



# Lower Chattahoochee Workforce Development Bidders Conference

January 31, 2023

Columbus Consolidated Government Annex Building

420 Tenth Street, 1st Fl

Columbus, Georgia 31901

These minutes encompasses an overview of the discussion and questions and answers generated during the Bidder's Conference for the solicitation of the Workforce One-Stop Operator held by the Columbus Consolidated Government Job Training Division on behalf of the Lower Chattahoochee Workforce Development Area Fourteen (WDA-14). The conference was held at 3:00 p.m.; January 31, 2023 at the CCG Annex Building, Main Conference Room, 420 Tenth Street, 1<sup>st</sup> Floor, Columbus, Georgia 31901.

Please be aware that this was the only opportunity questions and answers to those questions could be provided during the solicitation process. Good Luck!

## Interested Parties in attendance:

Mr. Robert Gordon, IN THE DOOR, LLC

## WIOA Staff

Ms. Feleshia Marshall, WIOA Assistant Director

Ms. 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 to ask questions concerning the proposal for Workforce Development One-Stop Operator that had been released.

A brief overview of the purpose of this request for proposal was provided. The purpose of the Request For Proposals (RFP) was to identify an appropriate service provider to at a minimum coordinate and manage the delivery of services provided by the required one-stop partners and service providers/one-stop affiliates within the comprehensive One-Stop location in the workforce area.

The One-Stop Operator (OSO) will coordinate the delivery of WIOA partners and service providers through the Lower Chattahoochee Workforce Development Board (LCWDB's) One Stop system at the Comprehensive One Stop site located at the Georgia Department of Labor Area Office in Columbus, Georgia. It is the intent that basic and individualized career services as well as training services will be provided through the One-Stop system including at the comprehensive One-Stop or affiliated sites.

It was noted that this project is funded by the Workforce Innovation and Opportunity Act of 2014 (WIOA). Lower Chattahoochee Workforce Development Area Fourteen (WDA14) comprises the eight-counties of: Chattahoochee, Clay, Harris, Muscogee, Quitman, Randolph, Stewart and Talbot and the cities and municipalities contained therein.

The proposer will identify methodology for administering the services solicited in the context of this RFP. The Duties include but are not limited to:

- Managing daily operations and other activities to support the center
- Managing partner responsibilities defined in the Memorandum of Understanding (MOU) among partners
- Managing hours of operation
- Managing services for individuals and businesses
- Ensuring that basic services are available (orientations, labor market information, resource room, etc.
- Implementing LCWDB Board Policy
- Adhering to all federal and state regulations and policies
- Reporting to the LCWDB Board on operations, performance and continuous improvement recommendations

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 upon 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 subrecipient of federal funds (contractor) during initial and any subsequent contract periods.

The Lower Chattahoochee Workforce Development (LCWDB) Board 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.

A brief overview of the Implementation Schedule outlined on Pages 14 and 15 of the solicitation package was discussed.

It was further noted that eligible bidders may be community-based organizations, educational institutions, public or private non-profit organizations, and private-for-profit businesses. Minority and women owned businesses were also encouraged to submit proposals

The facilitator noted the submission criteria was outlined in Section IV starting on Page 18 and reiterated deadlines for submission of proposals (as specified in the Implementation Timetable). In order to be considered, these specifications must be honored within the proposal submitted. 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 31901 no later than 5:00 PM on February 24, 2023 (NO EXCEPTIONS).

The facilitator noted the LCWDB Board reserves the right to accept or reject any and all proposals (bids) received as a result of the request; to negotiate with any source the LCWDB Board deems qualified; or, to cancel any bid in part, or in its entirety, if it is in the best interest of LCWDA14. Proposed bids that are determined by the LCWDB Board to be acceptable, but which are not funded, will be placed on a prioritized contingency list for future use should funding become available and should the request meet the needs of the LCWDB Board.

Bidders were informed that all proposals must be submitted in a sealed envelope and clearly marked, in the upper right-hand corner marked as requested in the proposal packet. **“Proposal: PY2023 Workforce Development One-Stop Operator Services”**.

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) in order to distinguish which is the original versus copy of the proposal.

Attendees were informed that no proposals will 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.

Proposals will be considered responsive if they meet the criteria outlined in the packet. The Administrative, Programmatic Oversight & Compliance (APOC) Committee will only review those bids that have been deemed responsive. All responsive proposals will be reviewed and ranked using the Process and Criteria outlined in Section IV Proposal Selection Criteria starting on Page 18. 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.

The **Proposal Checklist** on page 34 was discussed. 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.**

The financial capability requirements requested in the RFP were discussed. Members of the Administrative Entity will conduct a pre-award monitoring during the period of negotiations and prior to actual signing of contract with selected bidders.

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 their 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.

The facilitator reiterated that the Bidders Conference was the **only time** questions or clarification concerning the proposal and its preparation would be addressed. Once the meeting adjourned, no additional questions would be addressed, or responses given.

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 bidder’s good luck.

#### **Questions & Answers**

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

Q. If we already have a contract with LCWDA, would it be a conflict of interest for our agency to submit a proposal for this RFP?

*A. No. It would not be a conflict of interest for your agency to submit a proposal.*

Q. Does the operating budget need to include office supplies as well?

*A. Yes. Office Supplies will be an expense you will need to include in your budget.*

**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!**