workforce
SOUTHWEST WASHINGTON

REQUEST FOR PROPOSALS

For the period April 1, 2020 through June 30, 2023

Wahkiakum Job Seeker Outreach

For
Workforce Southwest Washington (WSW)

Located at:
805 Broadway, Suite 412
Vancouver, WA 98660

RELEASE DATE:
January 17, 2020

DUE DATE:
February 28, 2020
5:00 p.m. (Pacific Daylight Savings Time)

Workforce Southwest Washington is an equal opportunity employer and provider of employment and training programs. Auxiliary aids and services are available upon request to persons with disabilities. Washington Relay 711

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Wahkiakum Community Outreach

Workforce Southwest Washington (hereafter, WSW) located at 805 Broadway, Suite 412 in Vancouver, WA, is soliciting proposals to provide job seeker outreach to Wahkiakum County residents. Wahkiakum County is a small rural county in the Southwest Washington workforce development region. Wahkiakum County has a total population of 4,300 of which 6.5% are unemployed. Due to the high poverty level and distance to a WorkSource Office, WSW is in need of a local resource to provide job seeker outreach. Funding for this project is from a Department of Labor grant under Workforce Innovation and Opportunity Act (WIOA). Proposals should not exceed a requested budget amount of $45,000 annually.

WSW is looking for a provider that will act as the conduit between the Wahkiakum County Community and all of the programs, services and resources available at WorkSource in Neighboring Cowlitz County. The nearest WorkSource Center is up to a 45-minute drive for some Wahkiakum County residents, creating immense barriers to accessing essential job seeker services. These services are designed to help individuals achieve economic mobility by connecting them to the regions high-growth, in-demand industry sector careers. WSW is looking for a provider to house a staff member in Wahkiakum county that will recruit, assess, and connect people to the WorkSource system.

NOTE: While the initial period of the awarded contract for services will be from April 1, 2020 through June 30, 2021, WSW reserves the option to extend this contract to the successful bidder for an additional two (2) years beyond the original contract term.

Work described in the proposal may not be subcontracted without prior approval from WSW.

BIDDING CRITERIA AND REQUIREMENTS

The bidding is open to all qualified profit, non-profit organizations, State or Federal agencies meeting the following minimum criteria:

- Bidder must be licensed to perform work in Washington State.
- Services must be delivered from a location within Cathlamet, Washington.
- Bidder must have experience with job opportunities and barriers faced for residents in Wahkiakum County.
- STRONGLY PREFERRED: Knowledge of and experience administering federal workforce development programs.
- STRONGLY PREFERRED: Knowledge of local resources to help job seekers eliminate employment barriers.
- STRONGLY PREFERRED: Knowledge of local employers with open employment opportunities.
- STRONGLY PREFERRD: Knowledge of training opportunities for job seekers to gain local employment.

PROPOSAL REQUIREMENTS AND FORMAT

Qualified bidders must provide proposals including the following information:

1. Demonstrated Experience and Ability
    a) A narrative detailing organization's experience administering federal funding.
    b) Narrative describing experience providing similar services to those being proposed.
    c) Description of key staff qualifications, if known, or a job description for open position.
    d) Description of proposed workforce development services bidder will implement.
2. Relationships and Collaboration
    a) Description of proposed coordination of services with local, surrounding area, state, or federal resources. When possible, name the organization with which the bidder is coordinating efforts.
    b) Description of any leveraged relationships and/or funding opportunities.
3. Budget detail
    a) Line item budget detailing amount requested from WSW for proposed services and amount leveraged. Leveraged details should include name of organization and type of funds being leveraged. If applicable, include budget narrative explaining any budget line items not self-explanatory.

PROVISIONS AND DISCLAIMERS

1. WSW reserves the right to waive informalities or minor irregularities in offers received.
2. This RFP does not obligate WSW to award a contract.
3. This RFP is for WIOA services and other related programs and funding streams which may become available to WSW during this funding period.
4. WSW may select a provider based on initial offers received, without discussion of such offers. Accordingly, each offer should be submitted on the most favorable terms from a price and technical standpoint that the bidder can submit to WSW.
5. WSW reserves the right to request additional data or oral discussion or documentation in support of written offers.
6. No costs will be paid to cover the expense of preparing a proposal or procuring a contract for services or supplies under WIOA.
7. All data, material, and documentation originated and prepared by the bidder pursuant to the contract shall belong exclusively to WSW and be subject to disclosure under the Freedom of Information Act.
8. Bidder shall comply with all applicable federal, state, and local laws, regulations, and policies. This includes, but not limited to, Public Law 113-128(WIOA), Federal Uniform Administrative Requirements found in 2 CFR 200, both State and Federal Non-discrimination law, and all WIOA Title I.
9. All bidders must ensure equal opportunity to all individuals. No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with, any such program or activity funded in whole or in part by this proposal on the basis of race, color, religion, sex (including

pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or against beneficiaries on the basis of either citizenship status or participation of programs financially assisted under Title I of the Workforce Innovation and Opportunity Act of 2014 (WOIA). Additionally, bidder must take reasonable steps to ensure that individuals with limited English proficiency have meaningful access to programs.

10. All bidders must ensure access to individuals with disabilities pursuant to the Americans with Disabilities Act.
11. WSW encourages the use of informal resolution to address complaints or disputes related to RFP process issues. Written appeals and disputes should be addressed to Workforce Southwest Washington, 805 Broadway, Suite 412, Vancouver, Washington 98660. Any bidder who wishes to contest the award(s) of funding under this RFP must write to WSW within 30 calendar days from the date the funds are awarded. WSW will issue a decision on appeals within 30 days of receipt.
12. Awarded contract will be subject to annual monitoring from WSW to ensure state, federal and local compliance.

PROPOSAL DUE DATE

The bidder's proposal is due **February 28, 2020**. Proposals must be submitted electronically to **Narek Daniyelyan at ndaniyelyan@workforcesw.org .**

REGARDING BIDDER QUESTIONS AND ANSWERS:

- Questions from bidders will only be accepted via email at info@workforcesw.org
- Questions will be published "as is" from the bidder and answered publicly for all bidders to view by specific link that will be available on our website at **www.workforcesw.org**.
- Until such time as questions are received by email, no questions or answers will be posted for review by bidders.
- It is our intent to post answers to questions within 48 hours of receipt of the question(s) via email. Delays to publication of questions and answers due to circumstances beyond our control should be anticipated. We will make every effort to post answers as quickly as possible.

SCORING OF PROPOSALS

Proposals will be scored on competitiveness, allowability, and reasonableness. Each proposal will be scored against the requirements listed above and the scoring criteria below.

Scoring Criteria Proposals will be scored using a Likert Scale with scores ranging from 1-5 in each category. A score of five being the highest and a score of one being the lowest in each category.

- **Demonstrated Experience and ability – 5 possible points**

- **Relationships and Collaboration – 5 possible points**
- **Budget detail – 5 possible points**

EXPECTED TIMELINE FOR PROPOSAL REVIEW AND AWARD OF CONTRACT:

Note: This is an expected timeline only, subject to change without notice.

- **February 28, 2020 at 5:00 p.m. (PDST):** Proposals due to WSW by electronic submission
- **March 10, 2020:** All proposals reviewed and scored by review committee
- **March 11, 2020:** All qualified proposers are notified of award decision
- **March 11, 2020:** Contract negotiations begin with selected provider
- **March 31, 2020:** Deadline for contract to be executed
- **April 1, 2020:** Selected contractor begins providing services