

Luzerne/Schuylkill Workforce Investment Board

Workforce Investment Act Title I Services & TANF Youth Development Services Pre-Proposal Bidder's Conference Agenda

**Tuesday, December 19, 2017
1:00 PM – 3:00 PM**

**Luzerne/Schuylkill Investment Board
22 E. Union Street, Suite 115
Wilkes-Barre, PA 18701**

- I. Welcome and Introductions
- II. Purpose of Pre-Proposal Bidder's Conference
- III. Request for Proposal Schedule/Timeline
- IV. Request for Proposal Highlights
- V. Break
- VI. Questions & Answers
- VII. Closing Comments/Adjourn

I. Welcome and Introduction

My name is Patti Lenahan. I am the Executive Director of the Luzerne/Schuylkill Workforce Investment Board. I am also accompanied this afternoon by Marla Doddo, Workforce Operations Manager. I would like to take this opportunity to welcome all of you to the pre-proposal bidder’s conference. As noted on the agenda, the meeting will start at 1:00 PM and end promptly at 3:00 PM. As you can see from reviewing the agenda, we do have quite a bit of information to cover. At no point in time will any questions be addressed other than those submitted in advance of this meeting. In other words, no questions will be asked from the floor. If you have additional questions, please submit them on the form that was handed out with the agenda. Procedures for answering those questions that were not asked in advance will be discussed later in this meeting.

II. Purpose of Pre-proposal Bidder’s Conference

The purpose of this pre-proposal bidder’s conference is to provide you background information and other information necessary to properly submit your bid for the request for proposal.

As we outlined in the Introduction Section of the Request for Proposal, the Luzerne/Schuylkill Workforce Investment Board is soliciting Request for Proposals (RFP’s) from contractors to provide Workforce Innovation & Opportunity Act Title I Youth Services and TANF Youth Development Services.

The successful bidders propose to impart comprehensive services to address the employment needs of Youth as required under the Workforce Innovation & Opportunity Act and TANF Youth Development Services.

III. Request for Proposal Schedule/Timeline

The following is the timeline guide for the procurement of services and activities for Program Years 2018-2021 (July 1, 2018 to June 30, 2021).

Public Notification & RFP Issue Date	December 7, 2017
Pre-Proposal Conference	December 19, 2017
Proposals Due Date	January 19, 2018 12:00 Noon
RFP Committee Meeting to Review and Select Bidders	February 2018
L/S WIB Approval	The week of March 21, 2018
Notification of Awards	The Week of March 21, 2018
Programs Start Date/End Date	July 1, 2018-June 30, 2021

IV. Request for Proposal Highlights

It is very important to point out the mandatory requirements. They include:

- 1. All proposals must be received as indicated by the above date, time and location. Late proposals will not be reviewed.**

2. The narrative and fiscal sections must be submitted in separately packaged and sealed envelopes.
3. The proposal must be submitted in an original plus five (5) complete copies.
4. Proposers must also submit an electronic version of the proposal on a Flash Drive in Microsoft WORD and the Budget section in EXCEL.
5. The original and all copies must contain original signatures. The original must be signed in blue ink.

Late proposals will not be considered.

Proposals must be mailed or hand delivered to the following address in order to be considered:

**Luzerne/Schuylkill Workforce Investment Board
22 E. Union Street, Suite 115
Wilkes-Barre, PA 18701**

General Information

Successful bidder(s) will be awarded contract(s) for a period of three years, commencing with the period July 1, 2018 to June 30, 2019 and continuing annually through June 30, 2021. At the discretion of the WIB, contractors may be offered an additional one year extension which would run from July 1, 2021 through June 30, 2022. Each subsequent contract will be for no longer than a fiscal year or a part thereof and shall be contingent upon the availability of funds, achieving the required performance standards, and compliance with the current and/or modified Workforce Innovation & Opportunity Act and TANF requirements.

Subsequent contract(s) shall require submission of a revised/updated program narrative, a new program year projected service level form and a new program year project line item budget.

Policy Regarding Request for Proposal

The WIB is issuing this RFP. However, this does not obligate the WIB to make an award as a result. The application resulting from these instructions does not commit the WIB to pay for any costs incurred in the preparation of this RFP or for any monies spent prior to an award. This RFP is not an offer. Applications that may be approved are not guaranteed funding since the funding of programs is contingent upon the availability of funds from the Commonwealth of Pennsylvania.

The WIB reserves the right to accept or reject any or all proposals submitted, to negotiate with all proposing contractor(s) on any or all provisions including costs of the proposals received, or reject any part of the proposals submitted. The WIB reserves the right to change any of the enclosed specifications as required by the United States Department of Labor or the Pennsylvania Department of Labor and Industry.

A public or private, for-profit or non-profit entity, community-based organization (CBO's), faith-based organization or other entities with the capacity and capability to provide the requested program(s), services and/or activities may respond to this RFP.

Proposing contractor(s) shall disclose in their submissions any possible conflict of interest arising out of personal or business relationships with the WIB members or the Boards of County Commissioners.

The WIB is prohibited from awarding a contract to a contractor who is excluded from federal procurement or non-procurement programs by the U.S. General Services Administration. The WIB is prohibited from awarding a contract to any party disbarred, suspended, or otherwise excluded from or ineligible for participation in Federal Assistance Programs in accordance with the USDOL regulations at 29 CFR Part 98 or debarred by the Commonwealth of Pennsylvania.

Funding is not guaranteed to contractors since funding for all programs is dependent upon receipt of money from the Commonwealth of Pennsylvania, Department of Labor and Industry and/or other federal or state funds.

Available Funds

For budgeting purposes, potential bidders should use the following funding estimate for the period July 1, 2018 through June 30, 2019:

County	In School TANF Youth	Out of School WIOA Title I	Total
Luzerne	\$217,825	\$654,936	\$872,761
Schuylkill	\$217,825	\$308,205	\$526,030

TOTAL-WIOA Youth Services-\$ 963,141

TOTAL-TANF Youth Development Services-\$435,650

Note that these funds are estimates only since the actual allocation is not yet available from the Department of Labor and Industry (L&I). A budget modification will be required upon notice of final allocation. Funding is available on a year-to-year basis and is dependent on receipt of funds from the federal government and L&I.

Required Proposal Information

Proposals **must** be submitted in the designated format to ensure conformity during the evaluation process. Failure to abide by this policy will result in the rejection of your proposal. The RFP packet contains two sections: Part A General Information and Instructions, and Part B Request for Proposal Packet/Forms. **Failure to submit a complete proposal and/or respond fully to all requirements will cause the entire proposal to be rejected.**

Narrative Items

- Proposal Cover Page

- Proposal Response Checklist
- Executive Summary
- Organizational Capacity
- Past Performance
- Program/Service Design
- Program/Service Delivery
- Staffing Plan
- Fiscal Capability
- References
- Attachments

Financial Items

1. Payment Schedule
2. Financial System Criteria
3. Line Item Budget/Leveraged Matching Funds Chart

And, of course, Assurances and Certification forms, personnel policies, and insurance requirements as outlined in the RFP must also be submitted.

V. Break

We will now take a break so that answers to the questions you have posed on the sheet we handed out with the agenda can be formulated.

VI. Questions and Answers

In the event we are not able to answer all the questions we received, a written summary of all questions posed, and the responses to them, will be posted, along with the minutes of the pre-proposal bidder's conference, on the Luzerne/Schuylkill website (www.lswib.org) by close of business **December 29, 2017**.

Insert questions and answers received prior to pre-proposal bidder's conference.

1. Proposal format indicates that the proposal narrative/business plan page limit is 15 pages. (Page 13., Section III.) However, the Proposal Narrative format (begins on the bottom of page 12) sections add up to 25 pages. Can you please clarify page limits?

We request no more than 15 pages total. There was an error in the page breakdown which begins on page 12.

- 1. Proposal Cover Page – (included as Attachment B to this RFP)***
- 2. Proposal Response Checklist - (included as Attachment C to this RFP)***
- 3. Executive Summary (1 pages)***
- 4. Organizational Capacity (2 pages)***
- 5. Past Performance (2 pages)***

Components number 6-10 (No more than 10 pages total)

- 6. Program/Service Design***
- 7. Program Service Delivery***
- 8. Staffing Plan***

9. Fiscal Capability

10. References

11. Attachments (no page limits)

12. Financial Submission (Attachment E)

2. Can you please clarify? Are we to submit an original and five copies plus a USB drive.

One original copy and five copies plus a USB drive are required for submission.

3. Page 31 asks for information about Indirect Cost Plans and Cost Allocation Plan. Should we submit Indirect Cost Rate determinations with our proposal? If so, should it be with the financial information or as an attachment to the proposal narrative?

Indirect Cost Rates should be submitted with the financial information.

4. Page 33 speaks to bonding requirements. Should we include information about/ evidence of bonding with our proposal?

Bonding information is a contract requirement when an award is made; is not to be included in the proposal.

5. Number 6. on page 18 makes the following statement: “While the Youth Contractor is primarily responsible for guiding youth customers through the Youth Development System, it is not anticipated that they will be responsible for directly providing all of the program elements. The idea is for the Youth Operator to leverage partnerships or sub-contract with other service providers for some of the required element services. Other service providers engaged through a leveraged partnership must complete a Memorandum of Understanding (MOU).” Is it expected that we submit MOU’s with the proposal or is this informational?

MOU’S are not required to be submitted with the proposal.

VII. Closing Comments/Adjourn

Thank you very much for attending the pre-proposal bidder’s conference. We hope our comments have been helpful and we look forward to your bid submissions for this very worthwhile project.