

**Mississippi Valley Workforce Development Board**

**Workforce Innovation and Opportunity Act (WIOA)**

**Title I Adult and Dislocated Worker Services**

**Request for Proposal**

**Release Date**

This RFP was released on January 17th, 2024

**Proposal Submission Details**

Please submit ONE electronic (clearly marked) proposal and attachments in both Microsoft Word and PDF format to:

Email: [director@mississippivalleyworkforce.org](mailto:director@mississippivalleyworkforce.org)

**Due Date**

Wednesday, February 14th, 2024 by 5:00 PM Central Time

**Contract Period**

July 1, 2024 to June 30, 2025

Possible extension for up to three (3) years

All programs and activities are designated as equal-opportunity employers/programs. Auxiliary aids and services are available upon request to individuals with disabilities.

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## Resource Materials

Resource materials relating to Workforce Innovation Opportunity Act Title I-B programs which may aid in preparing Request for Proposals (RFP) are available on the internet at the following sites:

* Workforce Innovation Opportunity Act is available at: <http://www.doleta.gov/wioa>
* Iowa Workforce Development Policies are available at: <https://epolicy.iwd.iowa.gov/Policy/Home>
* Mississippi Valley Workforce Development Board Policies <https://www.mississippivalleyworkforce.org/policies-procedures>

Successful delivery of services solicited by this RFP will require close adherence to the criteria of key Training and Employment Guidance Letters (TEGLs) from the US Department of Labor, including but not limited to the following:

* TEGL 4-15: Vision for the One-Stop Delivery System
* TEGL 10-16: Performance Accountability Guidance for WIOA
* TEGL 16-16: One-Stop Operations Guidance for the American Job Center Network

All WIOA-funded services, as well as those provided with other funding sources as applicable, must be delivered in accordance with the rules and regulations set forth by the funder, guidance from the US Department of Labor, the State of Iowa, and policies set forth by the MVWDB.

In the event policy, procedure, program design, law, or regulatory changes occur, bidding organizations may be requested to modify the program design or the delivery of services. Should a request for a change in program design or services occur, representatives of the MVWDB will be available to assist bidding organizations or subrecipients with the interpretation and suggestions for policy or program redesign.

# **Request for Proposals Timeline**

January 17, 2024 Solicitation for Proposals Released – Available at <https://www.mississippivalleyworkforce.org/rfp>

January 17 - January 24, 2024 Question Period. Written questions regarding RFP scope, content, or need for clarification are accepted. Email questions to [director@mississippivalleyworkforce.org](mailto:director@mississippivalleyworkforce.org)

January 26, 2024 Answers to all questions received regarding the RFP will be posted on the Board website at <https://www.mississippivalleyworkforce.org/rfp>

February 14, 2024 Proposals are due by 5:00 p.m. CST, incomplete or late proposals will not be accepted.

February 19-23, 2024 The RFP committee will score each proposal using the evaluation criteria as outlined in this RFP.

February 20-21, 2024 The RFP Committee reserves the right to meet with respondents to ask clarifying questions as necessary.

February 23, 2024 Review Committee will vote on a recommended awardee(s) to be reviewed and forwarded to the full MVWDB.

February 26, 2024 The MVWDB will select the awardee(S) during their regularly scheduled meeting.

February 28, 2024 Notice of Intent to Award letter emailed to all respondents and posted on the board website.

March 1 – 31, 2024 Contract preparation with finalists

April 15, 2024 Contracts executed and signed.

July 1, 2024 -June 30, 2025 Period of performance, with a possible extension of up to three years.

All times shown are Central Standard Time (CST). The MVWDB reserves the right to adjust the schedule when it is in the best interest of the Board or to extend any published deadline in this RFP. The Proposal and all required attachments must be received by the MVWDB by the dates and times shown above. The prospective proposer is solely responsible for assuring that anything sent to MVWDB arrives on time.

## Section 1 Introduction and Background

### Purpose

The Mississippi Valley Workforce Development Board (MVWDB) issues this RFP to solicit competitive, innovative workforce development program proposals for the operation of The Workforce Innovation and Opportunity Act (WIOA) Title I Adult and Dislocated Worker services in the counties within the Mississippi Valley Workforce Area (MVWA).

This Request for Proposal (RFP) is a competitive solicitation method being used by the MVWA to maximize the likelihood of selecting high-performing, competent provider(s) of workforce development services to our Adult and Dislocated Worker population. Notice of this RFP will be distributed to organizations on the MVWDB Bidder’s List and will be published on the website, under the “Request for Proposals” tab. The RFP will be available for download from the website.

Proposals should represent an understanding and demonstrated proficiency to support strategies that focus on assisting eligible Adult and Dislocated Workers with barriers to employment to prepare for post-secondary education and employment opportunities, attain educational and/or skills training credentials, and secure quality employment with career/promotional opportunities that leads to self-sufficiency wages.

The successful bidder will be selected based on demonstrated abilities, past performance, a sound proposal, collaboration and partnerships, and cost-effective service delivery.

The Board is interested in receiving responses from any organization that is qualified and interested in providing WIOA Adult and Dislocated Worker Services.  Based on responses received to the RFP, the MVWDB will determine the number, type, and funding amount of contract(s) to be awarded for the upcoming performance period.

Funds awarded must be utilized to service WIOA-eligible Adult and Dislocated Workers with allowable activities under WIOA.

### Introduction

The MVWDB is responsible for the strategy, administration, and oversight of a variety of workforce development programs in the eight (8) county area (Henry, Des Moines, Lee, Louisa, Scott, Jackson, Clinton, and Muscatine) in Iowa. There are two comprehensive American Job Centers one located in Burlington, and Davenport, Iowa.

As a high-performing Board, we aim to improve the overall workforce system for all eight (8) counties with an emphasis on quality jobs. The MVWDB will continually seek to improve the workforce and the quality of life for our communities and to be the leader for workforce development services in our Local Area.

**Vision**

Create strong local economies by developing a future-ready workforce of skilled workers prepared to meet the needs of current and emerging industries.

**Mission**

The Mississippi Valley Workforce Development Board will achieve our vision through strengthening collaboration with local businesses and job seekers. We will improve access to our dedicated workforce partners through a fully integrated one-stop delivery system. Decisions will be data-driven to enhance our local economies and the quality of life for our communities.

**Goals**

**Manager Role Goals**

* Develop effective board practices that oversee the operational efficiency and performance of the American Job Centers.
* Engage board members to strengthen management practices and controls to fulfill the objectives and responsibilities of being effective stewards of public funds

**Convener Role Goals**

* Expand workforce services for individuals at all levels of skill and experience.
* Enhance and nurture strong partners to build a skilled and ready workforce through innovation and alignment across programs to provide a comprehensive set of solutions for businesses and job seekers.
* Implement strategies to ensure that the local workforce system meets the needs of businesses in the local area and that business has the opportunity to engage with the system in meaningful ways.

**Strategist Role Goals**

* Expand workforce services for individuals and businesses through a fully integrated one-stop delivery system that provides a seamless customer experience.
* Expand outreach and services to all rural areas in the MVWA.
* Conduct research to understand the needs of business and industry in the local area and use data to drive strategic decision-making.
* Develop a nimble and responsive talent delivery system that meets current employers’ needs and anticipates future challenges.

**Optimizer Role Goals**

* Continuously monitor performance and make policy or service adjustments to foster continuous improvement.
* Supplement public investment with commitments from industry, labor, public, and community partners to implement new ideas and strategies.

The MVWDB is transforming its role from a programmatic approach to one that is focused on seamless delivery of services across the entire workforce system. In other words, the MVWDB does not view its role as simply or even primarily overseeing WIOA or workforce center operations, but rather in building, assessing, and maintaining a holistic system that is responsive to the needs of both employers and job seekers. Our vision over the next 4 years is to expand our programming and services beyond WIOA and are looking for a provider that is flexible to change, willing to be a leader in the industry, and has the capacity to take on new initiatives.

### Background

On July 22, 2014, President Barack Obama signed into law the Workforce Innovation and Opportunity Act (WIOA). WIOA is designed to improve and streamline access to federally funded employment, education, training, and support services. Congress passed the WIOA by a wide bipartisan majority and it is the first legislative reform in 15 years of the public workforce system.

Every year, the key programs forming the pillars of WIOA help tens of millions of jobseekers and workers to connect to good jobs and acquire the skills and credentials needed to obtain them; and it connects employers with skilled workers needed for global economic competition. The enactment of WIOA provides an opportunity for reforms to ensure the One-Stop Delivery System (also known as the American Job Center System) is job-driven, responding to the needs of employers, and preparing workers for jobs that are available now and in the future.

The terms and conditions of this RFP may change based on pending WIOA re-authorization legislation. The successful respondent to this RFP will be expected to remain informed on WIOA regulations and requirements. For more information on WIOA and specific information on the seven (7) WIOA job-driven elements found in Training and Employment Guidance Letter 3-14, please visit [https://www.dol.gov/agencies/eta/wioa/.](https://www.dol.gov/agencies/eta/wioa/)

## Section 2 Eligibility, Contract, and Funding

### Eligible Subrecipients

The MVWDB is soliciting proposals from qualified organizations to direct U.S. Department of Labor (USDOL) WIOA Title I Funds and other categories of funding that may become available toward career and training services for Adult and Dislocated Workers, as defined by WIOA Organizations eligible to submit proposals for this RFP include-

* private for-profit businesses
* private not-for-profit organizations (including faith and community-based organizations)
* governmental entities (including the public school system, community colleges, local government, and other public sector organizations)
* a collaboration of these organizations

Any not-for-profit entity MUST have been incorporated for at least two (2) years (as evidenced by a letter from the governing body certifying proof of incorporation) and be designated as a 501(c)(3) tax-exempt organization by the Internal Revenue Service.

Any for-profit entity must have been incorporated for at least two (2) years.

### Type of Contract

Selected bidders will enter into a cost-reimbursement contract. A Cost Reimbursement Contract establishes an estimate of total costs to obligate funds and a ceiling that the subrecipient may not exceed. A line-item budget shall be based on all legitimate costs to be incurred by the subrecipient in carrying out the services. The subrecipient will be reimbursed for all expenditures on a regular basis after submittal of itemized invoices and all source documentation to the fiscal agent. The subrecipient will work closely with the fiscal agent and the MVWDB Executive Director on the payment process.

Subrecipient will be required to submit to the MVWDB an annual budget for each contract year. The MVWDB will provide the subrecipient with budget parameters (including required timelines) based on preliminary/final allocation awards on an annual basis. The MVWDB requires that no more than 65% be spent on operating costs and no less than 35% on participant expenses. MVWDB will conduct at minimum budget monitoring twice annually through its fiscal agent, but such monitoring does not relieve the subrecipient from performing its own internal monitoring.

The funding period for contracts awarded under this solicitation will be from July 1, 2024, through June 30, 2025, provided performance remains acceptable during that period. Any contract awarded from this RFP will include an option to renew for up to three (3) additional year periods, contingent upon successful performance and availability of funds.

### Funding Availability

At this time, the MVWDB has set aside up to the following annual amount for contracts to be awarded under this RFP. This is merely an estimate as final allocations for PY24 will not be available until closer to the start of the program year.

**WIOA Adult Program: up to $900,000**

**WIOA Dislocated Worker Program $700,000**

All contracts are subject to the availability of funds to MVWDB. This RFP does not commit the MVWDB to fund any proposals submitted before the execution of a contract. MVWDB reserves the right to accept or reject any or all proposals received or to negotiate the terms of the proposal with a qualified proposer. The Board also reserves the right to request additional information, documentation, or oral discussion in support of written proposals. No contracts will be awarded as a result of this RFP without the approval of the MVWDB. Further, MVWDB reserves the right to withdraw from negotiations at any time before a contract is executed. Funding availability and subsequent contract amounts are subject to change for subsequent program years. If funds awarded for a contract year are not fully expended by a subrecipient by the end of a contract year (June 30), unexpended funds may revert back to the MVWDB for disposition and may or may not be available for subsequent, if any, contract year expenditures. Annual WIOA allocations have a two-year time period in which they may be expended. Because there are often delays at the federal level in releasing these annual allocations, MVWDB budgets each year for a certain amount of carryover dollars in order to fund basic operations until annual allocations are released. We expect any successful bidder to likewise budget sufficient carryover funds in order to provide for basic operations for at least one full quarter.

Since the MVWDB and CEOs may select one or more applicants to deliver services under these programs, no minimum budget is guaranteed for such operations. Applicants should submit proposals under the assumption that the entire program budget will be available for this purpose. However, the Board may select more than one potential subrecipient as a result of the RFP and subsequently enter negotiations with those entities to establish a final budget or budget share for such operations. Subsequent to that action, a contractual agreement will be finalized with the selected subrecipient(s).

Subrecipients must accept liability for all aspects of any services conducted under contract with the MVWDB. Subrecipients will be liable for any disallowed costs or illegal expenditures of funds or program operations conducted.

Reductions in the funding level of any contract resulting from this solicitation process may be considered during the contract period when a subrecipient fails to meet expenditure, participant, and/or outcome goals specified in the contract or when anticipated funding is not forthcoming from the federal or state governments.

### Provision for-Profit

The MVWDB has capped the amount of profit that can be made at 7% for year one of this contract. For each subsequent contract extension period an extra % of profit can be charged to the grant if performance remains satisfactory (year 2 8%, year 3 9%, year 4 10%). Private for-profit businesses wishing to negotiate a profit must follow all provisions in:

* + WIOA 20 CFR 683.295
  + Uniform Circular 2 CFR 200.324

### Cost and Price Analysis

All proposals will be evaluated based on obtaining the most cost-effective price possible while achieving the highest quality service delivery. A cost price analysis will be conducted on the proposed costs during the proposal review process. Agencies are encouraged to submit their best offer for providing the services solicited and to thoroughly describe and justify the costs. The cost and price analysis shall be conducted to ensure that the proposed costs are necessary, fair, and reasonable; to determine if the proposed costs are allowable and allocable; to determine if there is a duplication of costs with other programs; to ensure that the costs are directly associated with carrying out only the proposed services; and to ensure that the proposed costs will benefit the program.

## Section 3 General Terms and Conditions

### Iowa*WORKS* Standard Operating Guide

All Title I and Iowa*WORKS* partners will work together as a collaborative team to provide meaningful services to all customers by following the provisions of the Iowa*WORKS* Mississippi Valley Standard Operating Guide, including the integrated delivery model outlined within. This includes but is not limited to, scheduled time to assist customers on Welcoming and Exploratory, facilitating workshops, assisting with employer events, hiring sessions, business services outreach, job fairs, and other projects or events.

### Iowa*WORKS* Data Management System

The selected bidder will be required to utilize the Iowa*WORKS* data management system as the information system of record for all participant and employer communication, service provision, and other program activity and must ensure that all data is entered accurately and in a timely manner, adhering to all applicable data rules, regulations, and entry time requirements. Staff must be fully competent in utilizing the Iowa*WORKS* data management system, including querying and producing reports from the system regarding the MVWA.

The MVWDB will utilize data from the Iowa*WORKS* data management system, as well as data collected from other sources, to determine program compliance and evaluate the performance of the selected bidder. The selected bidder will adhere to the Iowa*WORKS* data management system Process Guide and the Iowa*WORKS* data management system Standard Operating Procedure Guide for guidance on proper documentation for WIOA Title I and other Iowa*WORKS* data management system participation. In addition, the selected bidder will follow established protocols for uniform and detailed case notes to ensure clear and consistent tracking and documentation of progress throughout the program. The selected bidder will participate in quality and compliance activities, as well as regular meetings and review of performance reports and other written reports when requested.

The selected bidder will identify staff members whose work requires access to Iowa*WORKS* and submit applications for Iowa*WORKS* access per local protocols. Appropriate staff members to receive Iowa*WORKS* access include career planners (case managers) and other staff members who have regular contact with participants or whose work requires monitoring and oversight of participant data maintained in Iowa*WORKS*. Iowa*WORKS* account credentials and login information may not be shared between staff members or other individuals. The selected bidder must submit notification if any staff member with Iowa*WORK*S access is terminated, voluntarily or involuntarily, within 24 hours of termination. Failure to do so may result in the revocation of Iowa*WORKS* access for the selected bidder and contract termination.

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### Records and Documentation

The selected bidder must retain, secure, and ensure the accuracy of all program files and records, whether related to job seekers, businesses, or general operations, in compliance with WIOA requirements, related federal and state regulations, and the MVWDB record retention requirements. All case files must be contained in an electronic system, are the property of the MVWDB, and must contain a variety of documentation.

Files must be retained for five years after the MVWDB reports final expenditures to the funding source. The selected bidder must allow the MVWDB, its designated Fiscal Agent, and representatives of other regulatory authorities access to all WIOA records, program materials, staff, and participants.

The selected bidder is responsible for maintaining and securing participant case files at all times, as well as ensuring privacy and protection of all personal information collected from participants per applicable laws, regulations, and state policies. Confidentiality of participant information must be maintained, and all case files must be properly stored in a secured space with limited staff access. Each staff member who has contact with participants or participant information must receive training on confidentiality requirements.

The selected bidder acknowledges that the use or disclosure of participant information for purposes other than the effective delivery of the services described in this RFP is strictly prohibited. Staff of the selected bidder may have access to this information only on a “need to know” basis. The selected bidder must inform employees that inappropriate use of such information may result in disciplinary action, including discharge, or criminal prosecution if the employee knowingly uses the information for fraudulent purposes.

### Data Management and Reporting

Selected bidders must regularly track and monitor data related to participation and outcomes, using observations and evaluation to ensure continuous program improvement. Such efforts must be supported by strong internal systems and applications.

The selected bidder is required to provide the MVWDB with timely executive summary reports and a PPT on a monthly basis, that clearly demonstrate program enrollments (by county and demographics), participation, services provided, progress toward deliverables and common measures, customer satisfaction, outputs, outcomes, success stories, accomplishments, improvements, challenges, and recommendations. Additionally, outreach efforts including location by county, number impacted, and details of the event will be required to be reported.

The MVWDB will work with the selected bidder to understand reporting requirements and program exiting procedures, and to determine the appropriate template for reporting outcomes and performance. Reporting frequency and content are subject to change at the discretion of the MVWDB and such may be impacted by changes required from IWD or the US Department of Labor.

### Office Hours Requirement

All Title I and Iowa*WORKS* partners will follow the same work schedule and holiday schedule as the State of Iowa. This includes the severe weather policy, Continuity of Operations Guide, and in-service training days on Columbus and President’s Day, to ensure services are delivered consistently during hours of operation of the Iowa*WORKS* centers. (Offices are closed on the following holidays: New Year’s Day, Dr. Martin Luther King Jr.’s Birthday, Memorial Day, Independence Day, Labor Day, Veterans’ Day, Thanksgiving, the Friday after Thanksgiving, and Christmas Day). While selected service providers may be the employer of record of a specific entity, the provider is contracted to provide employment and training services through the local area workforce development system and within the Iowa*WORKS* centers in the local area. As such, providers are required to be present during business hours. However flexible working arrangements can be made for staff to ensure participation in external events and provide services to participants outside normal business hours as long as Title I is represented in the center at all times.

### Dress Code

All Title I and Iowa*WORKS* partners will follow the business casual dress code in the Iowa Workforce Development Work Rules handbook for field operations, including Iowa*WORKS* name badges.

### Co-Location

Adult and Dislocated Worker services are required to be co-located within the Comprehensive one-stops (*IowaWORKS* centers)

### Email Address

All Title I service providers will utilize a provided @iowaworksmv.org email address when communicating with customers and stakeholders.

### Right to Cancel

The MVWDB is not responsible for any costs incurred by the respondent in the preparation of responses to this RFP. The MVWDB reserves the right to delay, amend, reissue, or cancel, all or any part of this RFP at any time without prior notice. MVWDB also reserves the right to modify the RFP process and timeline as deemed necessary. Subject to guidance being issued by the US Department of Labor and/or Iowa Workforce Development and the issuance of final regulations, this RFP and/or any subsequent sub-awards will be modified to ensure compliance.

### Questions/Restrictions on Communication

Any questions regarding this RFP should be addressed only to the Issuing Officer. All questions must be submitted via email no later than 4:00 p.m., on January 24, 2024, to Miranda Swafford. Questions will be responded to in writing and posted on the website. This website can be accessed at: <https://www.mississippivalleyworkforce.org/rfp>. Staff supporting the daily operations of the Centers are not able to assist or answer questions related to this RFP. Only the responses on the website are considered clarifications to the instructions contained in this RFP. In the event that responses modify any of the terms, conditions, or provisions of this RFP, documentation will be given via a subsequent amendment to the RFP. Respondents are responsible for checking the website frequently to remain informed about the procurement process and other information that may affect this RFP, e.g. WIOA information, changes to performance measures, and revisions to the timeline.

It is the policy of the MVWDB to prohibit ex-parte communication with any MVWDB member, MVWDB staff, consultants, or other persons serving as an evaluator during the procurement process. Respondents who directly contact Board members or evaluators risk elimination of their proposals from further consideration.

Any communication by telephone, email, letter, face-to-face conversation, or other off-the-record contact is strictly prohibited. Any discovered ex-parte communication will be provided to the Chair of the MVWDB and Chief Lead Elected Official for review and appropriate action. Bidders who improperly influence the proposal review and evaluation process in any way will be subject to disqualification.

## 

### Transition in Serving Adult and Dislocated Workers Enrolled in WIOA Activities

In the event that WIOA Funds are awarded to a new subrecipient in any or all of the counties in the Mississippi Valley Workforce Area, beginning July 1, 2024, it is expected that new sub recipient staff will arrange for the following meetings (at minimum) in order to better serve Adult and Dislocated Workers who are continuing in WIOA: a meeting with previous subrecipient staff to discuss cases and an orientation meeting/ open house for WIOA to introduce staff, explain any changes in the delivery of services, and address questions and concerns. Meetings described above are expected to occur immediately following award notification.

### Subcontracts

If a bidder anticipates using subrecipients to provide any service proposed, the proposal must clearly identify those services, their specific responsibilities, and the planned budget. The service provider shall not subcontract all services and activities required by this RFP. Copies of the sub-agreements negotiated with a subrecipient must be approved by the MVWDB prior to signature on the contract and execution of services. Subrecipient prior to MVWDB approval, must meet all licensing requirements and provide all required documents, certifications, and insurance as required by the lead Subrecipient /Bidder, and shall agree to comply with the Standard General Provisions and all Federal, State regulations and all State and WDB policies and procedures. Any failure by the subrecipient to meet all licensing requirements or to provide all required documents, certifications, or insurance by the Contract date shall be considered a violation of the RFP and the Contract shall not be awarded until such violation is cured after ten (10) days written notice, or then at the option of the MVWDB, the Contract may be awarded to the next ranked Proposer recommended for funding.

### Oversight

The MVWDB is responsible for all levels of program monitoring, compliance, and evaluation for WIOA activities. The selected bidder will be required to keep records and collect data that will help the MVWDB comply with such requirements and sustain highly effective workforce development programming.

MVWDB Responsibilities: monitor, evaluate, and provide guidance and direction to the selected bidder in the conduct of services performed under any agreement resulting from this RFP. MVWDB has the responsibility to determine whether the selected bidder has spent funds in accordance with applicable laws and regulations, including federal audit requirements, and will monitor the activities of the selected bidder to ensure such requirements are met. MVWDB may require the selected bidder to take corrective action if deficiencies are found.

## 

### Bonding and Insurance Requirements

Each awarded entity must obtain and submit, prior to the final execution of any contract, proof of insurance coverage, including general liability, property loss, worker’s compensation, and bonding. The U.S. Department of Labor, the Iowa Workforce Development, and the MVWDB assume no liability with respect to bodily injury, illness, or any other damages or losses, or with respect to any claims arising out of any activities undertaken as a result of the awarded contract. The awarded bidder shall ensure or otherwise protect itself concerning activities under the contract. Proof of the insurance and worker’s compensation must be provided annually prior to any extensions, should the MVWDB exercise renewal option(s).

Any individual who is authorized to act on behalf of the winning bidder for the purpose of receiving or depositing Agreement funds into program accounts or issuing financial documents, checks, or other instruments of payment for Program costs must be covered by a fidelity bond. The minimum amount of the bond must be at least the lower of either one hundred thousand dollars ($100,000) or the amount of the highest advance on reimbursement received through checks or drawdown during the term of the Agreement.

**Insurance Limit**s

* Commercial General Liability - Combined Single Limit of not less than $1,000,000 per occurrence, with an annual aggregate of not less than $2,000,000
* Worker’s Compensation - Employers' Liability, $1,000,000
* Automobile Liability coverage - Combined Single Limit of $1,000,000
* Bonding

The subrecipient will name the Mississippi Valley Workforce Development Board as an additional insured on their General Liability Insurance policy and submit annually a copy to director@mississippivalleyworkforce.org or by mail to 550 S Gear Avenue, Suite 35, West Burlington, IA 52655.

### Authority to Re-Capture and Re-Distribute Funds:

MVWDB has the authority to re-capture and re-distribute funds based on the following criteria not being met:

* Staffing levels
* Enrollments
* Caseloads
* Spending levels

### Property Management Requirements

The applicant agrees to maintain careful accountability of all WIOA-purchased non-expendable property (property with a life expectancy of one year or more and a unit cost of $500.00 or more) and to maintain an inventory of all properties acquired with WIOA funds.  Acquisition of non-expendable property with a unit cost of $500.00 or more must be approved by the MVWDB, prior to the purchase and in accordance with board policy.  Any disposal of WIOA property must be according to applicable federal, state, and local disposal procedures. Any revenues derived from the sale of property purchased with WIOA funds must be used in WIOA service delivery for the program(s) that funded the original purchase.

The WIOA subrecipient will be responsible for maintaining an accurate inventory of all WIOA property in their possession. The MVWDB will maintain a fixed-asset listing to be verified for physical location and serviceability at the WIOA subrecipient facility at least annually.

In the event property purchased with WIOA funds is stolen or destroyed by a criminal act, the applicant will notify appropriate law enforcement officials immediately.  The MVWDB must be notified within twenty-four (24) hours of discovering the loss or damage.  A copy of the police report will be maintained as documentation of loss and a copy forwarded to the MVWDB.

The applicant agrees to pay for or replace any property purchased with WIOA funds that is lost, damaged, or destroyed through negligence.

The subrecipient shall safeguard assets and shall ensure they are used solely for authorized purposes. Title to all equipment procured under a WIOA grant or other grant covered under this RFP remains with the MVWDB.

### Budgets and Invoices

The amounts on the funding availability are intended to be used as guidelines for applicants and are subject to revision based upon final notification of WIOA funding availability from Iowa Workforce Development. The budget worksheet will provide a summary of the proposed cost by line item with a budget narrative to provide back-up details of projected budgets. It is understood that customer expenses will be difficult to accurately predict at this time; however, a projection of these expenses based on plans for services to customers is requested. More detailed budgets will be developed after the applicant is selected and allocation amounts are more defined.

Proposed budgets must be within the amounts indicated and must be reasonable based on proposed staffing, service levels, and service delivery plans. The amount awarded will be determined on a competitive basis, but not necessarily based on the lowest proposed cost. Subsequent revisions and negotiations of final contract budgets may be required due to funding award decisions. Since this is a reimbursement contract, the applicant will be expected to incur all costs and report each month’s expenses on itemized invoices for submission to the MVWDB through a Fiscal Agent.

All payroll functions will be the responsibility of the subrecipient (s) in compliance with rules, regulations, and instructions issued by the U.S. Department of Labor, State of Iowa Department of Labor, and the MVWDB. Therefore, the subrecipient (s) shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers' compensation, employee insurance, minimum wage requirements, overtime, etc., and agrees to indemnify, save, and hold the State of Iowa and the MVWDB, its officers, agents, and employees, harmless from and against, any and all loss; cost (attorney fees); and damage of any kind related to such matters.

Since the program year and fiscal year runs from July 1st through the following June 30th, final payment for each program year’s WIOA expenses will occur with the June invoice that will be submitted by the applicant to the MVWDB during the month of July along with end of year Financial Closeout documents.  Applicants are expected to expend at least 80% of their contracted funds by the end of each program year.

### Audit

All organizations funded whether public or private, commercial or not-for-profit, receiving at least $750,000.00 annually through federal grants regardless of the funding source will be required to conduct and submit an annual audit.

### Incorporation of RFP into Contract

All conditions contained in this Request for Proposals and completed forms and any statements contained in the Request for Proposals will be incorporated into any contract regarding this matter. Failure of the contracting organization to accept these obligations may result in the cancellation of the selection. The sub-recipient shall assume responsibility for all services offered in their bid proposal whether or not they were produced. The sub-recipient will be responsible for all material errors and omissions in the performance of the contract.

## Section 4 – Statement of Work

### Service Design

The selected bidder will implement an innovative and proven workforce development model, driven by the needs of employers and the availability of career opportunities, to deliver Adult and Dislocated Worker Services and support in the MVWA. The proposed model must align with the principles and requirements of WIOA and the LWDB’s focus on quality jobs as part of a world-class workforce development system, the primary goal of which is to match the labor demands of employers with the skills and talents of job seekers, helping businesses thrive and creating viable career pathways for residents of our area. As a key partner in the local workforce system, the selected bidder will align services and activities with the WIOA One-Stop Partner Memorandum of Understanding (MOU) for the MVWA.

Work performed under any agreement resulting from this RFP will include but is not limited to the delivery of Adult and Dislocated Worker services as defined by the Workforce Innovation and Opportunity Act (WIOA) and all its implementing guidelines and regulations. The services described in this RFP must be delivered in the Iowa*WORKS* locations detailed below. Delivery of services in additional locations is encouraged but must be approved by the MVWDB in advance. The locations of Iowa*WORKS* centers are listed below and are subject to change.

**Burlington Iowa*WORKS* Davenport Iowa*WORKS***

550 S Gear Ave, Ste 35 1801 E Kimberly Road

West Burlington, IA 52655 Davenport, IA 52806

Critical components of the selected bidder’s work include-

* A public workforce system that leverages multiple agencies and funding streams, and ensures full access for a broad and diverse range of stakeholders, including individuals with barriers to employment
* Employer engagement to determine human capital needs and match with desired skills and abilities
* Comprehensive outreach and recruitment strategies designed to engage a diverse range of job seekers
* Use of best practices and career pathways to enhance service delivery to job seekers
* A level of contact and engagement with job seekers that ensures needs are met and outcomes achieved
* Leveraged technology to support effective service delivery, innovation, and continuous improvement
* Strong command of data and information systems, including Iowa*WORKS*, Iowa’s integrated workforce development data management system
* Identification of strategy and policy improvements that can shape the work of the one-stop centers
* Adherence to local and state workforce plans and MOUs, including but not limited to
  + WIOA One-Stop Partner MOU
  + Multi-Year Local Workforce Development Plan for the MVWA

Subrecipients are also expected to assist in workforce system-building activities with partners. Activities should include but are not limited to, partnerships with community-based organizations to provide workforce information and resources, assisting with career hiring events, hosting workshops, and support of the American Job Centers system. Proposals should incorporate activities that demonstrate the provider’s ability to successfully engage and contribute to the development of workforce services throughout the Local Area.

To ensure all job seekers have access to the services that best meet their needs, the selected bidder will readily embrace collaboration and coordination with partner agencies, providing referrals to partner agencies appropriately, including but not limited to programs within the Iowa*WORKS* centers and the MVWA as a whole. The selected bidder will work closely with partner agencies to determine the best ways to triage clients, ask appropriate questions, and make effective referrals, ensuring participants can make informed decisions about the network of referral services made available through the selected bidder. The subrecipient will follow the local referral process.

The MVWDB supports customer participation in multiple programs and services, referred to as co-enrollment when such participation provides an added value to the customer and complies with applicable rules and regulations. Co-enrollment is not supported when participation in multiple programs and services results in duplication of efforts or inefficient use of resources. The selected bidder will encourage and facilitate co-enrollment for customers in cases when the services and resources of programs are complimentary, efficiently delivered, and add value to the customer’s progress toward program goals. Co-enrollment is especially encouraged among required partner programs of the one-stop system defined by WIOA.

### Outreach and Communication

The selected bidder will conduct regular and targeted outreach, communication, and recruitment activities to inform job seekers, employers, and other stakeholders of services and resources available through Iowa*WORKS* and Title I of WIOA and the larger workforce development system to ensure a steady pipeline of customers utilizing the Iowa*WORKS* System. The selected applicant is expected to participate in the One Stop Operator Outreach Plan and address how recruitment ensures that target populations are identified through LMI and other data sources.

As an integral partner of Iowa*WORKS*, the selected bidder will participate in similar activities led by Iowa*WORKS* partners and ensure all activities are carefully coordinated with such partners, in support of an integrated and unified system of workforce development. Outreach and communications will include but not be limited to the arrangement of and participation in career and community resource fairs and job recruitment events, both onsite at Iowa*WORKS* centers and offsite at partner locations. Annually the service provider will be required to submit a copy of their outreach plan to the board prior to the start of the program year.

### Enrollment

The selected bidder must follow WIOA guidelines, state policies, and MVWDB policies in making eligibility determinations and enrolling job seekers in Adult and Dislocated Worker Services. Enrollment refers to the completed process by which an eligible participant has been referred for WIOA services and for whom required documents have been completed and entered into the Iowa*WORKS* system. If an individual is not eligible or suitable for WIOA services, he or she should be referred to an appropriate vocational, educational, or social service agency for assistance. The selected bidder may be asked to provide WIOA screening and enrollment services for other WIOA programs administered by the MVWDB, on an as-needed basis. The selected bidder will comply with all federal, state, and local guidance and regulations regarding priority of service and track the number of individuals served that meet each criterion for priority service and related participant outcomes achieved.

The MVWDB is committed to ensuring an efficient, customer-centered approach to enrollment and orientation for Iowa*WORKS* and WIOA Title I Services. The selected provider will employ enrollment practices in accordance with applicable regulations, policies, and procedures and assess/prepare candidates for WIOA activities, but not impose unneeded requirements on job seekers and employers. The enrollment process should consist of only reasonable and necessary requirements for job seekers and employers, minimizing barriers to enrollment and orientation, and streamlining steps to meaningful participation.

No customer will be discriminated against based on race, color, religion, sex, national origin, age, handicap, political affiliation, belief, or citizenship. No enrollee may be terminated without prior written authorization.

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### Career Services

The selected bidder will deliver high-quality Adult and Dislocated Worker Services, as defined by WIOA, that create opportunities for economic and career success, and connect jobseekers with employer-driven placement, education, and training options. The selected bidder will facilitate services with other Iowa*WORKS* partners, including following established statewide co-enrollment procedures, and work with partner organizations in the Iowa*WORKS* to promote the development of integrated intake, case management, and reporting.

Every Iowa*WORKS* customer will have access to a set of employment-related career services. The selected bidder will move individuals through the array of career services defined in Section 134(c)(2) of WIOA, based on their skills and needs, providing basic, individualized, and follow-up career services. Basic and individualized career services do not have to follow a sequence; rather, they are defined to allow a varied approach to services that meets the needs of a range of job seekers. In planning and delivering career services, the selected bidder will employ an evidence-based triage process that effectively assesses jobseekers to determine and provide the most appropriate career services.

### Basic Career Services

Basic career services are universally accessible and must be made available to all individuals seeking employment and training services at Iowa*WORKS*. Generally, these services involve less staff time and involvement. Basic career services include but are not limited to eligibility determinations; outreach, intake, and orientation; initial skill assessments; labor exchange services such as job search, placement assistance, and career counseling; provision of information and assistance regarding the labor market, available training programs, unemployment compensation, and supportive services; and program referrals.

The successful bidder will also facilitate self-directed career services for job seekers, available through Exploratory Services (as defined in the Iowa*WORKS* Standard Operating Guide) including current job listings; local labor market information; information on job search methods; lists of current training opportunities; information on partner community services and resources; computers for internet job search; workstations for resume preparation; telephones and fax machines for employer contacts; and a schedule of workshops, job fairs, and other events.

### Individualized Career Services

Individualized career services must be provided when staff determines that such services are required to retain or obtain employment. Generally, these services involve significant staff time and customization to each individual’s needs. Individualized career services include but are not limited to comprehensive and specialized assessments of skill levels and service needs, in-depth interviewing and evaluation to identify employment barriers, customized career counseling, short-term pre-vocational skills, work experiences, etc. These services also include the development of an individual employment plan (IEP) to identify appropriate career pathways, employment goals, related objectives, and a combination of services for the participant to achieve goals. The MVWDB is prioritizing Job Quality standards and is interested in proposals that embed Job Quality into their service delivery.

### Follow-up Career Services

The selected bidder must provide follow-up services for adults and dislocated worker participants who are placed in unsubsidized employment for up to 12 months after the first day of employment. Follow-up services may include but are not limited to contact to determine work status; counseling regarding the workplace; additional career planning and counseling; job re-placement; and referral to supportive services. Follow-up services must include more than just an attempted contact.

### Training Services

Training services can be critical to the employment success of many adults and dislocated workers. The selected bidder will be responsible for implementing an approach to training services in close coordination and consultation with the MVWDB that is driven by the needs of local employers and aligned with in-demand industry career pathways. The emphasis will be on supporting occupational clusters and high-priority occupations that are in demand by employers and offer self-sustaining wages.

The selected bidder will not directly provide occupational training services but will coordinate Individual Training Accounts (ITA) for participants who are eligible and suitable for ITAs, pending the availability of funding. ITAs are tuition vouchers to be redeemed by eligible training providers. Occupational training will be conducted by providers with programs included on the Eligible Training Provider List (ETPL). The selected bidder will facilitate the ITA application and selection process with job seekers and coordinate participation in occupational training programs, including counseling job seekers on training opportunities and related career pathways and maintaining close communication with training providers. The selected bidder will follow all required guidance and regulations regarding the use of ITAs, including related state and local policies. The selected bidder will also maintain a current working knowledge of available, effective training programs connected to in-demand occupations and related career pathways.

A high-priority area of the MVWDB is work-based learning opportunities. Therefore, the selected bidder will work closely with area employers to identify and supply participants with work-based training opportunities, including On-the-Job Training (OJT), Transitional Jobs (TJB), and Customized Training (CUS). Registered Apprenticeships are also a high priority for the MVWDB over the next four-year planning period.

The staff of the selected bidder may determine whether training services are appropriate, regardless of whether the individual has received basic or individualized career services first. Training services may be provided if the staff of the selected bidder determines, after conducting an interview, evaluation, or assessment that an eligible individual is unlikely or unable to obtain or retain employment through career services alone; needs training services to obtain or retain employment; and has the qualifications to successfully participate in a program of training that is directly linked to employment in the local area.

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### Supportive Services

Job seekers commonly face a wide variety of barriers that make it difficult to achieve and retain meaningful employment. The selected bidder will think critically and creatively about how to accommodate job seekers with such barriers and provide or connect job seekers with supportive services, as appropriate. The selected bidder will provide supportive services in accordance with the MVWDB Supportive Services Policy when

* The participant is enrolled and receiving WIOA career or training services
* Supportive services are necessary to enable participation in services
* The participant is unable to obtain similar services from another source

The selected bidder will also build and maintain an effective referral network of service agencies to ensure participants have access to the basic supports needed to fully participate in all services through this RFP, especially individuals with barriers to employment, as defined in WIOA Section 3, including but not limited to displaced homemakers; low-income individuals; individuals with disabilities; older individuals; ex-offenders; homeless individuals; English language learners and individuals facing substantial cultural barriers; individuals who have low levels of literacy; single parents (including single pregnant women); and long-term unemployed individuals. The selected bidder will also maintain and provide information relating to such services and assistance, including but not limited to child care, child support, medical assistance, the Supplemental Nutrition Assistance Program (SNAP), the Earned Income Tax Credit, PROMISE JOBS, transportation, tax preparation, mental and behavioral health services, financial counseling, housing assistance, and other supportive services, as appropriate.

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### Rapid Response

The selected bidder will serve as the local Rapid Response Coordinator to assist employers and workers affected by permanent or substantial layoffs or business closures. Upon notification of a forthcoming layoff or plant closure (Worker Adjustment and Retraining Notification - WARN notice) or employer notification to the local Iowa*WORKS* office, the selected bidder will begin coordinating efforts with Iowa*WORKS* partner programs and partner agencies to provide information and services to those affected. Through the use of Rapid Response funds, Rapid Response Additional Assistance dollars may be made available to the MVWA in the event of increased unemployment due to natural disasters, mass layoffs, or other events, for the provision of direct career services to affected participants. While participating in Rapid Response services, additional reporting to the MVWDB may be required by the selected provider.

The selected bidder will develop strategies and employ practices for recruiting and effectively serving dislocated workers, as defined by WIOA sec. (3)(15) and State and local Adult/Dislocated Worker Eligibility Policies. Such strategies and practices must consider the distinct experiences of dislocated workers and customize career, training, and supportive services appropriately.

It is Iowa’s policy to co-enroll all Trade Adjustment Assistance (TAA) Act participants with the Title I Dislocated Worker program and, as such, the selected bidder must agree to adhere to this policy. The Trade Adjustment Assistance Act (TAA) is a federal program that assists workers who have lost or may lose their jobs due to the impacts of foreign trade. These workers meet the definition of dislocated workers and must be co-enrolled with the Title I Dislocated Worker program.

### National Dislocated Worker Grants/TAA/Competitive Grants

If National Dislocated Worker Grants (NDWGs) are awarded; the service provider must provide services to those new dislocated workers under the NDWG. If new grants are received that require additional staffing to provide services, the service provider and the MVWDB may negotiate a modification to the service provider contract(s) for any additional costs that are required in providing these services. If the MVWDB receives any other grants that include services being delivered in a one-stop environment, the service provider and MVWDB may negotiate a modification to the existing contract(s) for any additional costs required in providing these services.

### Business Services

Strong connections with employers are pivotal to the MVWDB's commitment to creating a thriving local workforce and economically viable region. The MVWDB is focused on demand-driven partnerships with businesses to better connect job seekers with employment opportunities and sustainable careers. The selected bidder will inform, participate in, and align all activities with Iowa*WORKS* business service team efforts and the MVWDB sector strategies. The selected bidder will work closely with Iowa*WORKS* partner programs to develop, promote, and deliver quality business services that assist employers and industry sectors in overcoming the challenges of recruiting, retaining, and developing talent for the regional economy while reducing employer fatigue. To support area employers and industry sectors most effectively, the selected bidder will have a clear understanding of industry skill needs; identify appropriate strategies for assisting employers; and employ an integrated business services strategy that aligns with the efforts of Iowa*WORKS* and workforce system partners.

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### Workshops

In conjunction with other WIOA partners, the selected bidder will provide workshops to job seekers at the Iowa*WORKS* centers in the MVWA as part of their career services offerings and participate in workshops conducted by Iowa*WORKS* partner agencies. Workshops will cover but not be limited to job search and soft skills, such as interviewing techniques, resume preparation, networking, effective communications skills, conflict resolution, computer literacy, and job readiness training.

Workshops should be integrated into service delivery as needed. Any workshops created through this RFP become the property of the MVWDB and must undergo vetting before being included in service delivery. Subject matter experts should develop and review all workshops. Partners should collaborate on proposed workshops to ensure duplication of services is not occurring. If the subrecipient has pre-existing workshops that align with the MVWA’s needs, they may be utilized in consultation with the MVWDB. All workshops must adhere to the MVWDB style guide to maintain a consistent and effective representation of the board and workforce system.

### Career Pathways

Under WIOA, the MVWDB in coordination with subrecipients and partners will continue to lead efforts in the area to develop and implement career pathways by aligning the employment, training, education, and supportive services that are needed to gain employment. Initiatives will be developed to identify the employment needs of employers within identified sectors and occupations. Efforts will include enhancing communication, coordination, and collaboration among employers, educational partners, economic development entities, and service providers to develop and implement strategies for meeting the employment and skill needs of workers and employers. To ensure that the focus is on career development and achievement for all enrolled adult and Dislocated Workers, work-based opportunities must be considered in one of the key industry target sectors for the Local Area.

### Branding

Services offered through The American Job Center (and funded by WIOA) shall be promoted under the “Iowa*WORKS*” brand and the “federal identifier”, partner in the American Job Centers Network. In keeping with our vision of offering integrated services to both jobseekers and employers, promotional and outreach materials (including printed brochures, media releases, flyers, brochures, advertising, and social media sites) must only include Iowa*WORKS* branding and the American Job Center identification. All outdoor signage, including billboards and other advertising mediums, must use the green/black Iowa*WORKS* logo and must be approved by the board in advance. Any taglines used with the logo must be approved by MVWDB. All materials must follow the MVWA style guide and be approved by the local social media team prior to distribution. The subrecipient may be required to participate in the local social media team as needed. The expectation is that the subrecipient will work with the One Stop Operator and the board on developing and keeping up-to-date an outreach tracking system to include the community partner’s contact info, last visit, method of contact, etc. This will also keep track of outreach types used and the return on investment.

### Staff Training

The selected bidder must employ highly qualified and professional staff at all levels throughout the period of performance whose quality of work is reflective of the world-class workforce development system sought by the MVWDB. Staff are required to maintain current knowledge and expertise in the following areas. Staff training and development should be tracked and provided to the board on an annual basis.

* Career counseling and customer service best practices
* Keep up-to-date on Business Service delivery models
* Labor market information, including characteristics of supply (labor) and demand (employers)
* Initiatives, programs, and services of the MVWDB and the broader workforce development system
* Availability of industry and employer-recognized training and educational programs and opportunities
* Iowa*WORKS* data management system
* Local resources and services to assist individuals facing barriers to employment
* Culturally competent and accessible service delivery
* Strategic Planning. Outreach Strategies and Technology (where applicable)

### Performance Indicators and Goals

The selected bidder will meet 100% or exceed the negotiated performance goals for each WIOA Primary Indicator of Performance. Performance across the WIOA Primary Indicators of Performance will be evaluated according to definitions, calculations, and guidance from the U.S. Department of Labor, including but not limited to TEGL 10-16, Change 1, as well as related WIOA guidance and directives from Iowa Workforce Development.

|  |  |  |
| --- | --- | --- |
| Primary Indicators of Performance | Adult | DW |
| Employment 2nd Quarter after Exit | 73% | 85% |
| Employment 4th Quarter after Exit | 67^ | 85% |
| Median Income 2nd Quarter after Exit | $6,100 | $9,000 |
| Credential Attainment | 66% | 69.5% |
| Measurable Skills Gain | 44% | 44% |

The MVWDB sets additional goals on an annual basis beyond WIOA performance. Goals may be re-evaluated during the contract negotiation process

|  |  |
| --- | --- |
| Local Performance Measures | Goal |
| Enrollments | 100 |
| WIOA Case Management Ratio | 1:75 |
| Work-Based Learning Placements | 40 |
| Occupational Skills Training | 75 |
| Sector Strategy Events | 4 |
| Customer Satisfaction Rate | 90% |
| Total Impact (this includes all participants that were exposed to workforce services, excludes enrolled individuals) | 1500 |
| New Business Contacts Per Month | 12 |

In the event the selected bidder’s performance of the services described in this RFP does not result in the goals defined above, the MVWDB or designated representatives will work with the selected bidder to improve performance; however, especially in cases of chronic underperformance, the MVWDB may implement corrective measures or terminate any agreement resulting from this RFP upon notice to the selected bidder

## Section 5 Instructions and Guidelines for Submission of Proposals

### General Information

If you have questions regarding this Request for Proposals or WIOA, please contact the issuing officer (Miranda Swafford, [director@mississippivalleyworkforce.org](mailto:director@mississippivalleyworkforce.org) between January 17-24, 2024.

This RFP does not commit the MVWDB to award a grant, to pay any costs incurred in the preparation of a proposal, or to procure or contract for services or supplies prior to the issuance of a written agreement. The MVWDB retains the right to:

* + Accept or reject any or all proposals received. (MVWDB may request that bidders participate in negotiations and rewrite their applications as agreed upon during the negotiations.)
  + Discuss a proposed program with anyone potentially involved in the program.
  + Review the bidder’s administrative and fiscal procedures relating to the potential award as part of the proposal review process.

All data, material, and documentation originated and prepared by the bidder pursuant to the contract shall belong exclusively to the MVWDB and be subject to disclosure under the Freedom of Information Act or other applicable legislation.

All proposals submitted will be subject to competitive review. Proposal funding decisions will be made by the MVWDB upon recommendation of the Proposal Review Sub-Committee.

The funding period for sub-awards under this solicitation will be from July 1, 2024 – June 30, 2025, provided performance remains acceptable during that period. Any contract awarded from this RFP will include an option to renew for up to three additional years.

### Proposal Form and Specifications

The Mississippi Valley Workforce Development Board must receive your proposal by **5:00 p.m. Central Standard Time on Wednesday, February 14, 2024**. Emails must have the subject line “WIOA Title I Adult/DW Proposal.” Late proposals will not be accepted.

Submit the following items:

Email your entire proposal with required attachments, saved in Word and PDF to director@mississippivalleyworkforce.org.

The proposal must clearly demonstrate the Bidder’s ability to provide requested services. The RFP provides information on requirements that must be met to be eligible for consideration, and the subrecipient responsibilities. The documents that must be included are listed below:

**Required Documents and Page Limits**

Bidders must include the following documents and must adhere to the following page limits:

* Application Package Cover Sheet (Attachment A)
* Table of Contents
* Narrative (Attachment B, 15-page limit)
* Budget (Attachment C)
* Budget Narrative (Attachment D, 3-page limit)
* Assurances and Certification (Attachment E)
* Required Attachments: Organizational Chart (key staff and lines of authority) 1-page limit
* Required Attachments: Job Descriptions for staff positions that will be WIOA-funded
* The proposal must include a Certificate of Existence or a Letter of Incorporation signed by the Iowa Secretary of State or an equivalent from the state where the organization was established.
* NICRA (if applicable)

**Formatting Requirements**

Bidders must adhere to the following formatting requirements:

* One copy in Microsoft Word and one in PDF formats
* Font size: 12 point
* Font: Times New Roman or Arial
* Margins: At least one inch
* Line spacing: Single-spaced, double space in between paragraphs

## Attachment A – Application Packet Cover Page

**Application Package Cover Sheet**

**WIOA Adult and Dislocated Worker Program Services**

**Organizational/ Program Contact Information:**

Name of Organization:

Street Address

City, State, Zip:

Contact Person/ Title:

Phone:

Email:

Check the box that most appropriately describes your organization:

* Unit of Local Government
* For-Profit Organization
* Private Non-Profit Organization
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Federal ID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DUNS Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Service Plan Overview**

Number of participants to be served annually: \_\_\_\_\_\_

Please indicate which counties you will be providing services:

Number of participants to be served in each county you will be providing services:

**Summary of Proposed Budget:**

|  |  |
| --- | --- |
| Cost Objectives/ Categories | Amount |
| Total Cost of Proposed Program |  |
| Total Number to be served |  |
| Cost Per Participant |  |

Are funds from other funding sources being leveraged in order to implement this proposal?

I confirm this proposal is a firm bid until withdrawn in writing.

**Applicant Certifies that:**

To the best of my knowledge and belief, the data in this application are true and correct, the

governing body of the applicant has duly authorized this document, and the applicant will comply with all applicable rules and regulations if this proposal is approved for contract.

**Certifying Representative**

Typed Name and Title Signature Date

## Attachment B – Proposal Narrative

**Instructions:** Respond with a succinct and detailed answer for each of the following questions. Prioritize comprehensive answers over general information. This section should be no more than 15 pages.

1. Provide an overview of the lead organization including the primary location of the organization, type of organization (for-profit, not-for-profit), size of the organization, years in business, history, mission, and vision, and any other relevant information that helps provide an overview of the organization.
2. Bidder must provide evidence of the organization’s ability to successfully perform the services described in the RFP, including descriptions of past projects completed with a similar scope of work.
3. Describe the organization’s knowledge, expertise, and experience working with individuals facing challenges within the workforce development industry and/or nonprofit sector.
4. Describe your proposed staffing plan to support the program.
5. How does your organization incorporate the Good Job Principles outlined by the Department of Labor to promote Job Quality and improve retention? How is your success benchmarked and provide examples of what your organization has done.
6. How do you promote a culture of high performance, leadership development, and teamwork?
7. Describe an example of a time in which you conducted an intentional outreach effort to invite an underrepresented population into a program or partnership. What were the essential tactics that made the effort effective and would be emphasized in future

outreach efforts.

1. How will your organization ensure that all counties in the MVWA are provided services and how will outreach be coordinated to these rural areas?
2. How will your organization balance between quality and quantity of enrollments to ensure that participants are adequately prepared for the workforce and that our programs are producing quality candidates for our employers?
3. Describe the intake process, including the collection of basic information from potential clients, informing potential clients of available services in your organization, and determination of client suitability for program services.
4. Outline the process of how assessment results will be used to determine appropriate services and identify needs.
5. How will you incorporate job quality principles into service delivery?
6. Describe past outcomes and how you have developed apprenticeships and work-based learning outcomes.
7. Describe how you will connect participants to education that leads to post-secondary degrees and/or industry-recognized certifications in the MVWA in-demand industries
8. Describe how Business Services will be integrated into the Iowa*WORKS* business Service Teams and what Business Services you will offer employers.
9. Describe how you will ensure, measure, and continuously improve the experience of participants in your program.
10. Describe retention strategies for participants that will be implemented to increase the likelihood that they will actively participate in needed activities over time and will successfully achieve WIOA performance measures.
11. Describe how you will become part of the Iowa*WORKS* integrated workforce system and how you will promote a no-wrong-door approach for customers.
12. Describe the strategies and mechanisms you use to ensure success and meet or exceed performance goals.
13. Describe your process for ensuring quality, compliance, and proper documentation for all services, in accordance with WIOA, state, and local policies.
14. We are looking for organizations that are innovative and nimble to meet our customer's needs. Tell us how your organization stays up to date on cutting-edge programs, services, technology, and overall service delivery.
15. Describe how the organization will communicate, collaborate, and partner with the MVWDB.
16. Describe your transition plan (if applicable)

## Attachment C – Budget

**PY 2024 BUDGET**

**WIOA Adult and Dislocated Worker Program**

**Leveraged funds:** Leveraged funding (or match) contributions on behalf of all bidders for WIOA services are encouraged. Note in the budget and budget narrative where these various resources may be brought to bear in support of WIOA-eligible participants.

Complete the Budget outlined below. If no amount is indicated in a line item, please record $0.

The submission of the proposal warrants that the costs quoted for services in response to the RFP are not in excess of those that would be charged to any other individual for the same services performed by the bidder.

The profit rate will be negotiated with the MVWDB during contract negotiations but must not exceed 7% of the contract in year one. Operating expenses cannot exceed more than 65% of the overall budget and at least 35% must be spent on participant expenditures.

**NOTE:** Applicants MUST indicate whether expenses are for Adults or Dislocated Workers, or in the cases of shared line items, divide amounts accordingly.

If the organization is proposing an indirect rate a NICRA must be included in the proposal submission. If the organization does not have a NICRA and opts to use the de-minimis rate it must be based on modified total direct costs.

**A. Salaries and Wages:**

Provide a breakdown of your staff costs by completing the following.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Position/Title** | **Hourly**  **Rate** | **Total**  **Hrs. Per**  **Week** | **Hrs. per**  **Week**  **Charged to WIOA** | **# Weeks**  **Charged to WIOA** | **Adult** | **DW** | **Total WIOA**  **Cost** | **Leveraged**  **Funds**  **Contribution** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |

Total Salaries\_\_\_\_\_\_\_\_\_\_\_\_\_

**B. Fringe Benefits:**

Represents payments other than salaries and wages, made to staff or paid on behalf of or on their account, e.g., pensions, insurance, etc. Important – Government-mandated fringe benefit components must be consistent with known or planned tax rates and the bases must be consistent with the ceilings on these. Non-tax-generated benefits must be fully supported by your agency’s personnel manual.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Fringe Benefit** | **% Benefit is**  **of Salaries** | **Adult** | **DW** | **Total WIOA**  **Cost** | **Leveraged**  **Funds**  **Contribution** |
| FICA |  |  |  |  |  |
| Worker Compensation |  |  |  |  |  |
| Health Insurance |  |  |  |  |  |
| Retirement |  |  |  |  |  |
| Other (Specify) |  |  |  |  |  |
|  |  |  |  |  |  |

Total Benefits

**C. Other Line Items:**

You must include overhead expenses for utilities, telephone, audit, maintenance, materials, and supplies (resource sharing). The bidder’s portion of center-shared expenses will be determined and allocated based on the infrastructure funding agreement. Do not budget for rent as the board holds the sublease and holds funding back out of the Adult/DW allocation to cover this cost.

List your proposed cost for each additional line item wherever applicable. Indicate the total cost proposed for each line item by listing it under the Total WIOA Cost column. Line items paid for by other resources, either in part or in full, should have such costs represented in the Leveraged Funds Contribution column.

Please note that the line items listed below reflect the types of costs that have historically been proposed. You are not limited to these, nor are you required to propose a cost for each one.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Total**  **Agency Line Item Cost** | **% of Line**  **Item Charged to WIOA** | **Adult** | **DW** | **Total WIOA**  **Cost** | **Leveraged**  **Funds**  **Contribution** |
| Supplies |  |  |  |  |  |  |
| Travel |  |  |  |  |  |  |
| Equipment |  |  |  |  |  |  |
| Communications |  |  |  |  |  |  |
| Insurance |  |  |  |  |  |  |
| Contractual |  |  |  |  |  |  |
| Professional Services |  |  |  |  |  |  |
| Profit Rate |  |  |  |  |  |  |
| Indirect Rate |  |  |  |  |  |  |

Total Line Items\_\_\_\_\_\_\_\_\_\_\_

**D. Participant Expenses**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Total**  **Agency Line Item Cost** | **% of Line**  **Item Charged to WIOA** | **Adult** | **DW** | **Total WIOA**  **Cost** | **Leveraged**  **Funds**  **Contribution** |
| Support services |  |  |  |  |  |  |
| Incentives |  |  |  |  |  |  |
| Work-Based Learning |  |  |  |  |  |  |
| Instructional Training |  |  |  |  |  |  |
| Individual Career Services |  |  |  |  |  |  |
| On the Job Training |  |  |  |  |  |  |
| Other |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |

Total Line Items\_\_\_\_\_\_\_\_\_\_\_\_

**GRAND TOTAL $**

**LEVERAGED FUNDS CONTRIBUTION (%) $ \_\_\_\_ \_\_\_**

## Attachment D – Budget Narrative

Please complete written documentation concerning every budget line item. Include detailed descriptions of *match contributions* as well.

1. **Salaries and Wages – Address the following:**

Explain the justification for each staff position proposed. The number of hours per week and number of weeks proposed should correspond with the length of program operation. Bidders proposing several staff should complete a staff schedule for each position proposed. Bidders proposing more than one staff position during the same time periods must explain why. Proposed wage rates must be justified (i.e. skill, experience, responsibility, seniority)

1. **Fringe Benefits –** Fully explain each component of your fringe benefit package.
2. **Other Line Items- Fully** explain and justify each proposed cost in the space provided. Be sure to include the rationale for each proposed cost (i.e., historical data, units per participant, etc.). Use additional space if necessary.

## Attachment E – Assurances and Certifications

The authorized representative agrees to comply with all applicable State and Federal laws and regulations governing the Workforce Innovation and Opportunity Act, Mississippi Valley Workforce Development Board, and any other applicable laws and regulations.

In addition, the authorized representative assures, certifies, and understands that:

1. The proposing organization has not been debarred or suspended or otherwise excluded from or ineligible for participation in federal assistance programs.
2. The proposing organization and representative possess legal authority to offer the attached proposal.
3. A resolution, motion, or similar action has been duly adopted or passed as an official act of the organization’s governing body authorizing the submission of this proposal.
4. A drug-free workplace will be maintained in accordance with the State of Iowa requirements.
5. The proposing organization has all appropriate insurance coverage and will produce a certificate of such, as requested.

Print or Type Name of Authorized Representative

Signature of Authorized Representative

Date

## Appendix A – Evaluation Criteria

**SELECTION OF ADULT AND DISLOCATED WORKER SERVICE PROVIDERS FOR PY2024**

Period: July 1, 2024 – June 30, 2024

The criteria, which will be used to evaluate proposals, are listed below along with their point values. A total of 150 points is possible. An application must achieve a minimum score of 100 points in order to be considered for funding. The criteria can also be used by the bidder to ensure all items in the RFP are addressed. The RFP committee will use an average score to develop a final scoring sheet.

**Bidding Organization**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Committee Member Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Category | Criteria | Score |
| 5 points | Provide an overview of the lead organization including the primary location of the organization, type of organization (for-profit, not-for-profit), size of the organization, years in business, history, mission, and vision, and any other relevant information that helps provide an overview of the organization. |  |
| 5 points | Bidder must provide evidence of the organization’s ability to successfully perform the services described in the RFP, including descriptions of past projects completed with a similar scope of work. |  |
| 5 points | Describe the organization’s knowledge, expertise, and experience working with individuals facing challenges within the workforce development industry and/or nonprofit sector. |  |
| 5 points | Describe your proposed staffing plan to support the program. |  |
| 5 points | How does your organization incorporate the Good Job Principles outlined by the Department of Labor to promote Job Quality and improve retention? How is your success benchmarked and provide examples of what your organization has done. |  |
| 5 points | How do you promote a culture of high performance, leadership development, and teamwork? |  |
| 5 points | Describe an example of a time in which you conducted an intentional outreach effort to invite an underrepresented population into a program or partnership. What were the essential tactics that made the effort effective and would be emphasized in future outreach efforts. |  |
| 5 points | How will your organization ensure that all counties in the MVWA are provided services and how will outreach be coordinated to these rural areas? |  |
| 5 points | How will your organization balance between quality and quantity of enrollments to ensure that participants are adequately prepared for the workforce and that our programs are producing quality candidates for our employers? |  |
| 5 points | Describe the intake process, including the collection of basic information from potential clients, informing potential clients of available services in your organization, and determination of client suitability for program services. |  |
| 5 points | Outline the process of how assessment results will be used to determine appropriate services and identify needs. |  |
| 5 points | How will you incorporate job quality principles into service delivery? |  |
| 5 points | Describe past outcomes and how you have developed apprenticeships and work-based learning outcomes. |  |
| 5 points | Describe how you will connect participants to education that leads to post-secondary degrees and/or industry-recognized certifications in the MVWA in-demand industries |  |
| 5 points | Describe how Business Services will be integrated into the IowaWORKS business Service Teams and what Business Services you will offer employers. |  |
| 5 points | Describe how you will ensure, measure, and continuously improve the experience of participants in your program. |  |
| 5 points | Describe retention strategies for participants that will be implemented to increase the likelihood that they will actively participate in needed activities over time and will successfully achieve WIOA performance measures. |  |
| 5 points | Describe how you will become part of the IowaWORKS integrated workforce system and how you will promote a no-wrong-door approach for customers. |  |
| 5 points | Describe the strategies and mechanisms you use to ensure success and meet or exceed performance goals. |  |
| 5 points | Describe your process for ensuring quality, compliance, and proper documentation for all services, in accordance with WIOA, state, and local policies. |  |
| 5 points | We are looking for organizations that are innovative and nimble to meet our customer's needs. Tell us how your organization stays up to date on cutting-edge programs, services, technology, and overall service delivery. |  |
| 5 points | Describe how the organization will communicate, collaborate, and partner with the MVWDB. |  |
| 5 points | Describe your transition plan (if applicable) |  |
| No points | Describe your transition plan (if applicable) |  |
| 15 point | Budget |  |
| 10 points | Budget Narrative |  |
| 10 points | Required Attachments |  |
|  | **Total** |  |