



Lower Chattahoochee Workforce Development Area 14 Bidder's Conference

January 31, 2023

Columbus Consolidated Government Annex Building

420 Tenth Street, 1st Fl

Columbus, Georgia 31901

These minutes encompass an overview of the discussion and questions and answers generated during the Bidder's Conference for the solicitation of Workforce Development One-Stop Intensive Career Services and Case Management Training Services for Adults, Dislocated Workers and Older Youth held by the Columbus Consolidated Government Job Training Division on behalf of the Lower Chattahoochee Workforce Development Area 14. This conference was held at 10:00 a.m., January 31, 2023, at the Columbus Consolidated Government Annex Building, 420 Tenth Street, Columbus, Georgia.

Please be reminded that this was the only opportunity questions and answers could be provided during the solicitation process. Good luck.

Organizations Represented:

Ms. Valerie Richardson, Columbus Technical College

WIOA Staff

Feleshia Marshall, Facilitator

Lisa Lane, WIOA Administrative Staff

Overview

The facilitator welcomed all attendees to the Bidders Conference. Attendees were informed that this was the only opportunity available for questions concerning the solicitation package to be addressed and answered for the PY2023 Workforce Development One-Stop Intensive Career Services and Case Management Training Services for Adults, Dislocated Workers and Youth.

A brief overview of the purpose of this request for proposal was provided. The propose was to announce the release of WIOA funding to an organization interested in administering an innovative program design for the Lower Chattahoochee Workforce Development Area that implements Career Services and Case Management training services in support of the Individual Training Account Services identified in the solicitation packet.

The proposer will identify methodology for administering the services solicited for each of the target populations/participants.

The Participants to be served:

- ✓ 20 WIOA eligible Adults (22 years of age or older)
- ✓ 20 WIOA eligible Dislocated Workers
- ✓ 10 WIOA eligible Youth (18 – 24 years of age)

The facilitator noted this RFP is issued for one Program Year 2023 (July 1, 2023, through June 30, 2024), with an option to renew for two additional years based on agreed upon negotiated services as required by federal, state and/or local requirements. Options for renewal shall be dependent upon available funding and successful performance outcomes of awarded contractor during initial and any subsequent contract periods.

The Lower Chattahoochee Workforce Development Board (LCWDB) reserves the option to modify contracts on a year-to-year basis. Contracts will be cost reimbursement based, with funding linked to defined performance outcomes, including WIOA measures, and future funding availability, contractors' satisfactory performance and other factors as may be deemed appropriate and necessary.

It was further noted that proposals would be accepted from any public or private for-profit entity, private non-profit entity, government agency, community-based organizations, or educational institution that can demonstrate the capacity to successfully provide the services identified in this RFP. Proposals from consortia, partnerships or other combinations of organizations must identify one organization as the lead agency and prime contractor and must specify the assignment of subcontracting relationships. Minority and women owned businesses are encouraged to submit proposals.

A brief overview of the Implementation Schedule outlined on Pages 11 and 12 of the solicitation package was discussed.

The facilitator noted that the submission criteria could be found on Page 13 and reiterated deadlines for submission of proposals, as specified in the Implementation Timetable, must be honored if the proposing organization desires consideration. Early submission of proposals is permitted any time up to the stated deadline during normal business hours. All proposals must be submitted to the Job Training Division, Columbus Consolidated Government Annex, 420 Tenth Street, Columbus Georgia 31902 no later than 5:00 PM on February 24, 2023 (NO EXCEPTIONS).

Bidders were informed that all proposals must be submitted **in a sealed envelope** and clearly marked, in the upper right-hand corner as requested in the proposal packet. **"Proposal: PY2023 Workforce Development One-Stop Intensive Career Services and Case Management Training Services for Adults, Dislocated Workers and Youth"**.

Each package submitted must contain one original and four copies. Each proposal must be clearly marked 'Original' or 'Copy'. The original copy and all attachments, **which require signatures**, must be signed by the person authorized to enter into contracts on behalf of the organization/agency. It was stated that the original proposal must be in **a color other than black ink** (preferably BLUE INK) to distinguish which is the original versus copy of the proposal.

Attendees were informed that no proposals would be accepted after the deadline for submission. It was stressed that any proposals received not properly sealed and labeled or after 5:00 PM on February 24, 2023 would NOT be accepted.

Monday, February 24, 2023, proposals will be reviewed to determine whether or not they are responsive. Proposals will be considered responsive if they meet the criteria outlined in the solicitation packet. The Administrative, Programmatic Oversight & Compliance (APOC) Committee would only review those bids that have been deemed responsive. All responsive proposals would be reviewed and ranked using the Process and Criteria outlined in Section IV Proposal Selection Criteria starting on Page 15. The review is rated on a 100-point scale, with 5 additional points for local ownership. Minority and female business are encouraged to submit proposals.

Attendees were informed that it would be the successful bidder's responsibility to recruit participants for the services being funded. The WIOA Administration will determine eligibility.

It was further noted that the contract awarded would be "cost reimbursement", which means that the WIOA Administration will reimburse any costs outlined in the agreed upon budget that have been incurred and support documentation provided.

The specific fidelity bonding requirements were discussed. A certificate of Bonding (Fidelity Bond) is required to cover the contracting official for financial responsibility. The fidelity bonding schedule is based upon the total contract budget awarded and is found on page 21 of the solicitation packet.

The Proposal Cover Sheet (page 43) was discussed, and it was noted that it should be the first page of the proposal submitted.

A brief discussion pursued regarding the implementation table found on page 48. You must identify how many people you will serve and what your proposed planned outcomes for 1st through 4th quarter would be. Attendees were informed that these are cumulative totals by which performance will be judged during the program year and an implementation schedule must be completed for each of the target populations – Adult, Dislocated Worker and Youth.

The **Proposal Checklist** starting on page 44 is for your use only. It does not have to be submitted with the proposal. However, the importance of its use when completing the proposal packet was stressed. Proposals that do not include the required elements and forms will be automatically disqualified. **No exceptions will be granted.**

Page 49 requires listing occupational titles that you will target to include the entry-level wages associated with the occupation. You can find the O'Net codes for the positions you will target at <http://online.onetcenter.org/>

The terms used in the **SUMMARY OF PAST PERFORMANCE** were discussed. Attendees were informed that the term "Exit" means termination or "closure" from all WIOA services. The individual has completed all scheduled WIOA Services and is not scheduled to receive any other WIOA services other than Post Follow-up. (Post) Follow-Up Services require the contractor to perform (follow-up on) all participants for a minimum duration of 12 months after exiting the program (termination). Type of services provided shall be based on the needs of the individual. Follow-up services may include, but are not limited to: leadership development (youth); supportive services, contact with individual's employer (if applicable); including addressing work-related problems that may arise; assistance with job development, career development and further education; work-related peer support groups; adult mentoring (youth); tracking the progress in school or employment after training, etc.

Bidders were informed that all costs that are associated with providing program services must be identified on the PY2023 detailed budget form provided in the solicitation package. A budget narrative must also be submitted with a proposal that explains the costs identified in the budget. No material, labor, equipment or facility costs will be provided by the Lower Chattahoochee unless specified in the budget and agreed upon by the WDA Administration/Board.

It was stressed that a "PY2023 Detailed Budget" form and a narrative must be submitted **for each funding stream: Adult, Dislocated Worker and Youth**. This meant three (3) separate Detailed Budget forms and narratives as there are three funding streams, Adult, Dislocated Worker and Youth.

It was also noted that members of the Administrative Entity will conduct a pre-award monitoring during the period of negotiations and prior to the actual signing of contracts with selected bidders.

Attendees were further informed that the assurances and certifications listed within the proposal will be part of all contracts that are awarded for Program Year 2023

The following list contains some of the general questions that were asked during the bidder's conference, followed by responses of the Administrative Entity. We extend our thanks to the agencies in attendance and wish all bidders'

good luck.

Questions & Answers

The following questions and answers were presented and responded to during the Bidders Conference.

Q. Do we have to fill out three Implementation Schedules?

A. *Yes, this solicitation requests services for 20 WIOA eligible Adults, 20 WIOA eligible Dislocated Workers and 10 WIOA eligible Youth. An Implementation Schedule must be completed for each of the target populations Adult, Dislocated Worker and Youth.*

Q. Should we get all the participants at once or can we do them in segments?

A. *That would be your decision. The implementation schedule is a breakdown of how each of the target populations will be served and will be a part of the contract negotiations between the WIOA Administration and contractor. Just to reiterate, the WIOA Administration monitors on a quarterly basis. Our monitoring team will come out and assess if you're in compliance with your contractual obligations. If you have or are exceeding it, that is also noted.*

PLEASE NOTE: *An Implementation Schedule (found of page 48) must be completed for each funding stream: ADULT (20); DISLOCATED WORKER (20); and YOUTH (10).*

Q. Will we select the participants from various agencies or work in conjunction with the Department of Labor and the Department of Family and Children Services?

A. *It would be your decision. You may coordinate with any agency to receive individuals to serve under your program. Just understand that the individual must be determined eligible for WIOA. Also bear in mind, this is a program of choice, which means there is no guarantee that the individual referred won't choose another agency for services, once the full array of services has been explained to them.*

Q. Can an individual who has graduated or gotten their GED be considered for the program?

A. *Yes, as long as the individual is not employed or currently enrolled in school, they can be referred to us for WIOA eligibility determination and assessment.*

Q. What about someone enrolled in the GED program?

A. *Yes, as stated in 20 CFR 681.230, for purposes of WIOA, in part: "high school equivalency programs, and dropout re-engagement programs are not considered to be schools for the purposes of determining school status. However, there is one exception. Youth attending high school equivalency (HSE) programs, including those considered to be dropout re-engagement programs, funded by the public K – 12 school system that are classified by the school system as still enrolled in school are considered 'In-School Youth'."*

Q. What happens if you serve more in a quarter than you projected you would on the Implementation Schedule for one quarter and less on the following quarter?

A. *Numbers identified in each quarter shall be cumulative with the 4th Quarter reflecting full proposed performance for the period which your agency would be judged. So - let's say, for example, you projected you'll serve "5" in the first quarter, (5 more) "10" in the second quarter, (5 more) "15" in the third quarter and then (5 more) "20" in the fourth quarter; but, you actually served 7 in the first quarter, and only 3 in the second quarter you would have exceeded your first quarter goals and still met your second quarter goals for performance.*

Q. Do we have to submit a separate proposal for each target population?

A. *No, this solicitation requests one proposal for intensive career services and case management for 20 WIOA eligible Adults, 20 WIOA eligible Dislocated Workers and 10 WIOA eligible Youth; however, the requested information such as the Implementation Schedule, Participant Characteristics (Priority of Service) Form, and PY23 Detailed Budget Form (to include the narrative), etc. must be completed for each funding source Adult, Dislocated Workers and Youth.*

Q. Regarding the Retention Outcome, when does the year start?

A. Technically your service would end 12 months after the individual completes your training.

The facilitator asked if there were any other questions, or any clarification required of what was being requested in the solicitation. Attendees were further reminded that once the meeting adjourned, no additional questions would be addressed, or responses given. With no further discussion, the Bidders Conference was adjourned. Good Luck!