

Thomas P. Miller and Associates

Serving as Independent Procurement Entity For:



Serving the counties of:

Boone, Cabell, Lincoln, Logan, Mingo, Putnam, and Wayne

**REQUEST FOR PROPOSAL FOR
WORKFORCE INNOVATION & OPPORTUNITY ACT:**

American Job Center – One-Stop Operator

Release Date: May 21, 2021

Proposals Due: June 21, 2021

Funding Period: July 1, 2021 – June 30, 2022*

*(with the possibility of 2 years renewal)



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Section I: Program Description & Background

1. Purpose of RFP

This Request for Proposal (RFP) seeks to engage qualified applicants who will, through partnerships, improve the quality of life for the citizens throughout the local area by establishing a one-stop delivery system described in WIOA Section 121(e). Proposals will focus on helping job seekers, especially those with barriers to employment, as they access high quality career services, employment, education, training, and support services so they may succeed in the labor market and match employers with the skilled workers they need to compete in the global economy. Access to career services, as described in Section 134 (c)(2), will be available to youth, adults, and dislocated workers, respectively. Qualified applicants will establish and develop relationships and networks with large and small employers and their intermediaries and work collaboratively with partners/programs that are designed to meet workforce development needs.

More information about the R2WIB, WorkForce West Virginia, and U.S. Department of Labor can be located on their respective websites:

- South Western West Virginia Region 2 WIB: <https://www.wvregion2.org/>
- WorkForce West Virginia: <https://workforcewv.org/>
- U.S. Department of Labor (WIOA): <https://www.doleta.gov/wioa/>

2. The Workforce Innovation and Opportunity Act

The South Western West Virginia Region 2 Workforce Investment Board's (R2WIB) One-Stop System services and programs are funded through the Workforce Innovation and Opportunity Act of 2014 (WIOA). Therefore, each Proposer must be familiar with state and federal requirements of this program and the R2WIB's local plan.

WIOA provides workforce development activities through statewide and local workforce development systems. These systems should increase employment, retention, earnings, and occupational skill attainment by participants and, as a result, improve the quality of the workforce. WIOA requires the creation of a One-Stop System through which job seekers and businesses will access One-Stop Services.

The R2WIB reserves the right to designate and fund the type and mix of specialized services that ensure the creation and maintenance of a One-Stop System that enhances the range and quality of workforce services to be made available in its constituent counties.

3. Region 2 Workforce Investment Board

The R2WIB is a 501(c)(3) non-profit organization designated as the administrative entity, organizer, and grant recipient of Workforce Innovation and Opportunity Act (WIOA) 2014 funds. The R2WIB encompasses a seven (7) county area in West Virginia consisting of the following counties: Boone, Cabell, Lincoln, Logan, Mingo, Putnam, and Wayne.

Mission: The R2WIB will forecast, fulfill, and monitor the education and skill needs of employers and individuals in order to meet the needs of both sets of customers. We will:

- Reduce or eliminate the barriers to economic development and barriers that separate skilled and unskilled workers.
- Increase the efficiency and effectiveness of customer links to resources.



- Monitor and provide incentives to system participants to encourage continuous improvements and to meet/exceed state performance goals.
- Coordinate and integrate training, education, and economic development systems to meet community and employment needs.

Vision: A skilled workforce that enables our economy to expand and individuals to be self-sufficient through an integrated system.

4. Thomas P. Miller & Associates, LLC

Thomas P. Miller & Associates, LLC (TPMA) has been contracted by the R2WIB to lead the procurement process for selecting a One-Stop Operator. TPMA is a full-service consulting firm based in Indianapolis, Indiana with over 30 years of experience in workforce development activities. Through analysis, alignment, and action, TPMA applies our mission statement of empowering organizations and communities through strategic partnerships and informed solutions that create positive, sustainable change to every project assigned. For more information of TPMA's experience and expertise, please visit us at <http://www.tpma-inc.com>.

As the contracted entity to lead this procurement process, TPMA serves as a "separate and independent outside entity to conduct the competition" for the One-Stop Operator.¹ TPMA will review all submitted proposals and evaluate them on a scale coordinated and agreed upon by the R2WIB, with guidance from WorkForce WV. Based on its evaluation, TPMA will submit its selection, along with a description of the selection process and scoring justification, to the Board for approval.

5. Role of the One-Stop Operator

The One-Stop Operator, in a consultant role, will play a critical role in supporting the local workforce system to coordinate its diverse partners to achieve its service delivery vision and reach its "to be defined" performance goals. Specifically, the One-Stop Operator will:

- Convene four (4) quarterly meetings per year of mandated partners to support the Memorandum of Understanding (MOU) 1 implementation. The One-Stop Operator will develop meeting agenda (in conjunction with R2WIB Core Partners), meeting activities, facilitate meetings, and provide meeting notes.
- Additionally, in conjunction with Core-Partners, the One-Stop Operator will develop an appropriate mechanism to semi-annually report on the progress and performance of the partnerships across the system to the R2WIB Full Board.
- Support Core Partners in developing benchmarks to measure a baseline of "system performance", e.g., customer service, system flow, etc. In future years, the expectation is that the One-Stop Operator will make recommendations for continuous improvement based on this data.
- Meet with the Core Partners (Workforce WV, Department Rehab Services, R2WIB, and Adult Basic Education), as needed but not greater than once quarter in addition to mandated partners meeting.

¹ Cited in US Department of Labor, Employment and Training Administration, Training Employment and Guidance Letter (TEGL) WIOA No. 15-16, Competitive Selection of One-Stop Operators, released January 17, 2017. This TEGL provides significant background information on the selection process and roles and responsibilities of the One-Stop Operator within the WIOA system. Applicants are strongly encouraged to become familiar with the content of this document.



- Under WIOA, each mandated partner is required to enter into an MOU that outlines the service delivery and financial relationship for co-located partners, and service delivery coordination and cost-sharing for non-co-located partners.
- Hire at least one (1) staff person on-site to serve as Co-Coordinator or Information Specialist for a minimum of 30 hours/week.
- Perform outreach to community base to promote the availability of services.

6. Eligible Respondents

Per WIOA sec.121(d)(2), the types of entities that are eligible to become a One-Stop Operator include, but are not limited to:

- An institution of higher education
- An Employment Service State Agency established under Wagner-Peyser
- A community-based, non-profit organization or workforce intermediary
- A private-for-profit entity
- A government agency (i.e., municipality)
- Other interested organizations or entities capable of carrying out the duties of the One-Stop Operator, including local Chambers of Commerce, business organizations, or labor organizations

Exception: Elementary schools and secondary schools are not eligible to be selected as the One-Stop Operator.

No entity may compete for funds if (1) the entity has been debarred or suspended or otherwise determined to be ineligible to receive federal funds by an action of any governmental agency; (2) the entity's previous contracts with the R2WIB have been terminated for cause; (3) the entity has not complied with an official order to repay disallowed costs incurred during its conduct of programs or services.

The R2WIB will afford full opportunity for minority and women-owned business enterprises to submit a show of interest in response to the invitation and will not discriminate against any firm or individual on the grounds or race, creed, color, sex, age, handicap status or national origin in the contract award.

Additional Requirements: The State and local boards shall ensure that in carrying out activities under this title, one-stop operators:

1. Disclose any potential conflicts of interest arising from the relationships of the operators with training service providers or other service providers. An entity serving as One-Stop Operator may also serve a different role within the One-Stop system and perform some or all these functions when acting in its other role if it has established sufficient firewalls and conflict of interest policies and procedures.
 - a. Pursuant to 20 CFR 679.430, any entity selected or otherwise designated to perform more than one of the functions within the local One-Stop system must develop a written agreement with the local workforce development board and the CLEO to clarify how the entity will carry out its responsibilities while demonstrating compliance with WIOA and corresponding regulations, relevant Office of Management and Budget circulars, the State's conflict of interest policy, and the R2WIB conflict of interest policy.



2. Do not establish practices that create disincentives to providing services to individuals with barriers to employment who may require longer-term services, such as intensive employment, training, and education services; and
3. Comply with Federal regulation, and procurement policies, relating to the calculation and use of profits.
4. Respondents must comply with Section 504 of the Rehabilitation Act of 1973, the Federal Drug-Free Workplace Act of 1988, and the Americans with Disabilities Act to be eligible.

7. Project Timeline & Funding

The table below provides a timeline of activities for this procurement. In the event dates are changed, TPMA will provide notice through the procurement portal:

<https://www.tpma-inc.com/procurement-r2wib/>

Activity	Date
RFP Release	05/21/2021
Deadline for Bidder Questions	06/04/2021
Response to Bidder Questions Posted	06/07/2021
Proposal Deadline (email only)	06/21/2021
Interviews (if necessary)	Week of 06/21/2021
TPMA Recommendation to R2WIB	By 06/25/2021
Contractual Start Date	07/01/21

The anticipated funding amount for the twelve (12)-month budget for the One-Stop Operator contact is: **\$55,000.00**. The annual contract may be renewable up to two (2) times.

8. American Job Centers in Region 2

The R2WIB administers 2 Comprehensive and 5 Affiliate AJCs, with existing WIOA One-Stop Partners and service providers in place. Affiliate sites are staffed by R2WIB staff with some of their salaries funded by WIOA. The AJCs are at the following locations throughout Region 2:

- **Boone County:** One Ave. C, Ste. 102, Madison, WV 25130 (Affiliate)
- **Cabell County:** 2699 Park Ave., Ste. 210, Huntington, WV 25704 (Comprehensive)
- **Lincoln County:** 81 Panther Way, Hamlin, WV 25523 (Affiliate)
- **Logan County:** 130 Stratton St., Ste. 116, Logan, WV 25601 (Comprehensive)
- **Mingo County:** 1601 Armory Dr., Rm. 201, Williamson, WV 25661 (Affiliate)
- **Putnam County:** 3554 Teays Valley Rd., Ste. 117, Hurricane, WV 25526 (Affiliate)
- **Wayne County:** 608 Hendricks St., Wayne, WV 25514 (Affiliate)



The chart below includes service levels from July 1, 2019 – June 30, 2020. Respondents should propose staffing levels based on historical service levels.

07/01/2019 – 06/30/2020	Adult	Dislocated Worker	Youth	Total by AJC
Boone County	247	111	12	370
Cabell County	3,208	5,381	944	9,533
Lincoln County	34	54	10	98
Logan County	2,283	2,568	857	5,708
Mingo County	212	152	37	401
Putnam County	2,576	1,380	83	4,039
Wayne County	51	0	0	51

9. Participant Data & Performance Outcomes

AJC Traffic Count: FY 2019-2020

'19 – '20	Boone Co.	Cabell Co.	Lincoln Co.	Logan Co.	Mingo Co.	Putnam Co.	Wayne Co.	Subtotal
19-Jul		866		499		391		1,756
19-Aug		996		505		441		1,942
19-Sep		789		443		368		1,600
19-Oct		880		637		459		1,976
19-Nov		832		581		340		1,753
19-Dec		900		799		589		2,288
20-Jan		1,329		990		728		3,047
20-Feb		1,606		688		572		2,866
20-Mar		406		566		406		1,378
20-Apr		X		X		X		X
20-May		X		X		X		X
20-Jun		X		X		X		X
Total		8,604		5,708		4,294		18,606



Section 2: Scope of Work

Proposals should be developed and organized as outlined below. Interested bidders should respond to each section's requirement in its entirety. For example:

Experience and Capacity

- 1) *Briefly describe your organization's history, including the number of years in operation, past services provided, and customer and geographies served.*
 - a. *[Insert organization's response]*
- 2) *Explain how your organization's vision, mission, and objectives align with this funding opportunity.*
 - a. *[Insert organization's response]*

Experience & Capacity (10 points)

1. Briefly describe your organization's history, including the number of years in operation, past services provided, and customers and geographies served.
2. Explain how your organization's vision, mission, and objectives align with this funding opportunity.
3. Describe your organization's governance and management structure, vision and mission, objectives, and major programs and/or services.
4. Describe your organization's financial and administrative experience and capabilities managing and accounting for multiple federal, state, and local funding sources and conducting self-monitoring for performance and compliance. Bidders must be in accordance with Generally Accepted Accounting Principles (GAAP).
5. If submitting a response as a consortium, explain your rationale for the R2WIB model and how collaboration will be managed. Identify the lead consortium partner and describe the roles and responsibilities of each partner. Attach a detailed MOU between all consortium partners.
6. If subcontractors are included in the proposal, explain your rationale for their inclusion and describe the roles and responsibilities of each subcontractor. Attach a detailed MOU with each subcontractor included in the proposal.

Qualifications (15 points)

7. Describe your organization's project management experience within the past three (3) years. Describe the nature and scope of the work performed and quantify the scale of work in terms of contract amount and number of personnel and/or participating entities.
8. Describe your organization's relationship management experience within the past (3) years, including experience with:
 - a. Developing and facilitating complex partner relationships
 - b. Facilitating collaboration across multiple partners
 - c. Negotiating
 - d. Resolving conflicts and mediating between partners.
9. Describe your experience developing and implementing continuous improvement processes within the past three (3) years.



- a. Describe the nature and scope of the processes implemented and quantify the work in terms of contract amount, complexity, and scale of processes, and/or other relevant parameters. Describe methodologies and technologies used.
- 10.** Describe your organization's relevant industry experience within the past three (3) years, including experience with:
 - a. Operating workforce development programs
 - b. Operating social service programs
 - c. Working with WIOA One-Stop Partners
 - d. Contracting with governmental or quasi-governmental agencies.
- 11.** Describe your organization's experience working in the similar communities (geography, size, demographics, labor market, etc.,) within the past three (3) years. Explain your understanding of the social and economic challenges facing the region and describe how your organization has provided or tailored services to address these challenges.
- 12.** Attach three (3) letters of reference that attest to your organization's experience

Staffing Plan (15 points)

- 13.** Specify the annual percent FTE budgeted for each staff (specify title) who will perform the work of the One-Stop Operator. Note: the R2WIB requires at least one (1) staff person on-site to serve as Co-Coordinator or Information Specialist for a minimum of 30 hours/week.
- 14.** Provide a detailed explanation of the role each staff will play in executing the proposed program design.
- 15.** Describe the management and reporting structure that will govern the work of the proposed staff.
- 16.** Describe how your organization will evaluate individual staff performance on executing the proposed program design for One-Stop Operator services.
 - a. Describe your practices for staff performance review and improvement, including any specific evaluation criteria or tools that may be used.
- 17.** Provide the name and title of the lead individual staff person who will perform the services of the One-Stop Operator. Describe the relevant education and training, professional experience, skills, and other characteristics that qualify them to perform the proposed role.
 - a. Attach a current resume (with up-to-date information on current title and functions) for each proposed staff.
 - b. Attach a job description for each proposed staff position that has not yet been hired.
- 18.** Describe your organization's professional development policies and practices.
 - a. How will your organization develop proposed staff to ensure that they maintain current knowledge and skills required for the scope of work?
 - b. What development activities and resources does your organization provide internally to staff?
 - c. What external development activities and resources do you make available to staff?
 - d. Describe how managers and supervisors support staff development.

Project Design (35 points)

- 18.** Describe the strategies, methods, and specific activities your organization will undertake to successfully perform each of the following functions and responsibilities of the One-Stop Operator:



- a. Coordinate WIOA service delivery across required WIOA One-Stop Partners and service providers.
 - b. Convene meetings to support implementation of the MOU among WIOA One-Stop Partners, including reconciliation procedures.
 - c. Facilitate the development and implementation of service integration plans at One-Stop centers to share necessary data, reduce duplication of services, and leverage program resources to the mutual benefit of Partner programs and their shared customers, resulting in efficient, effective, and seamless service delivery.
 - d. Implement a comprehensive customer service strategy to ensure quality service to shared job seekers.
 - e. Assist WIOA One-Stop Partners with community outreach and the promotion of program services. Describe how you will work to bring additional partners to the Partner Network.
 - f. Identify ways in which technology may be used to enhance One-Stop operations, and work with One-Stop Partners throughout the community, such as libraries, to develop and implement technological strategies to improve service delivery, customer service, service integration, and reporting.
 - g. Coordinate with the R2WIB and WIOA One-Stop Partners to complete One-Stop center certification processes. West Virginia's One-Stop certification policy requires an evidence-based system of effective service delivery, physical and programmatic accessibility, and pursuit of continuous improvement opportunities. The certification process ensures that local workforce development boards oversee the delivery of employment and training programs in their communities and support high levels of effectiveness and sustainability.
 - h. Remain informed on Federal and State One-Stop Operator policies and attend relevant webinars and in-person trainings hosted by the R2WIB, Workforce West Virginia, the U.S. Department of Labor, and other entities as relevant.
 - i. Coordinate with One-Stop Partners to report on activities and performance and submit formal reports to the R2WIB on a schedule to be set by the R2WIB.
 - j. Attend meetings of the R2WIB as scheduled. As instructed by the R2WIB, report to the WDB on One-Stop performance, service integration efforts, and progress on implementation of the Memorandum of Understanding among One-Stop Partners.
- 19.** Describe how you will collect and evaluate customer needs and satisfaction for continually service delivery improvement, including exploring implementing a real-time customer feedback model. Be sure to describe how this will be conducted digitally.
- 20.** How do your proposed strategies and methods address impediments to coordination and collaboration, such as organizational idiosyncrasies and incompatible interests?
- 21.** Describe the work your organization will undertake during the first 90 days of the contract period to learn current circumstances and effectively plan workstreams and timelines for the remaining contract period.
- 22.** If your organization is a current provider of program services under WIOA Title I-B or Title II at a One-Stop center (or its satellite site) within the R2WIB's system, describe your proposed policies and procedures for ensuring neutral treatment of all One-Stop Partners and other relevant partners when performing the functions and responsibilities of the One-Stop Operator.
- 23.** Per TEGL 7-20, ETA envisions that giving priority of service to (1) recipients of public assistance, (2) individuals who are basic skills deficient, or (3) those identified as being low-income, means



ensuring that at least 75 percent of a state's participants receiving individualized career and training services in the Adult program are from at least one of the priority groups mentioned above, and expects this rate will be no lower than 50.1 percent in any state. The AJC must ensure that it is serving participants based off the Priority of Service Levels in TEGL 7-20 and TEGL 19-16.

Budget (25 points)

- 22.** Provide a budget narrative that justifies each proposed expense included on the Budget Form. Fully explain the proposed programmatic costs. For example, if funding is budgeted for support services, describe types of assistance that might be provided with the funds.
- 23.** Identify any in-kind resources/support for the service delivery system beyond what is requested in the budget. Include each committed or proposed source of funding and the amount of that funding.
- 24.** Describe your organization's contingency plans to repay the R2WIB in the event there are any disallowed costs because of an audit or monitoring review.
- 25.** Describe how the proposing agency will financially support the costs of doing business until an invoice can be submitted and paid by the R2WIB.
- 26.** State what method of payment will be requested, either fixed unit price or cost reimbursement with a demonstrated performance basis. If a fixed unit price contract is proposed, describe in detail the proposed outcome payment points and the documentation that will be submitted to provide attainment of the outcome. If a cost reimbursement with a demonstrated performance holdback contract is proposed, provide the proposed percentage of the total cost that will be withheld (maximum is 50%). Describe the measurable performance outcomes to which the organization will tie payment and the documentation that will be submitted to provide attainment of the outcome.



Section 3: Submission & Evaluation

1. Bidders Questions

All questions that interested parties may have can be directed to the third-party procurement agent, TPMA, Kristopher Subler at: ksubler@tpma-inc.com. Questions must be submitted via email between May 21, 2021 and June 4, 2021. Responses to questions will be posted by June 7, 2021 on the TPMA procurement portal website, <https://www.tpma-inc.com/procurement-r2wib/> along with other relevant information, including the RFP, attachments, procurement timeline, contact information, etc.

An entity's failure to submit a complete proposal or to respond in whole to RFP requirements will result in the proposal being deemed non-responsive and thus ineligible for funding. A proposal may also be deemed "non-responsive" if the submitted price is found to be excessive or inadequate as measured by criteria stated in the RFP, or the proposal is clearly not within the scope of the project described and required in the RFP. R2WIB reserves the right to cancel this procurement at any time, for any reason.

2. Proposal Instructions

The Scope of Work should be completed entirely, should not exceed 15 pages, and be typed in 12-point font, single-spaced, 1" margins on all sides, page numbers, and table of contents. Once completed, interested parties must submit their proposal electronically to Kristopher Subler at ksubler@tpma-inc.com. Please have your proposal organized in the following manner for each component:

- Attachment A: Cover Page
- Attachment B: Conflict of Interest Form
- Attachment C: Budget Form & Narrative
- Attachment D: Reference Form and Letters
- Two (2) Years of Audited Financial History
- Documentation of registration for private, for-profit, or non-profit organizations (if applicable)
- Proposal (scope of work)
- Staff Resumes
- Job Descriptions for Proposed Staff Positions Not Yet Hired (if applicable)
- Additional Attachments as necessary
 - If submitting as consortium, attach a detailed MOU among all consortium partners
 - If subcontractors are included in your proposal, attach a detailed MOU with each subcontractor included in your proposal

Bids that fail to follow this order will risk losing points in their overall score.



3. Evaluation and Award

Proposals will be evaluated by TPMA, as the third-party procurement agent, to ensure each submission meets all criteria outlined in this RFP. The procurement team will develop and use a scoring matrix that is agreed upon by the R2WIB to evaluate each proposal. Each section of the scoring matrix is worth the following number of points:

Section	Points
Experience & Capacity	10
Qualifications	15
Staffing Plan	15
Project Design	35
Budget	25
TOTAL	100

All items that are mandatory (e.g., inclusion of attachments, financials, etc.) are considered pass/fail. If necessary, TPMA will conduct phone interviews to clarify any concerns or questions.

4. Notice of Award

All respondents will be notified by email as to their award status. Unsuccessful respondents who wish to obtain information on the evaluation of their proposal should submit a written request to this effect to Dwight Coburn, Board Chair, at Dwight.Coburn@scacwv.org. Unsuccessful respondents are encouraged to re-apply in subsequent funding cycles.

5. Appeals Process

Any disagreements resulting from this procurement process must be addressed in the same manner outlined in the Board's Grievance and Complaint Policy, located at:

[https://www.wvregion2.org/assets/images/pdfs/combinepdf_4\).pdf](https://www.wvregion2.org/assets/images/pdfs/combinepdf_4).pdf).

6. Fiscal Review

TPMA, in coordination with the R2WIB will also conduct a fiscal review of all qualified proposals. We will review proposal budgets, agency audits, and responses to questions related to fiscal operations. The R2WIB reserves the right to review and request further information regarding the respondent's financial situation, if not sufficiently outlined in the submitted audit(s). The R2WIB reserves the right to assess the risk posed by any recent, current, or potential litigation, court action, investigation, audit, bankruptcy, receivership, financial insolvency, merger, acquisition, or other event that might affect an organization's ability to operate the requested program.

7. Past Program Performance

TPMA may review a respondent's performance on any previous and/or existing grant agreement(s) as well as check references submitted from other grantors. Achievement of grant agreement outcomes, along with compliance with programmatic and fiscal guidelines and timelines may be evaluated. The review team may perform an in-depth evaluation of all responsive proposals based upon the criteria herein. Prior to its final funding decision, the R2WIB may also: 1) meet with representatives of the responding entity to discuss the proposed program and budget; 2) identify and/or negotiate program or budget changes the responding entity must make as a condition of funding; and 3) identify other



documentation the entity must provide as a condition of funding; 4) negotiate numbers of adult and dislocated workers to be served.

8. Accessibility and Equal Opportunity

TPMA and the R2WIB are committed to equal access for all customers to all services. All contractors must ensure equal opportunity to all individuals. No individual in Region 2 shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any Workforce Innovation and Opportunity Act funded program or activity because of race, color, religion, sex, national origin, age, disability, English proficiency, sexual orientation, political affiliation, or belief. All entities are expected to demonstrate full compliance with the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) and all other equal opportunity laws. This includes ensuring contract staff receive accessibility training and may involve developing accessibility plans. All respondents must ensure all written materials and communications include the statement: “Reasonable accommodations and auxiliary equipment and services are available upon request.”

9. Contract Award

The contract will be awarded based on the most responsive bidder whose offer is most advantageous to the R2WIB in terms of cost, functionality, past performance, and other factors specified in this RFP. The award may be negotiated at the discretion of the R2WIB or made based on the initial bid/offer received, without discussions or requests for best and final offers.



Reference Information

Attachment A: Cover Sheet

Please complete this **mandatory** cover sheet accordingly.

Organization Name				
Address				
Phone Number				
Number of Years in Business				
FEIN #				
DUNS #				
Acknowledgement that Proposing Entity is up to date on taxes and not currently debarred or suspended.		YES	NO	
Acknowledgment that the R2WIB reserves the right to review and request further information regarding the respondent's financial situation, if not sufficiently outlined in the submitted audit(s).		YES	NO	
Type of Organization (check all that apply)	<input type="checkbox"/>	Higher Education	<input type="checkbox"/>	Private
	<input type="checkbox"/>	Community-Based Org.	<input type="checkbox"/>	Business Organization
	<input type="checkbox"/>	Government Agency	<input type="checkbox"/>	Other (explain)
	<input type="checkbox"/>	Labor Organization		
	<input type="checkbox"/>	Non-Profit		
<input type="checkbox"/>	Employment Service State Agency (Wagner-Peyser)			
Contact Person				
Contact Person's Email Address				
Signatory Authority Signature				

Proposed Budget Amount for One-Stop Operator:

_____ One-Stop Operator Budget



Attachment B: Conflict of Interest Form

By submitting a proposal, the authorized signatory authority of the bidding entity certifies to his/her knowledge and belief that there is no conflict of interest (real or apparent) inherent in the bid or in delivering the scope of work if the R2WIB awards a contract. A conflict of interest would arise if any individual involved in the preparation of this proposal and delivery of services has a financial or other interest or would be likely to gain financially or personally from the award of a contract. The same would hold true for any member of the individual’s family, partner, or an organization employing or about to employ any of the above as a direct result of the successful award of a contract under the RFP. The R2WIB reserves the right to disqualify a bidding entity should a conflict of interest be discovered during the solicitation process.

Signatory Authority Name	Title Signature	Date
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*Note: This form is a **mandatory** required document to be considered for either component. Bidders should only complete this form once per entry.*



Attachment C: Budget

Please complete the **mandatory** budget form and narrative explanation below for **One-Stop Operator**.

Line Item	Budget Amount (1-Year Contract Period)
Personnel (Wages/Staff)	\$
Fringe Benefits	\$
Travel	\$
Equipment	\$
Supplies	\$
Communications (including Copying/Printing)	\$
Other	\$
Subtotal Program	\$
Administrative Indirect	\$
TOTAL BUDGET REQUEST (\$55,000.00 MAX)	\$

Budget Narrative: Please provide a detailed explanation for each allowable budget line item to justify the cost. Examples of explanations include job titles, wage rate, hours worked/charged, types of benefits and rates, estimated mileage/visits to locations, office and other supplies, and agency program operation or program costs. No travel expenses may be claimed for commute to/from “official station.” Travel expenses may be claimed from the official station. West Virginia State Mileage Rate is \$0.575 (as of 2020).

Attach the Budget Narrative indicating all operating expenses in the listed categories. Each budget category requires an additional line-item detail that addresses the method of calculation and justification for the expense. Therefore, the Respondent shall develop and include a line-item budget to meet the intent and requirements of the program, to ensure the successful implementation of the program, and to show that the program is cost-effective. The Respondent should prepare a realistic and prudent budget avoiding unnecessary or unusual expenditures that would detract from the accomplishment of the objectives and activities of the program.

All funding of this RFP is contingent upon the R2WIB and/or partner agreements having fund availability and may change based on increase/decrease in allocations, de-obligation of funds, new initiatives, and decisions of the R2WIB.



Attachment D: References – Bidders are **required** to provide three letters of references who can verify their experience, along with a contact phone number or email. References should be for experience in the past 5 years.

Reference #1 _____

Email: _____

Reference #2 _____

Email: _____

Reference #3 _____

Email: _____

List the agency contact information for all current contracts or contracts for the past 3 years. Do not duplicate those listed as references.