



WORKFORCE
DEVELOPMENT

REQUEST FOR PROPOSALS WORKFORCE INNOVATION & OPPORTUNITY ACT DISASTER-RELATED EMPLOYMENT SERVICES

October 1, 2017 – September 30, 2018

DATE RFP ISSUED: September 5, 2017

CONTACT PERSON: Jeanette Langdell
Employment Training Manager
adultdwproposals@novaworks.org

PROPOSALS DUE: September 19, 2017 3:00pm

SUBMIT TO: NOVA
Attention: Jeanette Langdell
505 W. Olive Avenue, Suite 550
Sunnyvale, CA 94086
adultdwproposals@novaworks.org

This RFP and supporting documents are posted on NOVA's website at:
link.novaworks.org/proposal

I. INTRODUCTION

The NOVA Workforce Board (WB) has received funding for a project to create disaster-relief temporary employment for eligible individuals to assist with clean-up and recovery efforts affecting San Mateo County resulting from the severe winter storms in January 2017. The project funds temporary jobs for clean-up and repair of public or private non-profit facilities.

NOVA issues this Request for Proposals (RFP) to solicit a provider to deliver services related to the recruitment and coordination of temporary workers under this project. The funding source and governing regulations are Department of Labor (DOL) [Workforce Innovation and Opportunity Act](#) (WIOA) Title I Dislocated Worker program services. Programs must serve WIOA-eligible workers in the county of San Mateo.

A. About NOVA

NOVA is the Workforce Development Board for San Mateo County and seven cities in northern Santa Clara County (Cupertino, Los Altos, Milpitas, Mountain View, Palo Alto, Santa Clara, and Sunnyvale). NOVA is geographically in the center of Silicon Valley, and the economy is led by information technology followed by health care. The region is characterized by low unemployment, scarcity of housing, high job turnover, and a high cost of living.

NOVA's purpose is to support workforce mobility by easing workers' transitions from opportunity to opportunity throughout their career cycles.

B. Eligible Applicants

This RFP is made available to proposers from for-profit organizations, non-profit organizations, educational institutions and public agencies with experience in operating an adult workforce development program and who are familiar with WIOA and its regulations.

C. Funds Available

Funding for this program will be up to \$150,000 for the entire term of the project. Due to restrictions from the grant funder, funding is not planned to exceed \$75,000 for the first increment of the project, which ends December 31, 2017. Funding for the second project increment, beginning January 1, 2018, will be dependent on service provider performance, as well as overall grant performance, and is not guaranteed.

NOVA reserves the right to adjust award amounts on the basis of responses to this RFP, and to award contracts to one, multiple, or no providers based on the quality of proposals, current needs, and funding.

The contract period is anticipated to begin on **October 1, 2017** and end on **September 30, 2018**.

II. SCOPE OF SERVICES

This RFP is for an entity to deliver services related to a temporary jobs program for disaster-relief employment in San Mateo County. A minimum of 55 temporary workers are required to be enrolled during the term of the program, with at least 28 workers enrolled by December 31, 2017.

A. Eligibility

Proposers are responsible for attracting sufficient numbers of eligible job seeker customers to meet their enrollment obligations. NOVA will approve eligibility verification documents submitted prior to enrollment. WIOA eligibility requirements govern who may be served with WIOA Title I adult and dislocated worker funds. Individuals to be served under this program must be a minimum of 18 years old and demonstrate the right to work in the United States. Eligible candidates must be either laid off from their last job OR be a San Mateo County resident and out of work for 27 or more weeks. Dislocated workers must meet the definition in WIOA sec. 3(15).

Equal Opportunity data must be collected on every individual who is interested in being considered for WIOA services and who has signified that interest by submitting personal information. The EO data must be maintained in a manner that allows the individuals from whom the data was collected to be identified, and that ensures confidentiality. Individuals who receive services other than self-service or informational activities must be registered participants.

Under WIOA, veterans and eligible spouses receive priority of service in all Department of Labor-funded employment and training programs. Refer to NOVA's *WIOA Eligibility Technical Assistance Guide* for detailed eligibility guidance (available on NOVA's website at link.novaworks.org/proposal).

B. Program Services

Under the direction of NOVA, the proposer will be responsible for various services to recruit and manage workers for a temporary jobs program for winter storm recovery efforts in San Mateo County. Services will be coordinated with the County's Public Works and Parks departments. Depending on the project and worksite, the jobs will be approximately 6 to 13 weeks in duration. The workers will perform a variety of heavy manual labor tasks in connection with projects that may include:

- Repairing damage to water treatment and storage facilities.
- Assistance with road-related clean-up and repairs.
- Clean-up and repair of damaged trails and roads in County parks.

Bidders must demonstrate how, as a service provider, they will provide, coordinate, and/or manage the following services:

1. Recruit potential participants through outreach to appropriate sources such as local education providers, community-based organizations in San Mateo County, and the Employment Development Department.
2. Perform initial eligibility screening and collect necessary documentation.
3. Consult with NOVA for eligibility approval.
4. Review applications and perform screening of candidates in accordance with job descriptions for temporary workers provided by the County of San Mateo.
5. Coordinate candidate interviews with County of San Mateo staff.
6. For approved participants, coordinate onboarding through third-party employer of record.
7. Collect and review worker timecards and submit to employer of record.
8. Serve as ongoing point of contact for temporary workers and County staff and work (with NOVA) to resolve any concerns during the course of the temporary employment.
9. Inform NOVA of completion of services for each worker.

Other responsibilities may be added upon mutual agreement between NOVA and the provider. Please note that this project does not include workforce development services such as career services and training.

C. Reporting & Data Collection Requirements

Bidders awarded contracts will be responsible for meeting mandated WIOA data collection requirements for participant-level data. At a minimum, contractors will report the following for each participant: Application data, enrollments, completion of services, and whether or not participant is employed at completion. Records will be entered and maintained in an Information Management System, to be determined by NOVA. The exact process will be implemented with contract awardees, and NOVA will provide technical assistance. NOVA will review all eligibility documents and approve enrollments, and maintain the original eligibility file for each participant. Upon completion of services to each customer, the contractor will forward the customer's working file to NOVA.

Contractors will be expected to maintain complete fiscal and accounting records including, but not limited to, backup documentation of all contract expenditures and demonstration of acceptable accounting methods to allocate costs.

All records relating to this program are subject to review and monitoring by NOVA, the State of California, and the Department of Labor and shall be made available upon request.

Financial records, supporting documents, statistical records, and all other records pertinent to an award shall be retained for a period of three years from the date of submission of the final expenditure report or, for awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, as authorized by DOL.

D. Technical Qualifications

To be eligible for consideration, respondents submitting proposals may not have a financial or policy interest in NOVA or the City of Sunnyvale and must demonstrate:

- Experienced staff, subcontractors, and/or partners to provide the services described herein or must show the ability to acquire such staff
- Demonstrated experience in effectively performing similar types of services in the public or private sector
- Legal capability to enter into a contract for the delivery of these services, and ability to contract in a timely manner
- Ability to fulfill contract requirements, including the indemnification and insurance requirements
- Capacity to maintain adequate files and records and meet reporting requirements
- Capability to fiscally and administratively provide and manage the proposed services on a reimbursement basis (no advance funding), to ensure adequate audit trail, to maintain audit-ready files, and to monitor its own organization files (internal audit function)
- Knowledge and understanding of Federal Fair Labor Standards Act and rules; and regulations and policy directives regarding the Workforce Innovation and Opportunity Act programs issued by the State of California Employment Development Department
- Knowledge and understanding of OMB's uniform administrative requirements ("Uniform Guidance") at [2 CFR 200](#).
- That it is an Affirmative/Equal Opportunity Employer. If selected for funding, the agency will be required to meet EEO requirements.
- Compliance with requirements for lobbying, debarment, and drug-free workplace certification.

E. Confidentiality

Successful proposers acknowledge that they will exchange various kinds of information pursuant to this program. That information will include data, applications, program files, and databases. These data and information are confidential when they define an individual or an employer. Confidential information requires special precautions to protect it from unauthorized use, access, disclosure, modification, and destruction. Each party shall keep all information that is exchanged between them in the strictest confidence and make such information available to their own employees only on a "need-to-know" basis.

III. RFP Process Information

A. Contact Information

The primary point of contact for information on this RFP is:

Jeanette Langdell, Employment Training Manager

E-mail: adultdwproposals@novaworks.org

Any questions concerning this RFP, the application process, or programmatic issues must be submitted via email to adultdwproposals@novaworks.org by 5:00 pm on September 12, 2017. Answers to certain questions arising from the process, significant interpretations, direction, or revisions to the RFP will be posted on the NOVA website at link.novaworks.org/proposal. Proposers are encouraged to check the website for any updated information.

B. Submission of Proposals

Responses must be received **by 3:00 p.m. on September 19, 2017**. Please e-mail a pdf of your signed proposal to Jeanette Langdell at adultdwproposals@novaworks.org OR you may send or hand deliver proposals to NOVA, Attention: Jeanette Langdell, 505 W. Olive Avenue Suite 550, Sunnyvale, CA 94086. Proposals not received by the due date and time will be rejected.

C. Review and Rating of Proposals

NOVA staff will screen all proposals received by the submission deadline for compliance with the proposal instructions and format specifications. All proposals passing the above threshold will be evaluated based on the information included in the proposal narrative. The reviewers will consider all of the program design factors described in the proposal, and will evaluate how well the proposal meets the needs outlined herein. The reviewers may conduct oral interviews and/or site visits with proposers to further clarify and evaluate proposal details. Staff will then prepare a recommendation to the NOVA Workforce Board for approval, followed by a recommendation to the Sunnyvale City Council, which has final authority over issuance of contracts.

Agencies that have previously received funding from the NOVA WB may be reviewed for past program compliance including financial management, timeliness and completeness of reporting, evaluation results, and any other relevant documentation or information.

WB members or proposal reviewers will not evaluate nor participate in a vote to fund any proposal from an organization with which they have any financial and/or organizational relationship.

This RFP does not commit NOVA to award a contract, to pay any costs incurred in the preparation of a proposal to this request, or to procure or contract for services or supplies. NOVA reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified sources, or to cancel in part or in its entirety, with or without cause, this Request for Proposal if it is in the best interest of NOVA to do so. Should a failed competition (only one responsive proposal is received) result from this RFP, NOVA has the option to recompet the procurement or enter into a sole source procurement, whichever is deemed appropriate. NOVA may require the proposers selected to participate in negotiations, and to submit such price, technical, or other revisions of their proposals as may result from negotiations.

D. Type of Contract

NOVA reserves the right to utilize the most appropriate contract methodology, including performance-based and/or cost reimbursement. As NOVA's fiscal agent is the City of Sunnyvale, the contract will be issued in the name of the City of Sunnyvale.

E. Insurance Requirements

If awarded the contract, the contractor must comply with the City of Sunnyvale's (City) insurance requirements, as follows:

The contractor shall procure and maintain during the term of this Agreement insurance, in compliance with the sections below unless expressly waived, in writing, by the City. On or before commencement of the contract, the contractor shall furnish City with certificates showing the type, amount, class of operations covered, effective dates and dates of expiration of insurance coverage. Endorsements naming City as Additional Insured shall be submitted with the insurance certificates.

1. **Commercial General Liability:** \$1,000,000 per occurrence for bodily injury, personal injury and property damage and \$2,000,000 aggregate. ISO Occurrence Form CG 0001 is required.
2. **Automobile Liability:** \$1,000,000 per accident for bodily injury and property damage. ISO Form CA 0001 is required.
3. **Workers' Compensation** Statutory Limits and **Employer's Liability:** \$1,000,000 per accident for bodily injury or disease.

The liability and automobile insurance policies shall name the City as an additional insured only to the extent of the indemnification contained herein and shall provide at least thirty (30) days prior written notice to City of cancellation of the policy or reduction in the coverage.

The City will accept evidence of self-insurance from the Contractor that meets the above requirements.

F. Contract Award

NOVA may award a contract(s) based upon offers received without discussion of such offers with the proposer. Each offer should be submitted in the most favorable terms from a price and technical standpoint. However, NOVA reserves the right to request additional data or oral discussion/presentation in support of written proposals.

Prior to any contract negotiations, the applicant/agency must be prepared to submit the following:

- Form W-9 with Federal ID number
- Proof of insurance
- Signatory authorization
- Audit report for the past fiscal year (if required by law)

G. Award Notification and Appeals Process

The contact person listed on the Proposal Summary Form will be informed of the results of this RFP by email. When multiple agencies are applying as a collaborative, the NOVA WB reserves the right to address all correspondence and communications to the contact person listed on the Proposal Summary Form. It is the responsibility of the collaborating agencies to ensure that all partners are informed of this communication.

Bidders whose proposals are not recommended for funding by the NOVA Workforce Development Board (WDB) may file a written appeal within five (5) business days of the date of the WDB meeting. The appeals process is as follows:

- (1) An appellant bidder shall have the opportunity to review the technical review report prepared by NOVA staff.
- (2) The bidder shall have the right to meet with the designated committee of the WDB to review its funding recommendations.
- (3) The bidder shall receive a copy of the committee's recommendations to the WDB.
- (4) The bidder shall have the opportunity for written and verbal response to the WDB relative to the WDB's funding decisions.
- (5) Decisions of the WDB are final.
- (6) If a bidder believes that any local, State, or federal regulations have been violated in the procurement process, it may pursue the matter through access to NOVA grievance procedures.

Proposal Instructions and Format

1. One (1) original, signed hard copy OR one (1) electronic copy (.pdf format) of completed proposal(s) must be received **by September 19, 2017 at 3:00 pm** at the address below. Proposals may be submitted through email, hand delivery, regular mail, or delivery service.
2. All proposals must be submitted as requested. Late or incomplete proposals will not be considered.
3. Do not include literature or attachments beyond that necessary to present a complete and effective proposal. Failure to submit a concise, complete proposal shall be evidence of the proposer's inability to undertake program objectives.
4. All narratives will be typed in Arial (regular) or Times New Roman font, 12-point size or larger, on 8 ½" x 11" pages, with 1" for all margins. All narratives will be single-spaced with pages numbered sequentially. **There is a page limit of 3 pages for the narrative section.**
5. Proposals should be single stapled or clipped.
6. Complete the following and include in the proposal. Note that Word and Excel versions, as applicable, of the forms are on NOVA's website at link.novaworks.org/proposal.
 - a. RFP Proposal Summary Form (Form I)
 - b. Participant Plan (Form II)
 - c. Budget and Budget Narrative (Form III)
7. Organize the proposal in a manner consistent with the instructions (see checklist on following page).

Proposals are due by 3:00 pm on September 19, 2017 to the following address:

NOVA
Attention: Jeanette Langdell
505 W. Olive Avenue, Suite 550
Sunnyvale, CA 94086
adultdwproposals@novaworks.org

NOTE: It is the responsibility of the bidder to ensure that the proposal is received by the time and date specified above. Postmarks will not be accepted in lieu of this requirement. Therefore, use of the U.S. Postal Service is at the bidder's own risk. Proposals submitted to any other office will not be accepted.

Proposal Submission Checklist

- Proposal Summary Form (Form I) completed and signed
- Narrative section does not exceed 3 pages
- Narrative is single spaced using Arial (regular) or Times New Roman font, 12-pt or larger, with 1" for all margins
- Participant Plan (Form II) is completed and included
- Budget (Attachment III) is completed and included
- Budget Narrative immediately follows Budget
- Proposal is single stapled or clipped – one original, signed hard copy required OR email signed proposal in .pdf format

Proposals are due by 3:00 pm on September 19, 2017.

**NOVA WORKFORCE BOARD
DISASTER-RELATED EMPLOYMENT SERVICES RFP
Proposal Summary Form**

Proposing Entity Information:

Legal Name:
Fiscal Agent, if Applicable:
Address:
Contact:
Telephone:
Fax:
Email:

Projected Minimum Number of Individuals to be Enrolled: _____

Amount Requested: \$ _____

Certification:

The applicant hereby proposes to provide and deliver services as stated in this proposal.

The applicant certifies that the signatory below is a duly authorized representative of the applicant organization and is fully authorized to submit and sign proposals; that the cost data contained herein are accurate, complete and current; and that the applicant organization is fully capable of fulfilling its obligation under this proposal as stated herein.

Name and Title of Authorized Representative (typed)

Signature of Authorized Representative

Date

Proposal Narrative

The proposal narrative is limited to three (3) pages, not including required forms. It should contain the following elements, in the order specified; please use the headers shown below. All proposals will be reviewed for demonstrated capacity to provide the services/activities sought through this solicitation and the creativity, practicality and potential effectiveness of the overall design. Proposers should provide information that will help demonstrate their ability to comply with program requirements. Supporting documents, agreements, forms, or other evidence may be included separately as attachments to the narrative section.

Please describe your capacity in these areas through a concise narrative.

Program Services:

Describe your plan to implement the services described in this RFP. Include:

- Describe your strategies to identify, attract, and enroll the individuals that you will be serving and identify the specific strategies and resources you will use to ensure sufficient numbers of eligible clients are enrolled to meet or exceed your performance goals.
- Provide examples that demonstrate the proposer's connection to community agencies that can assist with recruitment.
- Describe how you will screen candidates for suitability for the temporary jobs program.
- Project the number of customers to be served and the timeframe for services.
- Describe your program strategy to enable participants to achieve successful completion of the temporary work experiences.

Demonstrated Effectiveness:

- Describe your agency's previous experience in providing employment and training services to adults and/or dislocated workers, including any other federal grant funds your agency may have received in the past.
- Describe your WIA and/or WIOA programmatic and administrative experience, if any.

Facilities/Location:

- Identify a minimum of one physical location within San Mateo County at which services will be provided.

Administrative Capacity:

- Describe the process your program will use to capture and report information on program participants.

Budget:

- Briefly describe your accounting system and ability to track and report costs monthly on an **accrual** basis, by funding source.
- Describe your capability to fiscally and administratively provide and manage the proposed services on a reimbursement basis (no advance funding).
- Briefly describe your methodology for allocating costs that are not directly charged, such as overhead costs.
- Provide a proposal budget using Form III. All costs proposed to be charged to the contract must be necessary, reasonable, and allowable under WIOA.
- **On a separate page following Form III** (not included in page limit), provide a budget narrative that includes a brief explanation for each line item of cost (e.g. hours and rate for salaries, mileage and rate for travel, facilities costs, etc.). If you have an approved indirect cost rate for federal grants, include the rate and name of your cognizant agency.

Participant Plan

Participant Plan				
Disaster-Related Employment Program				
TERM: 10/1/2017 - 9/30/2018				
I. Quarterly Participation (Cumulative)				
Quarter End Date (MM/YY)	12/17	3/18	6/18	9/18
A. New Participants Enrolled				
B. Participants Exited				
C. Participants Carried Out	-	-	-	-

Budget and Budget Narrative

On a separate page, provide a narrative discussing how all costs were derived. Include a list of individual staff positions and how they are budgeted for this project, as well as an explanation for all budgeted items of cost.

BUDGET SUMMARY PLAN	
Organization Name:	
Project Title: Disaster-Related Employment Program	
Term: 10/1/2017 - 9/30/2018	Amount
I. Expenditures:	
A. Staff Salaries	
B. Staff Benefits	
Staff Benefit Rate (%)	
C. Staff Travel	
D. Operating Expenses	
E. Leases	
F. Equipment - Prior approval required	
G. Supportive Services	
H. Other (attach detailed description)	
I. Indirect Costs	
Indirect rate (%)	
Total	-

Name of Cognizant Agency for Indirect Rate: