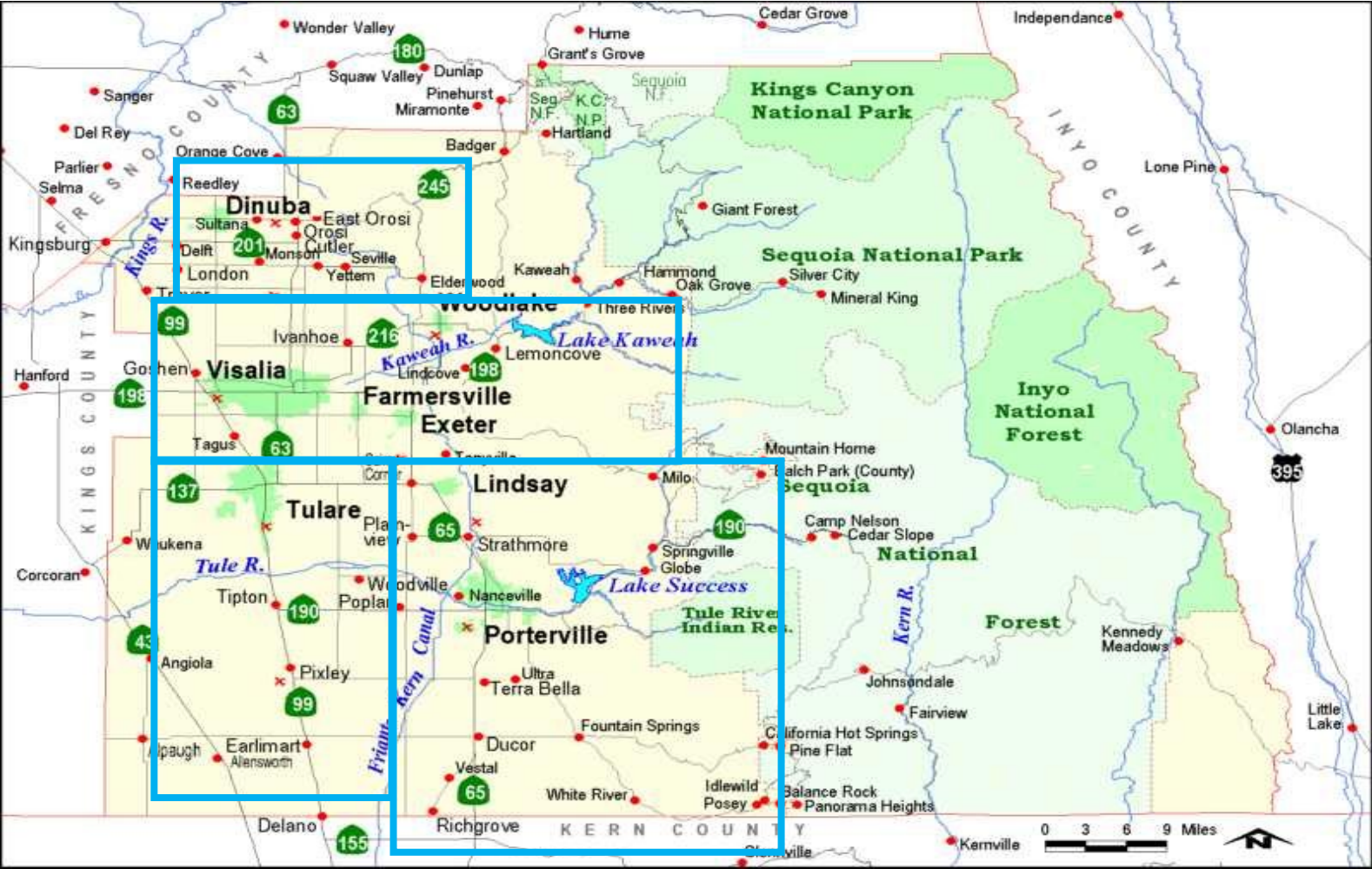
Solicitation Geographic Service Areas

Comprehensive Center - Visalia

Comprehensive Center - Porterville

Affiliate Site – **Tulare**

Affiliate Site - **Dinuba**





Solicitation Service Areas

Visalia:

- Visalia
- Surrounding Areas:
 - Exeter
 - Farmersville
 - Goshen
 - Three Rivers
 - Woodlake
 - Lemon Cove
 - Ivanhoe

Porterville:

- Porterville
- Surrounding areas:
 - Ducor
 - Lindsay
 - Poplar/Cotton Center
 - Richgrove
 - Springville
 - Strathmore
 - Terra Bella
 - Woodville

Tulare:

- Tulare
- Surrounding rural areas:
 - Alpaugh
 - Earlimart
 - Pixley
 - Tipton
 - Waukena

Dinuba:

- Dinuba
- Surrounding rural areas:
 - Cutler
 - Orosi
 - London
 - Traver



Solicitation

Proposal

- Respondents must submit separate proposals for each area
- Respondents may apply for all four (4) areas

Award

- No more than three (3) areas to a single entity unless it is in the best interest of the WIB

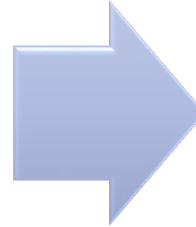
Submittal of Proposal





RFP Submission

Electronic Submittal Due
April 9, 2021



Hard Copy Attachments
with Wet Signature(s) Due
April 15, 2021



Procurement Timeline

Activity	Date
Issue Request for Proposal	February 17, 2021
Bidders' Conference	March 4, 2021
Deadline for Submission of RFP Questions	March 18, 2021
Ex Parte Communication	March 18, 2021
Past Performance Questionnaire – Attachment H – Due by 12:00	April 9, 2021
Proposals Due by 12:00 P.M. (PST)	April 9, 2021
Hard Copies Title Page with Attachment B, E, F, and G	April 15, 2021
WIB Board Approval	May 12, 2021
Effective Date of Contract(s)	July 1, 2021

Note: This RFP does not commit the WIB to award a contract. **The WIB reserves the right to accept or reject any or all proposals received.** All solicitations are contingent upon availability of funds.



RFP Questions

RFP Q&A

- Must be submitted in writing
- Send via email to WIBPROCUREMENT@tularewib.org with subject line “RFP Q&A Career Services”
- Last date to submit questions - March 18, 2021
- Responses will be posted on WIB website www.tularewib.org

One-Stop Vision and Partnerships



Workforce Investment Board
OF TULARE COUNTY
Driving Economic Success





One-Stop Vision and Partnerships

WIOA Vision

- Quality-focused, Employer-driven, Customer-centered
- Aligns workforce development, education, and economic development to increase access and opportunities
- Meets the needs of local and regional economies
- DOL Training and Employment Guidance Letter No. 4-15

Section 4.1 page 11

Partnerships

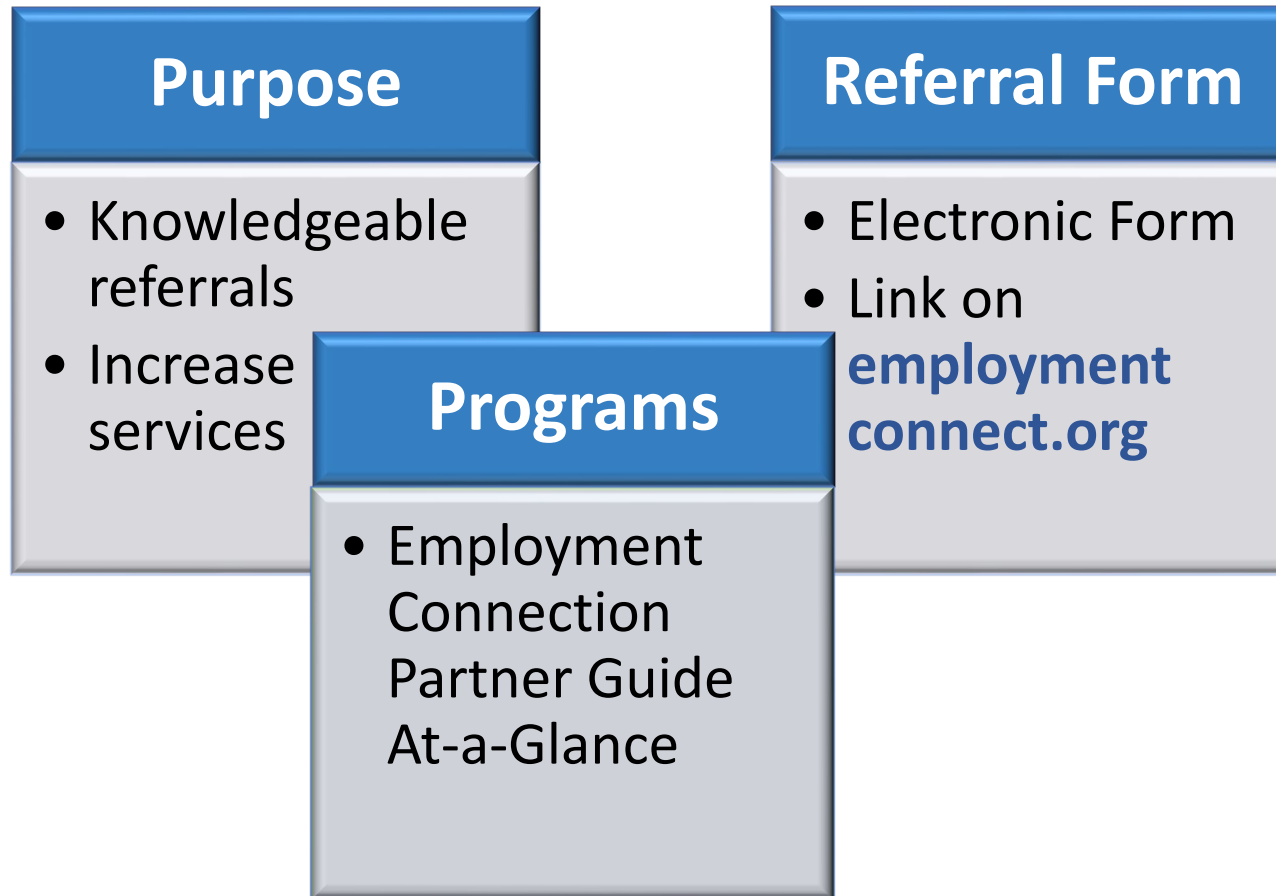
- WIOA one-stop required partners
- WIB has established MOUs

Section 4.2 page 12



Employment Connection Partner Referral Process

EC Partners to be highly familiar with each other's programs.



Employment Connection Partner Referral

The information below contains personal information for the referred individual. Refer to the At-A-Glance Partner Guide for descriptions of services and resources by partner program.

Please ensure:

- Individual is aware that their information is being shared and provides consent;
- Referral is being referred to the appropriate agency; AND
- Referral information is only available to staff responsible for service delivery.

Co-Branding

- Subrecipients awarded must use:
 - ☐ America's Job Center of California (AJCC)
 - ☐ Employment Connection Centers

America's **Job** Center
of CaliforniaSM



Scope of Services





Scope of Services

WIB has implemented a One-Stop Integrated Service Delivery Model:

Three
Major

Components

1. An **integrated customer pool** that ensures all customer are registered.

2. **An integrated customer flow** that establishes a sequence of demand-driven, skill based, universal services for all customers.

3. An **integrated staff approach** that provides services to the customer pool served through the integrated customer flow.



Integrated Service Delivery Model



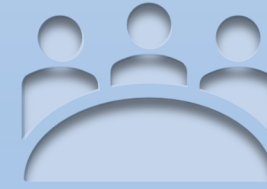
**The
Welcome
Team**



**The Skills
and Talent
Team**



**The
Employment
Solutions
Team**



**The
Business
Services
Team**



**The
Customer
Experience
Team**





Adult & Dislocated Worker Program Elements





Populations to be Served

Under this RFP the following population will be served:

Adult & Dislocated Workers

- 18 years of age or older
- Tulare County residents

WIOA Adult Priority of Service

- Public assistance recipients
- Low income
- Basic skills deficient

WIOA Dislocated Workers Eligibility

- Individuals – terminated or laid off
- Eligible or exhausted unemployment
- Local policy directive TUL 14-06



Populations to be Served

Under this RFP the following populations will be served:

Other target populations

- English Language Learners
- People with disabilities
- Individuals experiencing homelessness
- Justice involved individuals

Expanded Subsidized Employment

- WTW participants referred by HHSA
- Provide subsidized employment
- One-week job readiness



One-Stop Locations

Employment Connection Comprehensive Centers

- VISALIA - 4025 W. Noble, Visalia, CA
- PORTERVILLE - 1063 W. Henderson, Porterville, CA
- Each center has co-located partners through an MOU cost sharing agreement
- The WIB is the leaseholder of the center locations
- For this RFP, it is not necessary for respondents to budget for facilities costs: rent, janitorial, security, pest control, utilities, and information technology

Affiliate Sites – Dinuba and Tulare

- The WIB does not currently hold the lease for these sites
- Successful respondents will select the site, with WIB approval, and be the leaseholder
- Co-location is strongly encouraged – partner agencies, libraries, or other community-based organizations



Performance Measures

WIOA Adult and Dislocated Worker performance goals PY 2020-2021 WIB Performance Goals	Adult	Dislocated Worker
Employment Rate 2 nd Quarter After Exit	60.0%	72.0%
Employment Rate 4 th Quarter After Exit	60.0%	67.5%
Median Earnings 2 nd Quarter After Exit	\$4,400.00	\$5,750.00
Credential Attainment within 4 Quarters After Exit	74.5%	77.5%
Measurable Skills Gains	65.0%	58.3%

Yearly, the State of California Employment Development Department negotiates WIOA performance

NOTE: WSIN 20-15 Local Area Negotiated performance Goals PY 20-21



Tracking Requirements

CalJOBS - Virtual One-Stop System (VOS) web-based case management tracking system

- Required system for maintaining electronic participant files
- All Adult and Dislocated Worker customers are required to be registered in CalJOBS system at www.employmentconnect.org
- Entry of individual participant data such as eligibility determination and documentation, demographics, participant activities, case notes, outcomes and follow-up data

Business Engagement and Services





Business Services Team

Employment Solutions Team

- Site specific strategies to assist businesses
- Share updates and outreach strategies

Business Services Team

- Coordinate a shared business outreach strategy
- Share effective practices
- Identify common challenges



WIB Business Services Team

WIB Business Service Team leads:

Employer Information and Support Services

Downsizing and Restructuring Support (Rapid Response)

Labor Market Information & Analysis

Training to Upskill Existing Workforce

Sector Partnerships

System-wide Recruitments



Subrecipient Business Services Team

Business Outreach

- Recruitment assistance
- Downsizing & restructuring support
- LMI & analysis
- Training to Upskill
- Sector partnerships
- Other referrals

Preparing Job Seekers

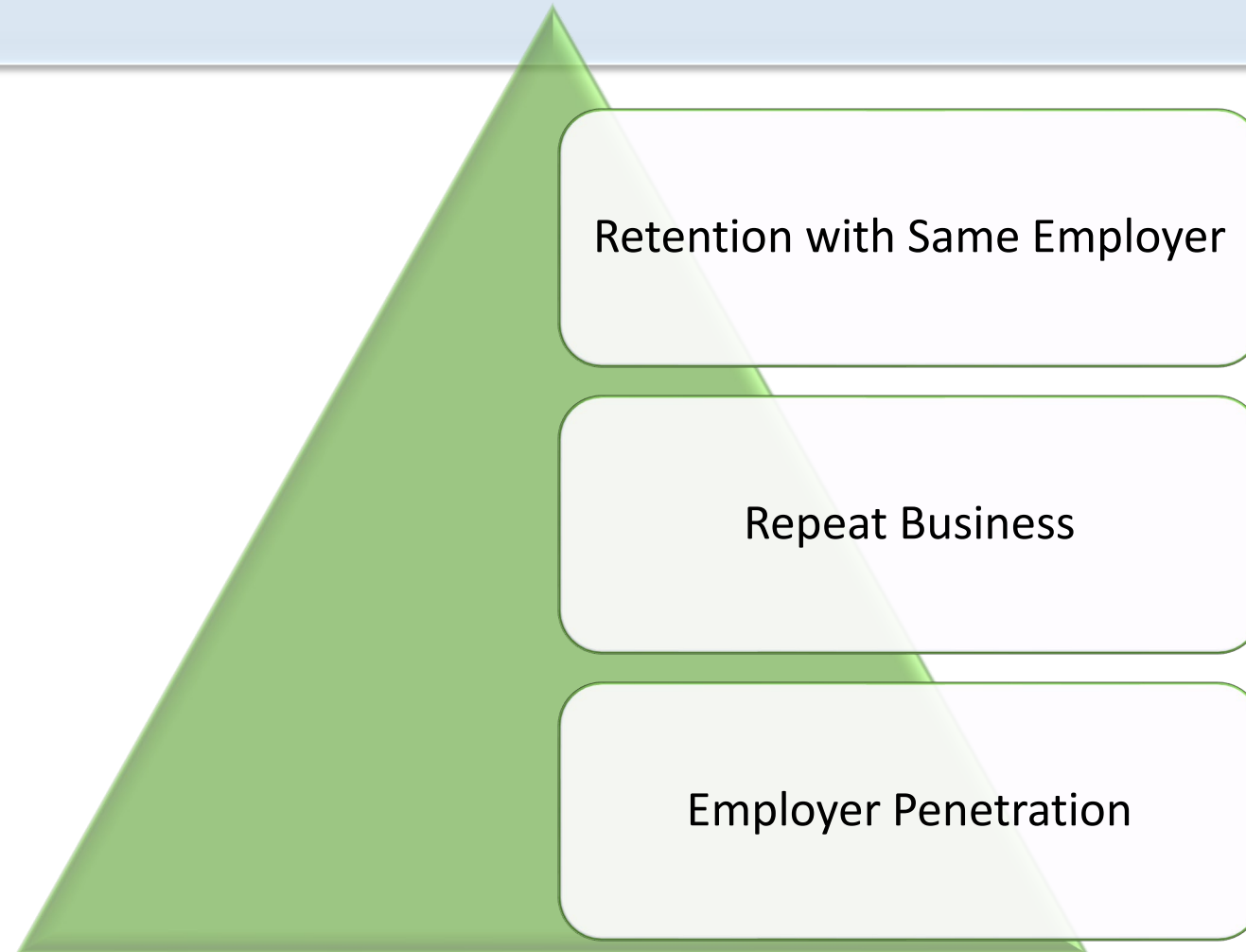
- Determine need for:
 - Direct placement
 - Work-based Training
 - Assist to obtain & retain employment

Recruitment Assistance

- Pre-screen job seekers
- Leverage work-based training
- Provide logistical support before & during events
- Help individuals who do not obtain employment with additional career services



Business Services Measures & Outcomes



NOTE: For more information, refer to DOL TEGL 10-16

Section 8.5 page 36-38

Funding





Funding by Service Delivery Area

Comprehensive Center Visalia	Funding Type	Operations	Work-Based Training	Estimated Funding
WIOA Formula Funds	Adult	\$892,014	\$64,452	\$956,466
	Dislocated Worker	\$758,629	\$42,882	\$801,511
Special Grants	Expanded Subsidized Employment	\$198,237	\$226,811	\$425,048
Total				\$2,183,026



Funding by Service Delivery Area

Comprehensive Center Porterville	Funding Type	Operations	Work-Based Training	Estimated Funding
WIOA Formula Funds	Adult	\$654,685	\$39,972	\$694,657
	Dislocated Worker	\$532,671	\$32,672	\$565,343
Special Grants	Expanded Subsidized Employment	\$224,452	\$226,811	\$451,263
Total				\$1,711,263



Funding by Service Delivery Area

Affiliate Site Dinuba	Funding Type	Operations	Work-Based Training	Estimated Funding
WIOA Formula Funds	Adult	\$226,650	\$15,069	\$241,719
	Dislocated Worker	\$179,350	\$10,210	\$189,560
Special Grants	Expanded Subsidized Employment	\$238,661	\$226,811	\$465,473
Total				\$896,752



Funding by Service Delivery Area

Affiliate Site Tulare	Funding Type	Operations	Work-Based Training	Estimated Funding
WIOA Formula Funds	Adult	\$226,650	\$15,069	\$241,719
	Dislocated Worker	\$179,350	\$10,210	\$189,560
Special Grants	Expanded Subsidized Employment	\$238,661	\$226,811	\$465,473
Total				\$896,752



Funding

- WIB will contract on a cost reimbursement basis
- WIB retains WIOA Adult and Dislocated Worker funds for Individual Training Accounts (ITA)
- It is not necessary for respondents to budget for the cost of ITAs
- This solicitation encompasses future funding awarded to the WIB during the four-year cycle (WIOA funds and special grants)
- Employer of record for Transitional Jobs

Required Proposal Format





Proposal Contents

Proposal Narrative	Proposal
<u>Section</u>	<u>Page Limit</u>
Title Page and Executive Summary	2
History, Qualification, and Past Performance	4
Organizational Structure and Management	2
Program Design & Service Delivery	10
Business Engagement and Services	4
Partnership and Collaboration	2
Project Financial Plan	1
Maximum Page Limit	25



Attachments

Forms	Attachments	Submission
Proposal Title Page	Attachment A	PDF and Hard Copy with Wet Signature
Signatory Authorization	Attachment B	PDF and Hard Copy with Wet Signature
Proposal Checklist-Table of Contents	Attachment C	Original Format
Budget and Budget Forms	Attachment D	Original Format
Certification Regarding Lobbying	Attachment E	PDF and Hard Copy with Wet Signature
Instructions for Certification/Certification regarding Debarment	Attachment F	PDF and Hard Copy with Wet Signature
Standards of Conduct	Attachment G	PDF and Hard Copy with Wet Signature
Past Performance Questionnaire	Attachment H	Original Format
Ex Parte Communication Prohibition and Conflict of Interest	Attachment I	If applicable
Resume(s) of Manager		
Organizational Charts		
1. Leadership of organization		
2. Intended Staffing		

**Section 7.1, page 27*



Electronic Submittal

Email proposal with attachments to WIBProcurement@tularewib.org

- ✓ Attachments must be submitted in original file format
 - Exception – attachments requiring a signature are to be submitted in PDF with original signatures
 - Proposal narrative to be submitted in Word format
- ✓ Email as .ZIP file
- ✓ One proposal per email
- ✓ Subject line

Respondent Name - Geographic Service Delivery Area

Example - Agency XYZ - Visalia



Hard Copy Attachments

Submission of original wet signatures:

Submit Two (2) Hard Copies

Attachments requiring a wet signature:

A, B, E, F, G

Mail/In-Person/Courier

Laura Gonzalez
Workforce Investment Board of
Tulare County
309 West Main St., Suite 120
Visalia, CA 93291

Proposal Title Page

Attachment A

- Indicate area
- One submission per area
- Signed by authorized representative
- Electronic due by April 9, 2021
- Wet signature due by April 15, 2021

PROPOSAL TITLE PAGE

Agency Name:		
Address:		
Agency Telephone #:		
Contact Person:	Title:	
Contact Telephone #:	Contact Fax #:	
Contact Email:	Federal I.D. #:	
Agency Status		
<input type="checkbox"/> Public Non-Profit	<input type="checkbox"/> Private Non-Profit	<input type="checkbox"/> Private for Profit
<u>WIOA Title I Adult & Dislocated Worker Career Services</u>		
Select one area per proposal		
<input type="checkbox"/> Porterville Employment Connection Center	<input type="checkbox"/> Dinuba – Affiliate Site	
<input type="checkbox"/> Visalia Employment Connection Center	<input type="checkbox"/> Tulare – Affiliate Site	
CERTIFICATION OF PROPOSAL CONTENT:		
<u>Duplication of Services and Conflict of Interest</u>		
To my knowledge, this proposal does not duplicate services or resources available in the area that are or may be provided by non-WIOA sources. This organization, its members and collaborators are not now and will not in the future be engaged in any activity resulting in a conflict of interest, real or apparent, in the selection, award, or administration of a contract for WIOA funds.		
<u>Cost/pricing Data and Proposal Content</u>		
This is to certify that, to the best of my knowledge and belief, the cost/pricing data submitted, either actually or by specific identification in writing to the WIB in support of this proposal, is accurate, complete, and current as of the date below. This certification includes the cost/pricing data supporting any agreements/contracts that may be agreed upon between the Respondent and the WIB that are part of the result of submitting this proposal.		
_____ Signature of Authorized Representative		_____ Date
_____ Title of Authorized Representative		

Signatory Authorization

Attachment B

- Signed by Authorized Official
- In Lieu of Board Resolution
- Electronic due by April 9, 2021
- Wet signature due April 15, 2021

SIGNATORY AUTHORIZATION

I HEREBY CERTIFY THAT

Name & Title

IS AUTHORIZED TO SUBMIT PROPOSALS FOR, AND BY VIRTUE OF HIS/HER SIGNATURE, BIND

Organization Name

TO CONTRACTUAL AGREEMENTS FOR THE PERIOD

Contract Term

Signature of Governing Body Official:	
Typed Name:	
Title:	
Date Signed:	
Signature of Official Authorized to Bind Agency:	
Typed Name:	
Title:	
Date Signed:	

Note: Should circumstances require a change in the above, a new Signatory Authorization shall be completed and forwarded to the WIB. Failure to provide the information above may result in the disqualification of your proposal.

Budget Forms

Attachment D

- Budget Form
- Budget Narrative
- Summary of Operational Costs
- Equipment Purchase Costs
- Participant Plan
- [Attachment D - RFP Budget and Budget Forms](#)

LINE ITEM	FTE's	Project Funding Total	Adult 7/1/21-6/30/22	Dislocated 7/1/21-6/30/22	ESE 7/1/21-6/30/22
PERSONNEL COSTS					
Salaries (List the job title below)					
		-			
		-			
		-			
		-			
		-			
		-			
		-			
		-			
		-			
		-			
		-			
		-			
Total Salaries	-	-	-	-	-
Fringe Benefits Cost		-	-	-	-
Fringe Benefit Rate=					
TOTAL PERSONNEL COSTS		-	-	-	-
EQUIPMENT PURCHASE & LEASE COSTS					
Equipment/Furniture Purchase		-			
Equipment Lease		-			
TOTAL EQUIPMENT PURCHASE & LEASE COSTS		-	-	-	-
FACILITIES INFRASTRUCTURE COSTS					
Rent (Building Space)		-			
Facility/Equipment Repair & Maintenance, Custodial, Utilities, Telephone, Security		-			
TOTAL FACILITIES INFRASTRUCTURE COSTS		-	-	-	-
PROFESSIONAL SERVICES					
Cell Phone, Internet Access, Marketing, Outreach, Professional Fees, Membership dues		-			
TOTAL PROFESSIONAL SERVICES		-	-	-	-
SUPPLIES COSTS / Subscriptions					
Office Supplies (postage, printing, copying)		-			
TOTAL SUPPLIES COSTS		-	-	-	-
SUBCONTRACTOR					
Subcontractor		-			
TOTAL SUBCONTRACTOR COSTS		-	-	-	-
STAFF TRAVEL & TRAINING COSTS					
Travel		-			
Training		-			
TOTAL STAFF TRAVEL & TRAINING COSTS		-	-	-	-
PARTICIPANT COSTS					
Work-based Training (On-the-Job Training)		-			
Participant Wages (Transitional Jobs)		-			
Participant Fringe Benefits		-			
Support Services		-			
TOTAL PARTICIPANT COSTS		-	-	-	-
INDIRECT COSTS					
Indirect Costs		-			
TOTAL INDIRECT COSTS		-	-	-	-
OTHER COSTS					
Payroll Processing		-			
Insurance Costs		-			
TOTAL OTHER COSTS		-	-	-	-
TOTAL PROGRAM BUDGET		-	-	-	-

Past Performance Questionnaire – Attachment H

- Three References
- Due by April 9, 2021
- WIBProcurement@tularewib.org

PAST PERFORMANCE QUESTIONNAIRE

Please complete this questionnaire for the Workforce Investment Board of Tulare County- Request for Proposal. Email no later than April 9, 2021 at 12:00 PM to WIBProcurement@tularewib.org with the subject line title "Past Performance and "Agency".

Name of organization for which the questionnaire is being completed:

Name of individual and organization providing information:

Title:

Signature Date:

Mailing Address:

Telephone:

Email Address:

Contract Information if current WIOA funded provider for ☐ Youth Program, ☐ Adult
☐ Dislocated Worker services. (Supplied by respondent organization in the proposal)

Contract Title:

Contract Number:

Period of Performance:

Description of Services Provided:

Ex Parte Communication/ Conflict of Interest – Attachment I

- Only if applicable
- Due by March 18, 2021

EX PARTE COMMUNICATION / CONFLICT OF INTEREST

The *ex parte* communication prohibition restricts RFP respondents from contacting members of the Workforce Investment Board of Tulare County (WIB), WIB Committees, and/or the WIB staff. Respondents are allowed to communicate with WIB staff **only** via email, as noted in the RFP.

The conflict of interest policy deals with financial interests. Members of the WIB, and WIB Committees are governed by both federal and state laws in this area. In short, members who have a conflict of interest with respect to any action item on an agenda may not discuss or vote upon such item. When an RFP is taken to the WIB or its Committees those members whose organizations are planning to submit a proposal are not allowed to participate in the discussion or vote on the item. The conflict of interest policy will be applied when asking individuals to participate in the RFP process as evaluators as well as at the various meetings when action will be taken to award the successful respondent(s).

Some respondents may like to collaborate with members of the WIB, and/or its committees on their proposals. Technically, such collaboration is a violation of the *ex parte* communication rule. However, we do recognize the value that such collaborations may bring to our system and have developed the Conflict of Interest Form to ensure that these types of arrangements do not place respondents in jeopardy. **Any respondent who wishes to collaborate with a member of the WIB or WIB Committees MUST have the collaborative partner fill out this form and submit as an attachment to their proposal.**

Please Note – under no circumstance may an individual who will be on the RFP Evaluation Team collaborate with any respondent. All such individuals will be asked by WIB staff to sign the “Conflict of Interest Certification for Request for Proposal” stating they have not collaborated with any respondent and have no financial interest in any respondent’s proposal.

EX PARTE CERTIFICATION

I hereby certify that I will not participate in any discussion or vote, whether at a formal meeting or in a social setting, regarding the Request for Proposal for Workforce Innovation and Opportunity Act Title 1 Adult, Dislocated Worker, and Youth Program Year 2020-2021.

I hereby inform the WIBTC that I/my organization plan to collaborate
with: Name of Proposing Organization:

To Provide the Following Services:

Name of WIB or Committee Member: Click or tap here to enter.

Name of WIB or Committee Member Organization: Click or tap here to enter

Date: Click or tap here to enter text.

Signature: Click or tap here to enter text.

Proposal Narrative





Proposal Narrative



8.1 Executive Summary



8.2 Organizational History and Qualifications

- Past Performance Questionnaire (Attachment H)



8.3 Organizational Structure and Management

- Organizational Charts
 - 1) Leadership
 - 2) Intended Staffing



Proposal Narrative



8.4 Program Design & Innovation for Services



8.5 Business Engagement & Services



8.6 Partnerships & Collaboration

Financial Requirements



WIB

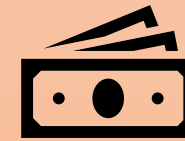
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Budget Requirements

Respondents
are required to
submit a line-
item detailed
budget –
Attachment D



WIB will
conduct a Cost
Price Analysis

Proposal Evaluation Process





Evaluation of Proposals

Proposal Narrative	Proposal	Points Possible
Section	Page Limits	1-100
Title Page and Executive Summary	2	5
History, Qualifications, and Past Performance	4	20
Organization Structure and Management	2	10
Program Design and Service Delivery	10	35
Business Engagement and Services	4	15
Partnership and Collaboration	2	10
Project Financial Plan and Budget	1	10
Total	25	100

Questions

<http://www.tularewib.org/procurements>

